

DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

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

June 27, 2023  
4:30 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Reconvened

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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.

**AI 1.0 CALL TO ORDER**

**CALL FOR EXECUTIVE SESSION**

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

**IO 2.0 Roll Call**

**AI 3.0 PLEDGE OF ALLEGIANCE**

**IO 4.0 APPROVAL OF AGENDA JUNE 27, 2023**

**PUBLIC PARTICIPATION**

- Identify oneself and be brief.
- Comments should be limited to 3 minutes.
- Any public comments submitted to the Board Secretary will be included in the record.

**DI 5.0 BOARD DISCUSSION**

**IO 6.0 REPORTS FROM ADMINISTRATION**

- First Read: Update on Policy 8:80 Gifts to the District
- Update on Dennis Lab School

**AI 7.0 CONSENT ITEMS**

- A. Minutes: Special Closed Session June 06, 2023 and Open/Closed Meetings June 13, 2023
- B. Financial Conditions Report
- C. Treasurer's Report
- D. Annual Investment Report and Authorized Depositories
- E. South Shores Elementary School Acceptance of a Grant
- F. Macon-Piatt Special Education Contract Renewal for Embrace Education
- G. Behavior Intervention Support Team (B.I.S.T.) Training Service Agreement
- H. Job Descriptions:
  - a) Buildings & Grounds Supervisor 1 (new)
  - b) Buildings & Grounds Supervisor 2 (new)
  - c) Buildings & Grounds Supervisor 3 (new)
  - d) District Receptionist (update)

**AI 8.0 ROLL CALL ACTION ITEMS**

- A. Possible Termination of a Probationary Security Guard/Officer
- B. Possible Discipline and/or Notice to Remedy regarding a School Assistant Principal
- C. Personnel Action Items
- D. Employment of an Assistant Principal at Eisenhower High School
- E. Employment of an Assistant Superintendent of Teaching and Learning
- F. Employment of an Interim Director of Human Resources
- G. Decatur Public Schools Foundation Coordinator's Contract for the Jerry J. Dawson Civic Leadership Institute
- H. Decatur Public Schools Foundation Executive Director's Contract
- I. Award Bid for Backpacks with Supplies and Hygiene Kits for Student Services
- J. Flexible Seating Bids for Baum, Franklin Grove, Muffley, Parsons and South Shores
- K. Read 180 for Special Education Curriculum
- L. Promethean ActivePanel
- M. Worker's Compensation Excess Insurance Renewal
- N. Worker's Compensation Renewal – Third Party Administrator
- O. TimeClock Plus
- P. Tentative Budget for FY2023-2024 for Macon-Piatt Special Education District and Set Public Hearing
- Q. Authorization to Lease Up to a Total of Sixteen (16) Mobile Modular Classrooms with Amenities on the Garfield Campus for Dennis Lab School

## **IO 9.0 ANNOUNCEMENTS**

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

Deloris Ann Smith, who passed away Saturday, June 17, 2023. Mrs. Smith was the mother of Leslie Risby, Coordinator of Innovative Programs in Decatur Public Schools.

## **IO 10.0 IMPORTANT DATES**

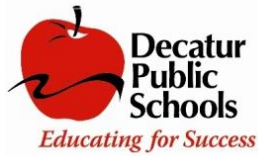
- July** 04 Independence Day Holiday  
– District Offices are Closed  
10 Registration for 2023-2024 school year opens in Skyward  
– Contact your child's school for login assistance

**Please Note:** The Keil Administration Building summer hours will be 8:00 AM to 4:30 PM Monday through Friday, June 05, 2023 through July 21, 2023. The Keil Building will be CLOSED to the public every Friday from June 05, 2023 through July 21, 2023. The Keil Building will re-open on Fridays to the public on Monday, July 24, 2023.

### **NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, July 11, 2023 at the Keil Administration Building.

## **AI 11.0 ADJOURNMENT**



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> First Reading: Update to School Board Policy 8:80
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> Updated Policy 8:80: Community Relations – Gifts to the District
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The Board Policy Committee regularly reviews Policies to make-adjustments based on the Illinois Association School Boards PRESS recommendations, current practices, needed changes to practices, and updates to reflect changes associated with new laws. This policy was reviewed by the Board Policy Committee at the most recent meeting.

### CURRENT CONSIDERATIONS:

The below policy is being presented as a first reading.

- 8:80 – Community Relations – Gifts to the District

### FINANCIAL CONSIDERATIONS:

N/A

### STAFF RECOMMENDATION:

The updated policy is being presented for information only. The policy will be updated to reflect board guidance and brought back at the July 11<sup>th</sup> Board meeting for consideration of approval.

### RECOMMENDED ACTION:

☐ Approval  
☒ Information  
☐ Discussion

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

## **Community Relations**

### **Gifts to the District**

Grant: External transfer of assets in exchange for specific services. The end product typically must be accomplished in a specific time frame with the support revocable for non-compliance. Financial and/or technical reporting are typically required.

Gift: Voluntary and irrevocable transfer of assets from an external donor for either restricted or unrestricted use by the school district. There is no commitment from the resources other than possibly an end product the donor specified.

The School Board appreciates gifts from any education foundation, or other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$~~1,000,000~~5,000 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106., 105 ILCS 5/16-1., 23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: April 22, 1997

REVISED: March 10, 1998  
May 22, 2012  
October 28, 2014  
October 13, 2015  
July 9, 2019

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

DATE/TIME: June 13, 2023

4:00 PM

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

PRESENT: Bill Clevenger, President  
Alana Banks  
Al Scheider

Jason Dion, Vice President  
Mark Reynolds  
Will Wetzel (audio)

ASBSENT: Kevin Collins-Brown

STAFF: Superintendent Dr. Rochelle Clark, Board Secretary Melissa Bradford, Attorneys Luke Feeney and David Braun and others

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

TOPIC	DISCUSSION	ACTION
<b>Call for Closed Executive Session</b>	President Clevenger called the meeting to order and moved into Closed Executive Session to conduct a student suspension review hearing, employee discipline hearings and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, seconded by Vice President Dion.	Board moved to Closed Executive Session at 4:00 PM.
	President Clevenger called for a Roll Call Vote: Aye: Wetzel, Banks, Scheider, Dion, Reynolds, Clevenger Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
	For the record, Mr. Wetzel joined Closed Session via audio.	
<b>Returned to Open Session</b>	President Clevenger moved to return to Open Session, seconded by Ms. Banks. All were in favor.	Open Session at 6:36 PM.
<b>Open Session Continued</b>	President Clevenger noted that the Board of Education had been in Closed Executive Session to conduct a student suspension review hearing, employee discipline hearings only. and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. <u>No action was taken during Closed Executive Session.</u>	Information
<b>Pledge of Allegiance</b>	President Clevenger led the Pledge of Allegiance.  For the record, Mr. Wetzel joined Open Session via audio.	

TOPIC	DISCUSSION	ACTION
<b>Approval of Agenda, June 13, 2023</b>	<p>Superintendent Clark recommended the Board of Education approve the June 13, 2023 Open Session Board Meeting Agenda as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Scheider. All were in favor.</p>	Agenda was Approved as presented.
<b>District Recognition</b>	The Board of Education (former and current), District Administration (former and current) and the Board Secretary honored the memory of Attorney Brian A. Braun. Attorney Braun served as Decatur Public Schools' legal counsel for more than 12 years. He will truly be missed by the DPS family.	Information only.
<b>Public Participation</b>	<p>President Clevenger 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> <li>• Any public comments submitted to the Board Secretary will be included in the record.</li> </ul> <p>For our listening audience, please note that during any Board of Education meeting and public participation, Board Members do NOT respond and/or comment to public comments; all comments are referred to administration. Furthermore, the Board refrains from referring to specific students or staff members by name, and requests that public commenters refrain from doing so as well. The request that you omit names was made to protect you from allegations of libel or slander or from violations of the Illinois School Student Records Act. It was not intended to shield an employee from criticism.</p> <p>Carolyn Wagner, Retired Nurse Practitioner/Substitute Teacher, spoke to the Board and shared some of her background. While in some of our schools, she noticed significant needs. Some students were behind and also carried significant emotional issues, which impacted their ability to learn and impacted teachers' ability to teach. There was some egregious legislation that was signed into law and schools were having a difficult time with complying. There were some people who pray for our District on a regular basis. She offered a simple prayer.</p> <p>Phillip Winecke, Teacher at Dennis Lab School, spoke to the Board regarding a plan and major issues. There will be two buildings taken off-line and he hoped that their program would not be ending. American Dreamer will be taken off-line as a new building will be built. He asked for a plan and/or to-do list regarding Dennis. He would like to see more Board Members at committee meetings. The Keil building supports Dennis, but he had not seen very many Board Members. With the <b>BOLD</b> Plan, there were reports on the progress etc.</p> <p>Reed Sutman, Decatur Votes, spoke to the Board regarding Kent Metzger's conversations with BFW regarding Dennis's structure issues.</p>	Information only.

TOPIC	DISCUSSION	ACTION
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He noted that the District had no other information for the media. He mentioned other issues with Dennis and the report regarding the structure that could be found on our website. He stated that the District was not transparent and made unclear and/or misleading statements. There were recommendations on repairs and not a clear recommendation regarding demolition of either building.

For the record, Reed Sutman's handout during public comment would be entered into the record with the June 13, 2023 Open Session minutes.

Cassie Mann, Teacher at Dennis, thanked the Board for the assistance in the K-2 classrooms. She spoke to the Board regarding the culture/climate of Dennis Lab School. There was progress with BIST and teacher retention as they need to continue to be together. Safety and belongings were mentioned and now was not the time to introduce new initiatives, more rigor and/or compare test scores. Dennis is aware of their problems, but she asked for compassion as they were in a time of crisis as it related to data. Dennis needs long-lasting solutions, not quick fixes. She offered her assistance as it relates to a solution.

**Board Discussion**

None at this time.

Information only.

**Reports from Admins Alternative Educational Programs/Options**

Brian Plummer, Director of Futures Unlimited & Milligan Academy-Regional Office #39, and Eldon Conn, Director of Student Services, presented an update on Alternative Educational programs and options. Mr. Plummer noted the following:

Information only.

- There were three alternative educational programs that serve twelve school districts (Macon and Piatt counties):
  - Milligan Academy/Regional Safe School
  - Futures Unlimited (TAEOP program and in collaboration with Baby Talk)
  - Foundations (In collaboration with Baby Talk)
- Milligan Academy
  - Serves students 6-12 grades.
  - Designed for expelled and/or suspended students in addition to students who have fallen behind for numerous reasons.
  - This is NOT a credit recovery program.
  - Students are encouraged to return to their district and/or transfer to Futures Unlimited to finish high school.
  - Students earn credits quarterly and there was an 18-credit requirement for graduation.
  - Students are referred from their home school via the Student Services department; however, referrals can be denied.
  - Last school year, Milligan served 103 students – 38 were DPS students and 11 of the 38 graduated from the program.
  - The cost is \$25 per day for enrollment for each student, which is used to help keep a functioned student-teacher ratio and staff retention.

TOPIC	DISCUSSION	ACTION
<b>Alternative Educational Programs/ Options Continued</b>	<ul style="list-style-type: none"> <li>• Futures Unlimited               <ul style="list-style-type: none"> <li>○ High school program that serves students who are 16 years and older and more than one year behind in credits.</li> <li>○ It's a TAEOP program designed to address truancy and provide credit recovery.</li> <li>○ Students earn credits quarterly and there was an 18-credit requirement for graduation.</li> <li>○ When there is availability in the program, principals and counselors will be notified of the slots, dates for the referral window and dates and times for orientation/registration and any other additional information; counselors must submit referrals via the website.</li> <li>○ Futures served 251 students – 162 graduated and 97 of the 162 were DPS students.</li> <li>○ The cost is free to the District.</li> </ul> </li> <li>• Foundations runs in collaboration with Baby Talk               <ul style="list-style-type: none"> <li>○ This program serves students who were pregnant and/or have children.</li> <li>○ Each student would take 3 classes at the Baby Talk center and then transition to Futures.</li> <li>○ Counselors work with Baby Talk regarding the need before submitting a referral and the capacity is 10 students (one classroom).</li> <li>○ The number of graduates is rolled into the Futures data.</li> <li>○ The cost is free to the District as it is a part of Futures.</li> </ul> </li> </ul>	Information only.
	<p>These programs are for at risk students. Last year, 193 DPS students were served and 108 graduated from one of the three programs. Graduates were allowed to participate in both graduation ceremonies (high school and the program).</p> <p>Eldon Conn, Director of Student Services, thanked Brian Plummer for the continued collaboration with the alternative programs. Mr. Conn noted the following regarding an expulsion of a student without a stay for alternative education:</p> <ul style="list-style-type: none"> <li>• There could be unsafe opportunities for other students and staff.</li> <li>• Options for students would include physical schools and/or online accredited opportunities.</li> <li>• Each option was shared with families in order to help students continue their education once he or she was expelled without a stay.</li> <li>• When the student's expulsion expires, her or she could return to their DPS home school and their credits from the accredited alternative program would transfer with them. This helps them stay on track with their class.</li> </ul>	
<b>Update on Middle School Baseball</b>	Craig Bundy, District Athletic Coordinator, presented an update on Middle School Baseball. There were three teams, Dennis, Stephen Decatur and Montessori Academy for Peace; there was a co-op with Johns Hill, Hope and American Dreamer STEM Academy. After discussion with the Athletic Directors due to low participation numbers, they plan to combine them all in to one co-op middle school team at Stephen Decatur Middle School.	Information only.

TOPIC	DISCUSSION	ACTION
	There will be two teams (5 <sup>th</sup> or 6 <sup>th</sup> - 7 <sup>th</sup> & 8 <sup>th</sup> ) and both the SDMS and Johns Hill baseball facilities would be used for games. The goal was to improve readiness and numbers that would feed into the high schools. There was no need for new uniforms at this time.	
	President Clevenger would like to have future discussions regarding improvement to our overall programs (athletic and other extracurriculars).	
	Vice President Dion asked what happened to the students' interest.	
<b>Update on Food Service</b>	Scot Gregory, Aramark Regional General Manager, and ARA Representatives presented an update on Food Service (attached).	Information only.
<b>Update on Metal Detectors</b>	Valdimir Talley, Safety & Security Administrator, and Kent Metzger, Director of Buildings & Grounds presented information on Metal Detectors. Some DPS Admins were able to view the detector at Southeast High School in Springfield, IL. The system from OpenGate had newer technology and allowed students to pass through more quickly. The older equipment in our schools would be repurposed at other DPS schools. The cost would come from Tort Funds.	Information only.
<b>Consent Items</b>	<p>Superintendent Clark recommended the Board of Education approve the Consent Items as presented, which included:</p> <ul style="list-style-type: none"> <li>A. Minutes: Open/Closed Meetings May 23, 2023</li> <li>B. Freedom of Information Report</li> <li>C. Bills</li> <li>D. FY24 Ancillary Wages</li> <li>E. District Safety Hazards Annual Approvals</li> <li>F. FY24 Consolidated District Plan</li> <li>G. District Account Provisioning Software Renewal</li> <li>H. 95 Percent Group – Phonics Resources for Parsons Elementary School</li> <li>I. Annual License Fee for DecisionEd Group Inc.</li> <li>J. Renewal of Integrated Systems Corporation (ISCorp)</li> <li>K. Job Descriptions: <ul style="list-style-type: none"> <li>a) Crossing Guard (update)</li> <li>b) District Assessment Coordinator (update)</li> <li>c) District Instructional Technology Coordinator (update)</li> <li>d) Secretary to Assistant Principal (update)</li> <li>e) Secretary to Principal (update)</li> </ul> </li> </ul>	Motion Carried. Consent Items were approved as presented.
	<p>Mr. Scheider moved to approve the recommendation, seconded by Ms. Banks.</p> <p>Hearing no questions, President Clevenger called for a Roll Call Vote:</p> <p>Aye: Wetzel, Reynolds, Scheider, Banks, Clevenger, Dion</p> <p>Nay: None</p> <p>Absent: Collins-Brown</p>	

TOPIC	DISCUSSION	ACTION
	Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
<b>Roll Call E &amp; F Schedule B Employees</b>	For the record, Roll Call Items E. Possible Discipline and/or Dismissal of a Schedule B Employee and F. Possible Discipline and/or Dismissal of a Schedule B Employee were <b><u>PULLED</u></b> from the June 13, 2023 Open Session Board Meeting Agenda.	Information only.
<b>Ratification of a Suspension without Pay of a MPSED Teaching Assistant</b>	<p>Superintendent Clark recommended the Board of Education ratify a three (3)-day suspension without pay for Macon-Piatt Special Education District Teaching Assistant (education support personnel - paraprofessional) Zachary Martin, effective August 09, 2023, August 10, 2023 and August 11, 2023 as presented. Please note: This suspension without pay was previously approved by the MPSED Executive Board on Tuesday, June 06, 2023.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Scheider, Dion, Reynolds, Banks, Wetzel, Clevenger  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. 3-day suspension without pay for Zachary Martin, MPSED TA, was approved as presented.</p>
<b>Ratification of a Dismissal for a MPSED Teaching Assistant</b>	<p>Superintendent Clark recommended the Board of Education ratify the Termination of Employment for the Macon-Piatt Special Education District Teaching Assistant (education support personnel - paraprofessional) Chelsey Collins, effective June 14 2023 as presented. Please note: This suspension without pay was previously approved by the MPSED Executive Board on Tuesday, June 06, 2023.</p> <p>Vice President Dion moved to approve the recommendation, seconded by Ms. Banks. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Dion, Clevenger, Banks, Reynolds, Scheider, Wetzel  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Termination of Chelsey Collins, MPSED TA was approved as presented.</p>
<b>Possible Discipline and/or Suspension without Pay of a Custodial Employee</b>	<p>Superintendent Clark recommended the Board of Education approve One (1)-Day Suspension Without Pay for Custodial Employee Trey Rainer, effective June 14, 2023 as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Reynolds. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Clevenger, Banks, Scheider, Reynolds, Dion  Nay: None  Abstain: Wetzel  Absent: Collins-Brown  Roll Call Vote: 5 Aye, 0 Nay, 1 Abstain, 1 Absent</p>	<p>Motion carried. Suspension without pay for Trey Rainer, Custodial, was approved as presented.</p>

TOPIC	DISCUSSION	ACTION
<b>Vote on Potential Student Suspension Review</b>	<p>Superintendent Clark recommended the Board of Education support and authorize the issuance of a decision in the suspension review for Student B consistent with the findings from the Hearing Officer's Report, and that Student B's 3-days suspension be reduced to a 1-day suspension and his record would be corrected for the 2022-2023 school year; parent would also receive notification of this change.</p> <p>Mr. Scheider moved to approve the recommendation, seconded by Ms. Banks. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Wetzel, Clevenger, Banks, Reynolds, Dion, Scheider  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. St. B 3-days suspension was reduced to a 1-day suspension and approved as presented.</p>
<b>Possible Discipline and/or Dismissal of a School Security Officer</b>	<p>Superintendent Clark recommended the Board of Education approve the Dismissal of James Reed, School Security Officer, as presented.</p> <p>Vice President Dion moved to approve the recommendation, seconded by Mr. Reynolds. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Clevenger, Dion, Reynolds, Scheider, Banks  Nay: None  Absent: Collins-Brown and Wetzel (technical difficulties during the hearing)  Roll Call Vote: 5 Aye, 0 Nay, 2 Absent</p>	<p>Motion carried. Dismissal of James Reed, School Security Officer, was approved as presented.</p>
<b>Personnel Action Items</b>	<p>Superintendent Clark recommended the Board of Education approve the Personnel Action Items listed in the Memo from Jason Fox, Director of Human Resources and the Human Resources Department as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Scheider. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Dion, Reynolds, Clevenger, Scheider, Banks, Wetzel  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Personnel Action Items were approved as presented.</p>
<b>Employment of a Principal at Eisenhower High School</b>	<p>Superintendent Clark recommended the Board of Education approve the Employment of Dr. Mistie Rodriguez as the Eisenhower High School Principal, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Wetzel, Reynolds, Clevenger, Banks, Dion, Scheider  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p> <p>President Clevenger noted that Dr. Rodriguez will be introduced at a later date.</p>	<p>Motion carried. Dr. Mistie Rodriguez was approved as the EHS Principal as presented.</p>

TOPIC	DISCUSSION	ACTION
<b>Administrator &amp; Admin Support Staff Compensation and Benefits Handbook for 2023-2024</b>	<p>Superintendent Clark recommended the Board of Education approve the Administrator and Administrative Support Staff Compensation and Benefits Handbook for 2023-2024, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Reynolds, Scheider, Banks, Dion, Clevenger, Wetzel  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. Admin &amp; Admin Support Staff Handbook for 23-24 was approved as presented.</p>
<b>Student Code of Conduct and Parent Handbook for 2023-2024 School Year</b>	<p>Superintendent Clark recommended the Board of Education approve the Student Code of Conduct and Parent Handbook for 2023-2024 School Year, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Reynolds. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Wetzel, Dion, Clevenger, Reynolds, Banks  Nay: None  Abstain: Scheider (he approved the handbook in general, but was not happy about some other things in the handbook)  Absent: Collins-Brown  Roll Call Vote: 5 Aye, 0 Nay, 1 Abstain, 1 Absent</p>	<p>Motion carried. Student Code of Conduct and Parent Handbook for 23-24 was approved as presented.</p>
<b>IT Managed Services Contract</b>	<p>Superintendent Clark recommended the Board of Education approve the IT Managed Services Contract, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Vice President Dion.</p> <p>Maurice Payne, Director of IT, noted that this would not cause a reduction in staff.</p> <p>Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Banks, Clevenger, Reynolds, Dion, Scheider, Wetzel  Nay: None  Absent: Collins-Brown  Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	<p>Motion carried. IT Managed Services Contract was approved as presented.</p>
<b>iPad Insurance Cases &amp; White Glove Processing</b>	<p>Superintendent Clark recommended the Board of Education approve the iPad Insurance Cases &amp; White Glove Processing, as presented.</p> <p>Maurice Payne, Director of IT, noted that the vendor would get the delivery from Apple and complete our process before they were issued to students.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Reynolds. Hearing no questions, President Clevenger called for a Roll Call Vote:  Aye: Scheider, Banks, Reynolds, Wetzel, Clevenger, Dion  Nay: None</p>	<p>Motion carried. iPad Insurance Cases &amp; White Glove Processing were approved as presented.</p>

TOPIC	DISCUSSION	ACTION
	Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	
<b>iPad Refresh for FY24</b>	<p>Superintendent Clark recommended the Board of Education approve the iPad Refresh for FY24, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Scheider.</p> <p>Maurice Payne, Director of IT, noted that this was a replacement of old/aged iPads; this was the second refresh cycle on a four-year basis. The order was for 2,000 iPads and covered by Title funds.</p> <p>Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Clevenger, Wetzel, Scheider, Dion, Banks, Reynolds Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	Motion carried. iPad Refresh for FY24 was approved as presented.
<b>Microsoft Licensing Renewal</b>	<p>Superintendent Clark recommended the Board of Education approve the Microsoft Licensing Renewal, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Mr. Reynolds.</p> <p>Maurice Payne, Director of IT, noted that this was for Microsoft service; a license must be paid for each employee.</p> <p>Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Dion, Banks, Reynolds, Scheider, Clevenger, Wetzel Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	Motion carried. Microsoft Licensing Renewal was approved as presented.
<b>FY24 Renewal of Property Casualty Insurance</b>	<p>Superintendent Clark recommended the Board of Education approve the FY24 Renewal of Property Casualty Insurance, as presented.</p> <p>Ms. Banks moved to approve the recommendation, seconded by Vice President Dion.</p> <p>Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Clevenger, Wetzel, Dion, Scheider, Banks, Reynolds Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent</p>	Motion carried. FY24 Renewal of Property Casualty Insurance was approved as presented.
<b>Aramark Food Service Agreement for</b>	<p>Superintendent Clark recommended the Board of Education approve the Aramark Food Service Agreement for 2023-2024 School Year, as presented.</p> <p>Mr. Scheider moved to approve the recommendation, seconded by Ms. Banks.</p>	Motion carried. ARA Food Service Agreement for

TOPIC	DISCUSSION	ACTION
<b>2023-2024 School Year</b>	Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Scheider, Clevenger, Reynolds, Wetzel, Dion, Banks Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	23-24 SY was approved as presented.
<b>Contract Amendment (extension) between DPS 61 and Coleman and Associates, Inc. - MBE</b>	Superintendent Clark recommended the Board of Education approve the Contract Amendment (extension) between Decatur Public School District 61 and Coleman and Associates, Inc. (CAI) - Minority Business Enterprise (MBE), as presented.  Ms. Banks moved to approve the recommendation, seconded by Vice President Dion.  Kent Metzger, Director of Buildings and Grounds, noted that this company, during bids, would work with contractors to make sure they abide by our Board Policy regarding 15% of minority involvement. He makes sure DPS tries to meet that goal.  Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Reynolds, Scheider, Banks, Dion, Clevenger, Wetzel Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. Contract Amendment (extension) between DPS 61 and CAI - MBE was approved as presented.
<b>Ten (10) OpenGate Metal Detection Devices</b>	Superintendent Clark recommended the Board of Education approve the Ten (10) OpenGate Metal Detection Devices, as presented.  Ms. Banks moved to approve the recommendation, seconded by Vice President Dion. Hearing no questions, President Clevenger called for a Roll Call Vote: Aye: Wetzel, Banks, Scheider, Clevenger, Dion, Reynolds Nay: None Absent: Collins-Brown Roll Call Vote: 6 Aye, 0 Nay, 1 Absent	Motion carried. 10 OpenGate Metal Detection Devices were approved as presented.
<b>Announcements</b>	The Board of Education and Administration sends condolences to the family of:  Attorney Brian A. Braun, who passed away Wednesday, May 24, 2023. Attorney Braun was one of the current District Attorneys for Decatur Public Schools.	Information only.
<b>Important Dates</b>	<b><u>June</u></b> 05 – 29 Summer School Programs for PreK through 12 <sup>th</sup> Grades – Monday through Thursday, 8:00 AM to 12:00 PM 19 Juneteenth Holiday, District Offices Closed  <b><u>July</u></b> 04 Independence Day Holiday – District Offices are Closed  <b>Please Note:</b> The Keil Administration Building summer hours will be 8:00 AM to 4:30 PM Monday through Friday, June 05, 2023 through July 21, 2023.	Information only.

\_\_\_\_TOPIC\_\_\_\_\_DISCUSSION\_\_\_\_\_ACTION\_\_\_\_\_

The Keil Building will be CLOSED to the public every Friday from June 05, 2023 through July 21, 2023. The Keil Building will re-open on Fridays to the public on Monday, July 24, 2023.

**Please Note:** On Fridays, the Keil Building is not closed to the Board Members and/or if someone has a scheduled meeting.

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, June 27, 2023 at the Keil Administration Building.

**Adjournment**

President Clevenger asked for a motioned to adjourn. Ms. Banks motioned, seconded Board adjourned at 8:14 PM.  
by Mr. Reynolds. All were in favor.

\_\_\_\_\_  
Bill Clevenger, President

\_\_\_\_\_  
Melissa Bradford, Board Secretary

# Board of Education Speech, June 13, 2023

I'm Reed Sutman, reporting for DecaturVote.com, where a full report and documents will be published by Friday.

Kent Metzger received a \$19,000 proposal from BFW engineering on March 23rd to inspect Dennis & French. Denise Swarthout claimed on May 31st that May 30th "was the first availability on [BFW's] schedule." On April 11, Metzger tells BFW that April 19th will work. On April 27th BFW replies asking for a new date, and Metzger suggests "an afternoon next week". On May 15, BFW suggests that week or the following week, but Metzger delays until May 30. On May 26, Metzger informs BFW that his "maintenance foreman and mason are knowledgeable about some structural issues." The public was first informed on May 31.

On May 31st, Denise Swarthout tells WCIA Journalist O'Hara "We're not available for on-camera interviews at this time, the statement is all the information we have to share." WCIA reports on June 9th that School Board Vice President Jason Dion said "he can't comment or give details on the situation"

The District's statement says that the HLS surveys "did not reveal the current structural issues that have been recently identified," which is true. However, the report details at least 9 cases of water leaks or damage at the Dennis building, a hole in a masonry wall, a deteriorated masonry joint sealant, and that many doors did not fit properly.

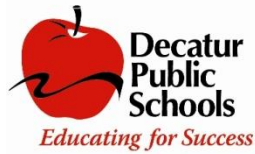
The final report released today cites 3 cases of likely previous repairs at the French building. At the Dennis Building, there was previously inspected softening of the basement foundation, not likely related to the north stair, and at least three previous repair attempts involving the north stair, as well as a door that had been cut to allow it to swing open, needed because the stairs had shifted so much.

There is a clear record of known issues, a clear record of previous repairs, emails and public statements showing avoidance of reporters' questions, a lack of transparency throughout this process, and a deflection from the community's concerns about transparency.

It is not my job to take a position on this issue. Rather, I am reporting the facts, that the District has not been transparent, has avoided addressing the lack of transparency, and has proposed no policy solutions that would ensure transparency in the future. Additionally, the District has made several unclear, vague, or misleading statements.

Additionally, Klinger & Associates has made various detailed recommendations for repairs, and does not clearly recommend demolition of the buildings.

For my full report, please visit DecaturVote.com or follow Decatur Vote on Facebook, and look for an article by Friday.



## Board of Education Decatur Public School District 61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Rochelle Clark, 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 May, the eleventh month of FY23, the Macon-Piatt Special Education District has expended 72.31% of its overall budget; Decatur 61 has expended 66.81% of its overall budget.

As of June 14, 2023, the State Comptroller is holding FY23 ISBE vouchers in the amount of \$276,067.54 of which \$236,346.00 is associated with the Early Childhood Block Grant.

The District's May 2023 month-end, Education Fund balance is \$43,461,687; the May 2022 month-end Education Fund balance was \$33,541,058.

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

**2022-2023 Decatur Public S.D. #61**  
**Fund Balance Summary - May 31, 2023**

<b><u>Fund</u></b>	<b><u>Fund Balance 07/01/22</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 05/31/23</u></b>	<b><u>Estimated Balance 06/30/23</u></b>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$24,297,686	\$107,762,121	\$88,598,120	\$19,164,001	\$0	<b><i>\$43,461,687</i></b>	<b><i>\$ 25,270,369</i></b>
<b>Operation &amp; Maintenance</b>	\$1,726,331	\$6,246,972	\$7,332,357	(\$1,085,385)	\$0	<b><i>\$640,946</i></b>	<b><i>\$ 1,804,288</i></b>
<b>Debt Service</b>	\$9,828,518	\$8,136,160	\$6,966,828	\$1,169,332	\$0	<b><i>\$10,997,850</i></b>	<b><i>\$ 7,154,534</i></b>
<b>Transportation</b>	\$3,672,575	\$4,779,314	\$5,193,178	(\$413,864)	\$0	<b><i>\$3,258,711</i></b>	<b><i>\$ 1,945,821</i></b>
<b>IMRF</b>	\$135,342	\$3,593,624	\$3,016,525	\$577,099	\$0	<b><i>\$712,441</i></b>	<b><i>\$ (194,654)</i></b>
<b>Social Security/Medicare</b>	\$929,217	\$1,890,606	\$2,208,601	(\$317,995)	\$0	<b><i>\$611,222</i></b>	<b><i>\$ 552,240</i></b>
<b>Capital Projects Fund</b>	\$9,147,766	\$51,320	\$2,422,643	(\$2,371,323)	\$0	<b><i>\$6,776,443</i></b>	<b><i>\$ 8,483,227</i></b>
<b>Working Cash</b>	\$5,926,430	\$490,467	\$0	\$490,467	\$0	<b><i>\$6,416,897</i></b>	<b><i>\$ 6,286,330</i></b>
<b>Tort Immunity/Judgment</b>	\$5,093,239	\$3,148,446	\$2,632,634	\$515,812	(\$384,684)	<b><i>\$5,224,367</i></b>	<b><i>\$ 5,521,547</i></b>
<b>Fire Prevention/Safety</b>	\$5,752,167	\$447,619	\$3,475,855	(\$3,028,236)	\$0	<b><i>\$2,723,931</i></b>	<b><i>\$ -</i></b>
<b><i>Totals District 61</i></b>	<b><i>\$66,509,271</i></b>	<b><i>\$136,546,649</i></b>	<b><i>\$121,846,741</i></b>	<b><i>\$14,699,908</i></b>	<b><i>(\$384,684)</i></b>	<b><i>\$80,824,495</i></b>	<b><i>\$56,823,702</i></b>
<b>Macon-Piatt Special Ed District</b>	<b>\$7,480,866</b>	<b>\$15,637,094</b>	<b>\$14,731,343</b>	<b>\$905,751</b>	<b>\$0</b>	<b><i>\$8,386,617</i></b>	<b><i>\$ 6,156,512</i></b>

**Macon-Piatt Special Education District**  
**Report Date: May 2023**  
**Financial Condition as of May 31, 2023**

**Percent of year passed: 91.67%**

	<b>Revenues</b>	<b>Adopted Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>
12	Education	19,046,786	15,637,094	82.10%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	<b>Total Revenues</b>	<b>19,046,786</b>	<b>15,637,094</b>	<b>82.10%</b>

	<b>Expenditures</b>			
12	Education	18,545,439	13,353,125	72.00%
22	Operation & Maintenance	448,980	312,698	69.65%
42	Transportation	21,750	8,910	40.97%
52	IMRF	1,354,971	1,056,610	77.98%
	<b>Total Expenditures</b>	<b>20,371,140</b>	<b>14,731,343</b>	<b>72.31%</b>

	<b>Net Cash</b>			
	Total Revenues	19,046,786	15,637,094	82.10%
	Total Expenditures	20,371,140	14,731,343	72.31%
	<b>Net Cash</b>	<b>(1,324,354)</b>	<b>905,751</b>	

	<b>Fund Balances</b>	<b>Actual</b>
12	Education	<u>8,386,617</u>

**Decatur Public School District #61**  
**Report Date: May 2023**  
**Financial Condition as of May 31, 2023**

**Percent of year passed: 91.67%**

	<b>Revenues</b>	<b>Budget</b>	<b>Actual Y-T-D</b>	<b>Percent Received/Used</b>	<b>FY 22 Percent Received/Used As Of 5/31/22</b>
10	Education	141,006,354	107,762,121	76.42%	79.19%
20	Operation & Maintenance	7,946,441	6,246,972	78.61%	90.02%
30	Debt Service	5,363,921	8,136,160	151.68%	113.30%
40	Transportation	4,332,976	4,779,314	110.30%	107.48%
50	IMRF	2,615,500	3,593,624	137.40%	80.81%
51	Social Security	1,910,450	1,890,606	98.96%	99.64%
60	Capital Projects	5,700,000	51,320	0.90%	81.13%
70	Working Cash	359,900	490,467	136.28%	104.31%
80	Tort Immunity/Judgment	3,101,500	3,148,446	101.51%	104.40%
90	Fire Prevention/Safety	367,900	447,619	121.67%	103.37%
	<b>Total Revenues</b>	<b>172,704,942</b>	<b>136,546,649</b>	<b>79.06%</b>	<b>82.70%</b>

**Expenditures**

10	Education	140,033,671	88,598,120	63.27%	64.04%
20	Operation & Maintenance	7,868,484	7,332,357	93.19%	94.92%
30	Debt Service	8,037,905	6,966,828	86.67%	100.02%
40	Transportation	6,059,730	5,193,178	85.70%	81.34%
50	IMRF	2,945,496	3,016,525	102.41%	98.04%
51	Social Security	2,287,427	2,208,601	96.55%	87.52%
60	Capital Projects	6,364,539	2,422,643	38.06%	88.31%
70	Working Cash	-	-	0.00%	0.00%

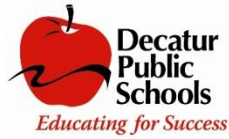
80	Tort Immunity/Judgment	2,673,192	2,632,634	98.48%	62.59%
90	Fire Prevention/Safety	6,120,067	3,475,855	56.79%	58.10%
	Total Expenditures	182,390,511	121,846,741	66.81%	68.99%

### Net Cash

Total Revenues	172,704,942	136,546,649	79.06%
Total Expenditures	182,390,511	121,846,741	66.81%
Net Cash	(9,685,569)	14,699,908	

### Fund Balances

	Actual
10 Education	43,461,687
20 Operation & Maintenance	640,946
30 Debt Service	10,997,850
40 Transportation	3,258,711
50 IMRF	712,441
51 Social Security	611,222
60 Capital Projects	6,776,443
70 Working Cash	6,416,897
80 Tort Immunity/Judgment	5,224,367
90 Fire Prevention/Safety	2,723,931
Total Funds	80,824,495



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Treasurer's Reports
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> <ul style="list-style-type: none"><li>• April 2023 Treasurer's Report</li><li>• May 2023 Treasurer's Report</li></ul>
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The attached reports detail the district's investments and the status of the district's cash as of April 30, 2023 and May 31, 2023.

**CURRENT CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the April 2023 and May 2023 Treasurer's Reports as presented.

**RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**TREASURER'S REPORT**  
**April 2023**

	Cash/Investments as of 03/31/23	Receipts	Disbursements	Change/Interest	Cash/Investments as of 04/30/23
Education	44,598,447.96	10,193,285.83	11,048,902.15	0.24	43,742,831.88
Operations & Maintenance	1,851,256.00	1,496.79	564,334.74	0.00	1,288,418.05
Debt Service	11,382,237.28	484,414.50	0.00	0.00	11,866,651.78
Transportation	3,700,020.87	728,842.86	669,410.93	0.00	3,759,452.80
IMRF	1,173,571.82	0.00	229,663.70	0.00	943,908.12
Social Security	965,853.95	0.20	176,237.27	0.00	789,616.88
Capital Projects	7,222,280.57	0.00	470,537.25	0.00	6,751,743.32
Working Cash	6,416,897.18	0.00	0.00	0.00	6,416,897.18
Tort/Judgment Immunity	5,571,928.16	0.00	165,792.83	0.00	5,406,135.33
Fire Prevention & Safety	2,724,660.66	0.00	0.00	0.00	2,724,660.66
Macon-Piatt Special Education	9,002,850.31	1,092,312.83	1,507,010.18	0.00	8,588,152.96
Activities	546,687.59	23,949.77	40,337.68	0.00	530,299.68
	95,156,692.35	12,524,302.78	14,872,226.73	0.00	92,808,768.64

Dr. Michael Curry

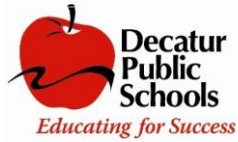
06/21/23

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**TREASURER'S REPORT**  
**May 2023**

	Cash/Investments as of 04/30/23	Receipts	Disbursements	Change/Interest	Cash/Investments as of 05/31/23
Education	43,742,831.88	13,378,978.91	10,627,761.83	-0.09	46,494,048.87
Operations & Maintenance	1,288,418.05	373,870.22	655,227.38	0.00	1,007,060.89
Debt Service	11,866,651.78	476,507.30	1,345,308.75	0.00	10,997,850.33
Transportation	3,759,452.80	508,172.48	1,276,187.36	0.00	2,991,437.92
IMRF	943,908.12	1,168.83	232,636.63	0.00	712,440.32
Social Security	789,616.88	688.29	179,083.92	0.00	611,221.25
Capital Projects	6,751,743.32	35,000.00	10,300.00	0.00	6,776,443.32
Working Cash	6,416,897.18	0.00	0.00	0.00	6,416,897.18
Tort/Judgment Immunity	5,406,135.33	1,346.81	159,195.74	0.00	5,248,286.40
Fire Prevention & Safety	2,724,660.66	0.00	729.86	0.00	2,723,930.80
Macon-Piatt Special Education	8,588,152.96	1,365,469.14	1,934,671.11	0.00	8,018,950.99
Activities	530,299.68	66,315.94	63,025.62	0.00	533,590.00
	92,808,768.64	16,207,517.92	16,484,128.20	0.00	92,532,158.27

Dr. Michael Curry

06/21/23



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Annual Investment Report and Approval of Authorized Depositories
<b>Initiated By:</b> Dr. Mike Curry, Chief Operational Officer	<b>Attachments:</b> <ul style="list-style-type: none"><li>• Bank List of Accounts (1 page)</li><li>• Investments Master Total Portfolio List (2 pages)</li><li>• Parent Credit Card Payment Account (1 page)</li></ul>
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

In accordance with Board policy 4:30, administration annually provides a list of depositories to the Board for review and approval.

### CURRENT CONSIDERATIONS:

Find attached several lists of District depositories. Please note that specific account numbers are not provided for security reasons.

- Accounts at Hickory Point Bank and Trust
- Investment Accounts – Regular Funds – Due to the FDIC Insurance Limits of \$250,000 at each bank you will note that Certificate of Deposits tend to be purchased at numerous institutions. The purpose is to not have more than \$250,000 at any single bank location for the investment “security” component of the policy.
- Vantiv (RevTrak) Credit Card Depository – This account allows parents to pay for student fees including instructional materials, food service, pre-k tuition, and building rentals.

### FINANCIAL CONSIDERATIONS:

In accordance with Board policy, the District invests, in priority order, for the purpose of security of funds, liquidity (access to the funds), and to obtain the highest return on investments while preserving the principal.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Annual Investment Report and the List of Authorized Depositories as presented.

### RECOMMENDED ACTION:

- ☒ Approval  
☐ Information  
☐ Discussion

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

**DECATUR PUBLIC SCHOOL DIST. 61**

101 West Cerro Gordo

Decatur IL 62523

**Accounts**

AS OF JUNE 2023

**HICKORY POINT BANK & TRUST**

<b>ACCOUNT NAME</b>	<b>PURPOSE</b>
Consolidated Account	Operating
ACH Account	Operating ACH payments
Payroll Account	Payroll
Eisenhower Athletic Revolving	Athletic expenses
MacArthur Athletic Revolving	Athletic expenses
Stephen Decatur Athletic Revolving	Athletic expenses
American Dreamer Stem STEM Athletic Revolving	Athletic expenses
Johns Hill Athletic Revolving	Athletic expenses
Montessori Academy for Peace Athletic Revolving	Athletic expenses
Hope Academy Athletic Revolving	Athletic expenses
Dennis Lab Athletic Revolving	Athletic expenses
Health Savings Account	Tax-advantage health care
Flex Spending Account	Tax-advantage health care

**PMA FINANCIAL NETWORK, INC.**

<b>ACCOUNT NAME</b>	<b>PURPOSE</b>
ISDLAF+ Max	Investments
ISDLAF+ Liquid	Investments
Bank of China	Investments
Bond Principal - 2020 Health Life Safety	Bond money investments
Bond Principal - 2021 Working Cash	Bond money investments

**BUSEY BANK**

<b>ACCOUNT NAME</b>	<b>PURPOSE</b>
Business Investment	Investments
Certificate of Deposit	Investments



# Master Total Portfolio Report

Report as of 6/12/2023

PMA Financial Network  
2135 CityGate Lane  
7th Floor  
Naperville, IL 60563  
Phone: 630-657-6400  
Fax: 630-718-8701

## Decatur Public School District #61 (10102-102 - Investment Account)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
LTD		06/12/2023			LTD Balance		\$5,059,970.02	
MAX		06/12/2023			MAX Balance	\$31,498,838.24	\$31,498,838.24	
SDA	SDA-1285423-1	05/31/2023		33653	Savings Deposit Account - BANK OF CHINA (ICS - DDA)	\$10,357,500.94	\$10,357,500.94	
SEC	SEC-59064-1	03/02/2023	06/13/2023		TREASURY BILL	\$1,299,640.44	\$1,317,000.00	4.733
SEC	SEC-59509-1	04/19/2023	08/08/2023		TREASURY BILL	\$6,199,723.22	\$6,294,000.00	5.014
SEC	SEC-59510-1	04/19/2023	08/31/2023		TREASURY BILL	\$7,899,004.75	\$8,042,000.00	4.944
SEC	SEC-59511-1	04/19/2023	09/28/2023		TREASURY BILL	\$1,299,853.04	\$1,328,000.00	4.892
SEC	SEC-59962-1	05/18/2023	09/30/2023		US TREASURY N/B	\$6,878,867.19	\$7,000,000.00	5.032
SEC	SEC-59963-1	05/18/2023	10/19/2023		TREASURY BILL	\$2,055,667.25	\$2,100,000.00	5.125
SEC	SEC-49724-1	11/30/2021	11/30/2023		US TREASURY N/B	\$2,000,000.00	\$2,000,000.00	0.500
CD	CD-1348148-1	04/18/2023	02/21/2024	58741	Fieldpoint Private Bank & Trust	\$239,700.00	\$249,743.63	4.949
CD	CD-1348149-1	04/18/2023	02/21/2024	34607	First Internet Bank of Indiana	\$239,400.00	\$249,746.52	5.105
CD	CD-1348150-1	04/18/2023	02/21/2024	35218	FLAGLER BANK	\$239,900.00	\$249,721.50	4.836
SEC	SEC-49163-1	09/29/2021	09/30/2024	33682	STATE BANK OF INDIA	\$250,353.88	\$249,000.00	0.517
SEC	SEC-49164-1	09/24/2021	09/30/2024		US TREASURY N/B	\$992,645.43	\$961,000.00	0.400
SEC	SEC-49165-1	09/24/2021	09/30/2025		US TREASURY N/B	\$998,942.38	\$1,015,000.00	0.650
SEC	SEC-48406-1	06/03/2021	06/30/2026		US TREASURY N/B	\$2,480,936.72	\$2,345,000.00	0.710
Sub Totals →						\$74,930,973.48	\$80,316,520.85	
Totals →						\$74,930,973.48	\$80,316,520.85	

**Time and Dollar Weighted Average Portfolio Yield:** 2.36%

**Weighted Average Portfolio Maturity:** 157.21 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using “Market Value” and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	13.01	\$10,357,500.94	SDA Account
SEC	40.14	\$31,964,971.57	Securities
CD	0.94	\$749,211.65	Certificate of Deposit
MAX	39.56	\$31,498,838.24	MAX Account
LTD	6.35	\$5,059,970.02	LTD Account

Index

**Cost** is comprised of the total amount you paid for the investment including any fees and commissions.

**Rate** is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par** is the amount received at maturity for fixed rate investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at “Cost”.

**CD** - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**101 West Cerro Gordo Street**  
**Decatur, IL 62523**

Credit Card Depository Account  
As of June 2023

**RevTrak**

<b>Account Name</b>	<b>Account Number</b>	<b>Purpose</b>
Food Service Payments		Student Breakfast/Lunch Fees (a la carte)
Montessori Academy for Peace Pre-K Tuition		Tuition
Instructional Material Fees		Fees – all schools
Building Rental		Rental Fees



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> South Shores Elementary School – Accepting a Grant
<b>Initiated By:</b> Kristi Mullinix, Principal at South Shores Elementary School	<b>Attachments:</b> N/A
<b>Reviewed By:</b> Dr. Michael Curry Chief Operational Officer and Dr. Rochelle Clark Superintendent	

### BACKGROUND INFORMATION:

Board Policy 8:80 states that the Board of Education accepts grants from any education foundation or other entity or individual provided the grant can be used in a manner compatible with the Board's educational objectives and policies.

### CURRENT CONSIDERATIONS:

South Shores Elementary is wishing to accept a \$1,000 donation. The donation is from an anonymous donor, who wishes not to be identified. The donation is to be used towards a book vending machine. The vending machine will dispense new books to students who have earned a token for academic success or exceeding behavior standards.

### FINANCIAL CONSIDERATIONS:

There is no cost to the District. Revenues collected would be used to purchase a book vending machine.

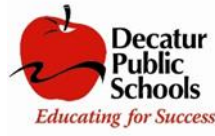
### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the acceptance of this anonymous donation as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Contract Renewal for Embrace Education
<b>Initiated By:</b> Kathy Horath, Director of Special Education	<b>Attachments:</b> Contract invoice #13374
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

Macon-Piatt Special Education District is renewing an annual subscription for IEP, 504 and Medicaid billing software.

### CURRENT CONSIDERATIONS:

The contract is due for renewal 7/31/2023 and will run through 7/30/2024.

### FINANCIAL CONSIDERATIONS:

The amount for the one-year renewal is \$36,855.00. This will be included in the FY24 MPSED tentative budget.

### STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education to approve the contract renewal with Brecht's Database Solutions, Inc. in the amount of \$36,855.00 as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



# Invoice #13374

## From

Embrace Education  
P.O. Box 305  
Highland, IL 62249  
(888) 437-9326  
Accounting@EmbraceEducation.com

## Bill To

Macon-Piatt Special Education District  
335 E. Cerro Gordo Street  
Decatur, IL 62523

## Invoice Summary

<b>Invoice Number</b>	13374
<b>Date</b>	06/01/2023
<b>Terms</b>	Net 60
<b>Due Date</b>	07/31/2023
<b>Sales Rep</b>	
<b>Amount Due (USD)</b>	\$ 36,855.00

## Item / Description

## Amount

### IL EmbraceIEP®-Annual Renewal

30,712.50

EmbraceIEP Program Subscription: 2023/2024 School Year

### IL Embrace504® Plan

6,142.50

Embrace504 Program Subscription: 2023/2024 School Year

## Amount Due (USD)

\$ 36,855.00

Please remit to: Embrace Education



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> B.I.S.T. – Behavior Intervention Support Team Training
<b>Initiated By:</b> Dr. Larry Gray, P-12 Director of Teaching & Learning	<b>Attachments:</b> B.I.S.T. Service Agreement with Cornerstones of Care, for DPS Educators and Staff
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

It can be extremely challenging to reach students who are struggling with behavioral issues at school or at home. Behavior Intervention Support Team (BIST) trainers are certified in trauma-informed care. BIST empowers educators with the resources and understanding they need to partner with these students to help them develop emotional awareness and positive coping skills so they can live safe, productive, and nonviolent lives both inside and outside of the classroom.

Since each situation and environment is different, BIST providers will tailor services to meet the specific needs of DPS educators and students.

### CURRENT CONSIDERATIONS:

DPS educators and staff will be offered four opportunities during the spring and summer of 2023 for initial BIST training. This contract also includes follow-up implementation training for Dennis.

### FINANCIAL CONSIDERATIONS:

BIST training is for continuous training for the Dennis staff and then open to all DPS educators and staff. The total cost for the seven days of training will be \$29,500 and covered with Title II funds.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the B.I.S.T. Training Service Agreement with Cornerstones of Care for DPS educators and staff as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

# B.I.S.T. SERVICES AGREEMENT



## CLIENT INFORMATION

<b>Name:</b>	DECATUR PUBLIC SCHOOLS DISTRICT #61
<b>Address:</b>	101 West Cerro Gordo Street, Decatur, IL 62523
<b>Contact:</b>	Dr. Larry Gray, P-12 Director of Teaching and Learning- Secondary
<b>Telephone:</b>	217-362-3000
<b>Email:</b>	ldgray@dps61.org

## CORNERSTONES OF CARE INFORMATION

<b><u>Name:</u></b>	Cornerstones of Care		
<b><u>Address:</u></b>	8150 Wornall Road, Kansas City, MO 64114		
<b><u>Contact:</u></b>	Paul McCorkle, Executive Director of Education Programs		
<b><u>Email:</u></b>	Paul.McCorkle@cornerstonesofcare.org		
<b><u>Telephone:</u></b>	913-244-9906	<b><u>Fax:</u></b>	816-508-3535
Cornerstones of Care is a Missouri nonprofit corporation and a public charity under IRC § 501(c)(3).			

## SERVICES AND COMPENSATION

<b>Services:</b>	<p>Cornerstones of Care will provide training to teachers of Client in managing behavioral expectations involving students of Client:</p> <ul style="list-style-type: none"> <li>• May 18 &amp; 19, 2023- Dennis Staff only</li> <li>• June 1-2, 2023- Basic BIST open to all DPS Staff</li> <li>• August 2-3, 2023- Basic BIST open to all DPS Staff</li> <li>• August 28, 2023- Dennis Staff only</li> </ul>
<b>Compensation:</b>	Client will pay \$29,500 to Cornerstones of Care for the Services.
<b>Billing:</b>	Invoices are payable within 30 days of the receipt of invoice.

## AGREEMENT

Client agrees to engage Contractor to provide and perform the above services ("Services"), and Cornerstones of Care agrees to be so engaged and to provide and perform the Services, in accordance with this B.I.S.T Services Agreement ("Services Agreement") and the attached Terms and Conditions (together, "Agreement").
---

## SIGNATURES

*By signing below, the undersigned acknowledge that they have read and understand, and agree to be legally bound by, this Agreement.*

CLIENT	CORNERSTONES OF CARE
By:	By: <i>R. PAUL McCorkle</i>
Name:	Name: Paul McCorkle
Title:	Title: Executive Director of Education Programs
Date:	Date: May 19, 2023

# TERMS AND CONDITIONS

## SECTION 1. SERVICES.

1.1 Independent Contractor Status. Cornerstones of Care is an independent contractor under this Agreement, and nothing herein creates, or will be construed to create, a partnership, joint venture, employer/employee or agency relationship between Cornerstones of Care and Client. Neither party will have the power or authority to enter into agreements of any kind on behalf of the other party, or to otherwise bind or obligate the other party in any manner to any third party.

1.2 Method of Performance. Cornerstones of Care will have the right to determine the method and means of providing and performing the Services. Client will be entitled, however, to exercise general power of supervision and control over the Services provided and performed by Cornerstones of Care and to inspect and approve those Services. Cornerstones of Care agrees to follow all reasonable suggestions or recommendations made by Client with respect to the provision and performance of the Services.

1.3 Taxes. Cornerstones of Care will be solely responsible for all federal, state and local taxes and related contributions attributable to the payments from Client to Cornerstones of Care for the Services provided and performed. Cornerstones of Care further acknowledges and agrees that Cornerstones of Care is an independent contractor for federal, state and local income and employment tax purposes, including FICA and FUTA, and will not be entitled to workers' compensation or other insurance protection or benefits provided by Client.

1.4 Background Checks. Cornerstones of Care will require each of its employees, agents and independent contractors involved in providing and performing the Services to be subjected to criminal and child abuse and neglect background checks ("Background Checks"). The Background Checks will, at a minimum, be as comprehensive as the criminal background check required of Client's employees (as notified to Cornerstones of Care in writing) and Missouri law. In accordance with Missouri law, Background Checks will include a complete fingerprint criminal record check. The results of the Background Check must be received and considered satisfactory by Cornerstones of Care before it permits an employee, agent or independent contractor to have direct contact with students of Client receiving the Services ("Student"), provided that any record indicating a finding or plea of guilty to any felony, any crime involving abuse or neglect of children, or any sex offense or crime involving moral turpitude will not be considered a satisfactory Background Check.

1.5 Force Majeure. If either party is prevented from performing any of its obligations due to any cause which is beyond the non-performing party's reasonable control, including fire, explosion, flood, pandemic or other acts of God; acts, regulations, or laws of any government; strike, lock-out or labor disturbances; or failure of public utilities or common carriers (a "Force Majeure Event"), such non-performing party will not be liable for breach of this Agreement with respect to such non-performance to the extent any such non-performance is due to a Force Majeure Event. Such non-performance will be excused as long as the Force Majeure Event is continuing, provided the non-performing party gives timely written notice to the other party of the Force Majeure Event.

1.6 Use of Employment Verification System. Prior to commencement of the provision and performance of the Services, Cornerstones of Care will provide to Client a sworn affidavit and other sufficient documentation to affirm its enrollment and participation in the E-Verify Program maintained and operated by the United States Department of Homeland Security and the Social Security

Administration, or any successor. Cornerstones of Care will also provide to Client a sworn affidavit affirming that it does not knowingly employ any individual who is an unauthorized alien in connection with the provision and performance of the Services.

1.7 Records. Cornerstones of Care will maintain complete and accurate records regarding the Services provided and performed and associated transactions, and will retain those records for at least two years after completion of those Services and those transactions or the length of time as may be required by applicable law, whichever period is longer. Cornerstones of Care will provide Client with access to all patient, educational or medical record information regarding any Student ("Student Information").

## SECTION 2. COMPENSATION, EXPENSES AND PAYMENT.

2.1 Compensation. In consideration of the Services provided and performed, Client will pay Cornerstones of Care compensation in the amount, and payable at the times and in the manner, set forth in the Services Agreement.

2.2 Reimbursement of Expenses. Client will not be obligated to reimburse Cornerstones of Care for or pay any charge, cost or expense incurred by Cornerstones of Care in connection with its provision and performance of the Services, exercise of its rights or performance of its obligations under this Agreement, or otherwise performing hereunder, including the costs associated with conducting Background Checks, unless specifically set forth in this Agreement.

2.3 Invoices. Cornerstones of Care will submit to Client invoices for the Services rendered on a periodic basis as set forth in the Services Agreement. If the Services Agreement does not provide a schedule for the submission of invoices by Cornerstones of Care, invoices will be submitted annually. The invoices must describe the Services provided and performed and will list all reimbursable charges, expenses and costs on a pass-through basis. Cornerstones of Care must include receipts or other appropriate documentation for the reimbursable charges, expenses and costs with the invoices. Invoices are payable within 30 days of receipt of invoice, unless otherwise provided in the Services Agreement.

## SECTION 3. TERM

This Agreement is effective commencing on, and will terminate on, the beginning and ending dates, respectively, of the school year set forth in the Services Agreement, unless earlier terminated pursuant to Section 4 below.

## SECTION 4. TERMINATION.

4.1 Termination upon Breach. Notwithstanding Section 3, either party may terminate this Agreement upon written notice to the other party in the event that the other party (i) materially breaches any obligation hereunder and fails to cure that breach within 10 days after written notice of the breach, or (ii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

4.2 Effect of Termination. Upon any termination of this Agreement, any and all rights and obligations of the parties under this Agreement will terminate, provided that Sections 1.3, 1.7, 4.3, 5, 6, 7, 8 and 9 all rights, obligations or liabilities accrued hereunder prior to termination, and any other right, obligation or liability which by its nature or express duration extends beyond the termination of this

Agreement, will survive termination and continue in effect indefinitely or for that express duration.

#### **SECTION 5. REPRESENTATIONS, WARRANTIES AND COVENANTS.**

Cornerstones of Care represents, warrants and covenants to Client as follows:

5.1 **Performance.** All of the Services will be provided and performed by Cornerstones of Care in a workmanlike manner, with professional diligence and skill, and using sound and professional principles and practices in accordance with normally accepted industry standards.

5.2 **No Infringement.** To Cornerstones of Care's knowledge, no Work Product (as defined below) will infringe the rights of any third party under applicable law.

5.3 **No Conflict.** Cornerstones of Care's execution and performance of this Agreement do not and will not violate the legal or contractual rights of any third party.

5.4 **Compliance.** Cornerstones of Care will observe and comply with applicable law that may apply to its provision and performance of the Services, including applicable law regarding (i) care, supervision and inspection of all records pertaining to the performance and provision of the Services, (ii) non-discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran status (including with respect to employees of or applicants for employment with Cornerstones of Care who will be involved in the provision and performance of the Services,) and (iii) confidentiality of Student Information. Cornerstones of Care will also comply with all applicable rules, regulations and policies of Client regarding the confidentiality of Student Information which have been notified to Cornerstones of Care in writing.

5.5 **Power and Authority; Binding Agreement.** Cornerstones of Care has the power and authority to execute, deliver and perform this Agreement, which constitutes a valid and binding obligation of Cornerstones of Care, enforceable against Cornerstones of Care in accordance with its terms. If applicable, the individual signing this Agreement on behalf of Cornerstones of Care has been properly authorized and empowered to enter into, and bind Cornerstones of Care to, this Agreement.

5.6 **Insurance.** Cornerstones of Care will procure and maintain in effect (i) worker's compensation insurance that complies with applicable law and provides appropriate coverage for the Services, and (ii) comprehensive general liability insurance, including contractual liability, in a sum no less than \$1,000,000 per occurrence with an aggregate limit of \$2,000,000 with financially sound and reputable insurers. Upon Client's request, Cornerstones of Care will provide Client with a certificate of insurance from Cornerstones of Care's insurer evidencing the insurance coverage specified in this Agreement. Nothing herein will be construed as a waiver of sovereign immunity or governmental Immunity by whatever name as set forth in Mo. Rev. Stat. § 537,600 et seq. Any insurance purchased or maintained by Cornerstones of Care is not intended to act as a waiver, nor is it a waiver of any defense available to Client and its employees by statute or at common law.

#### **SECTION 6. CONFIDENTIALITY.**

Cornerstones of Care will treat as confidential the Work Product and any information which may be disclosed, provided or made accessible

by Client under this Agreement ("Confidential Information"). Without the express written consent of Client, Cornerstones of Care will not disclose Confidential Information to any third party, nor use that information, directly or indirectly, other than as contemplated by this Agreement. Notwithstanding the foregoing, Confidential Information does not include, and this Agreement imposes no obligation upon Cornerstones of Care with respect to, information that Cornerstones of Care demonstrates (i) was in Cornerstones of Care's possession on a non-confidential basis before receipt from Client or any of its nonparty affiliates, (ii) has become generally available to the public other than as a result of disclosure by Cornerstones of Care or any of its nonparty affiliates, (iii) has become available to Cornerstones of Care on a non-confidential basis from a source other than Client or any of its nonparty affiliates, provided that the source is not known by Cornerstones of Care or any of its nonparty affiliates to be bound by a confidentiality agreement with Client or any of its nonparty affiliates, or otherwise prohibited from transmitting the information to Cornerstones of Care by a contractual, legal, fiduciary or other obligation, or (iv) which is required to be disclosed by judicial or administrative process, provided Cornerstones of Care must promptly notify Client and allow Client a reasonable time to oppose that process, if appropriate, in the sole discretion of Client.

**Student Information.** Cornerstones of Care further will not disclose to any third party, except where permitted or required by applicable law, or where such disclosure is expressly approved by Client in writing, any Student Information.

#### **SECTION 7. WARRANTY DISCLAIMERS AND EXCLUSION OF LIABILITY.**

CORNERSTONES OF CARE PROVIDES AND PERFORMS THE SERVICES SOLELY ON AN "AS-IS" BASIS. CORNERSTONES OF CARE MAKES NO EXPRESS WARRANTIES, GUARANTEES OR REPRESENTATIONS OF ANY KIND UNDER THIS AGREEMENT AND CORNERSTONES OF CARE DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF QUALITY, ACCURACY, COMPLETENESS, TIMELINESS, PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES AND WORK PRODUCT. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR AS A RESULT OF THIS AGREEMENT, WHETHER IN CONTRACT, WARRANTY, TORT OR OTHERWISE, TO THE OTHER PARTY OR ANY OTHER PERSON CLAIMING THROUGH OR UNDER THE OTHER PARTY, FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR OTHER SIMILAR DAMAGES, EVEN THOUGH ADVISED OR OTHERWISE AWARE OF THE POSSIBILITY OF THOSE DAMAGES. IN NO EVENT WILL EITHER PARTY'S TOTAL AGGREGATE LIABILITY UNDER OR AS A RESULT OF THIS AGREEMENT EXCEED THE ACTUAL AMOUNT PAID AND OWED BY CLIENT TO CORNERSTONES OF CARE HEREUNDER.

#### **SECTION 8. CLIENT PROPERTY.**

8.1 **Work Product.** All work product resulting or derived from, or made in the course of provision and performance of the Services, including any invention, research results, software program, and written material (collectively, "Work Product"), will be considered "work for hire" and, unless already in the public domain, all right, title, ownership and interest in items of Work Product will be vested exclusively in Client. Cornerstones of Care will promptly execute any and all documents and instruments as may be necessary to evidence, protect, perfect or otherwise confirm Client's rights hereunder in respect of Work Product.

8.2 Other Client Property. Any and all equipment, tools, materials, records and data furnished to Cornerstones of Care by Client in connection with the provision and performance of the Services by Cornerstones of Care and any and all materials, records and data containing Confidential Information, including in each case all copies thereof regardless of form, format or medium, are and will remain the sole property of Client.

## **SECTION 9. GENERAL PROVISIONS.**

9.1 Binding Nature of Agreement; Assignment. All the terms and provisions of this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors, and permitted assigns. Cornerstones of Care may not assign or transfer to any third party any of its rights or obligations hereunder without the prior written consent of Client.

9.2 No Third Party Beneficiaries. The terms and provisions of this Agreement are intended solely for the benefit of each party and their respective successors and permitted assigns and it is not the intention of the parties to confer third-party beneficiary rights upon any other individual or entity.

9.3 No Exclusive Agreement. This is not an exclusive agreement. Client is free to engage others, and Cornerstones of Care is free to accept engagement by others, to provide and perform services the same as or similar to the Services.

9.4 Non-Solicitation. During the term of this Agreement and for two years thereafter, except with the written consent of Cornerstones of Care, Client will not, directly or indirectly, for itself or on behalf of any other person, solicit or induce, or attempt to solicit or induce, any employee of Cornerstones who was involved in providing and performing the Services during the term of this Agreement of Care to leave Cornerstones of Care or to work for Client, provided such activities were within the scope of employment of such employee.

9.5 Governing Law. This Agreement will be governed by and will be construed, interpreted, and enforced in accordance with the laws of the State of Missouri, without reference to principles of conflicts of law.

9.6 Notices. All notices or other communications required or permitted under this Agreement must be in writing and will be considered given when delivered in person; by overnight courier service, upon written confirmation of receipt; by certified or registered mail, with proof of delivery; or by email, with confirmation of receipt, using the recipient party's address, facsimile number or email address set forth in the Services Agreement. A party may change its address or email address by notice to the other party in accordance with this section.

9.7 Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, with respect to that subject matter. The express terms hereof control and supersede any course of performance or usage of the trade inconsistent with any of the terms hereof. If any provision contained in the Services Agreement conflicts with any provision contained in these Terms and Conditions, the provision contained in the Services Agreement will govern.

9.8 Amendment. This Agreement may be amended and the terms hereof may be waived only by a written instrument signed by both parties or, in the case of a waiver, by the party waiving compliance.

9.9 No Waiver. No failure or delay by any party in exercising any right, power or privilege hereunder will operate as a waiver of any right, power or privilege hereunder. No waiver of any default on any one occasion will constitute a waiver of any subsequent or other default. No single or partial exercise of any right, power or privilege will preclude the further or full exercise thereof.

9.10 Severability. The provisions of this Agreement will be considered severable, and the invalidity or unenforceability of any one or more of the provisions hereof will not affect the validity and enforceability of the other provisions hereof.

9.11 Remedies. Except as otherwise provided herein, the rights and remedies of the parties with respect to failure of a party to comply with the terms of this Agreement are not exclusive, the exercise thereof will not constitute an election of remedies and the aggrieved party will in all events be entitled to seek whatever additional remedies may be available in law or in equity.

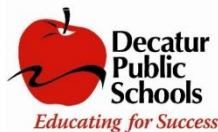
9.12 Publicity. Neither party will use any trademark, name or logo of the other party in any publicity release, advertising or other promotional activity without the prior written consent of the other party.

9.13 Consent to Conduct Business Electronically. Either or both parties may use electronic records and electronic signatures for the execution and delivery of this Agreement and in connection with the matters contemplated by this Agreement. Except as otherwise specifically set forth in this Agreement, the parties may use and rely upon electronic records and signatures for all agreements, undertakings, notices, disclosures or other documents, communications or information of any type sent or received in accordance with this Agreement.

9.14 Construction; Additional Definitions. In interpreting and construing this Agreement, unless expressly stated herein to the contrary or the context requires otherwise: (i) all captions, headings and similar terms are for convenience of reference only; (ii) "herein," "hereof," "hereunder," "hereby" and similar terms refer to this Agreement as a whole; (iii) terms used in the plural include the singular and the masculine gender includes the feminine, in each case vice versa; (iv) reference to any document means the document as amended or modified and as in effect from time to time; (v) "including," "include," "includes" and variations thereof will be construed as if followed by the phrase "without limitation"; (vi) "or" and "any" have the inclusive meaning represented by the phrases "and/or" and "any or all", respectively; (vii) reference to an article, section, schedule or exhibit is to an article, section, schedule or exhibit, respectively, of this Agreement; (viii) "day" means "calendar day" and when calculating a period of time, the day that is the initial reference day in calculating the period will be excluded; (ix) "law" means any foreign, federal, state or local law (including common law,) statute, standard, code, ordinance, rule, regulation, promulgation or any order by any governmental authority; (x) "governmental authority" means any government or governmental or regulatory body thereof, or political subdivision thereof, whether federal, state, local or foreign, or any agency, instrumentality or authority thereof, or any court or arbitrator (public or private); (xi) "party" and "parties" means each or all, as appropriate, of the persons who have executed

and delivered this Agreement; (xii) "person" means any individual, sole proprietorship, partnership, corporation, joint venture, limited liability company, estate, trust, unincorporated organization, association or other entity or governmental authority; and (xiii) "nonparty affiliates" means, with respect to a party, the affiliates and the members, partners, stockholders, trustees, directors, managers,

officers, employees, consultants, advisors representatives, agents and subcontractors, as applicable, of that party and its affiliates. This Agreement will be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted.



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Job Descriptions for the Buildings & Grounds Department
<b>Initiated By:</b> Kent Metzger, Director of Building and Grounds	<b>Attachments:</b> Job Descriptions: Building & Grounds Supervisor 1 Building & Grounds Supervisor 2 Building & Grounds Supervisor 3
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent and Jason Fox, Director of Human Resources	

### BACKGROUND INFORMATION:

The Buildings and Grounds Department is responsible for overseeing the maintenance, renovation and operation of the facilities and grounds within DPS. Historically, maintenance activities have been supervised by three (3) maintenance foreman. Custodial operations have been supervised by a Supervisor of Custodians and two (2) custodial foremen.

### CURRENT CONSIDERATIONS:

DPS currently is needing to hire two (2) supervisors for the maintenance side of B&G to fill two (2) vacant positions. Two (2) highly qualified candidates have been interviewed and have been offered employment in those positions. Both candidates have declined DPS's offers due to the offered salaries being non-competitive when compared to their current salaries. Based on this fact and close consideration of the existing job descriptions, the skill sets required to perform the various supervisory tasks within B&G, and the organizational chart of B&G, the attached job descriptions were developed to attract and retain the talent needed to supervise the B&G staff in the most efficient manner. These job descriptions also allow B&G more flexibility in assigning supervisory staff to more effectively utilize the skill sets of the supervisors.

### FINANCIAL CONSIDERATIONS:

These positions are within current budget.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve these three Buildings & Grounds Supervisor Job Descriptions as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**TITLE:** Building and Grounds Supervisor 1

**QUALIFICATIONS:**

1. High school diploma or GED equivalent. Post high school technical training, including HVAC or plumbing license, certificate, or degree is highly desirable.
2. Experience:
  - a. Minimum two (2) years successful leadership experience in plant, building or facility maintenance, repair or construction.
  - b. Minimum two (2) years of demonstrated project management. Examples required.
  - c. Experience in school buildings and grounds operations and maintenance highly desirable.
3. Skills, Knowledge and Abilities:
  - a. Demonstrate effective people management skills.
  - b. Demonstrate a basic knowledge of most areas of responsibility relating to buildings and grounds operations and maintenance.
  - c. Demonstrate specific skills relating to at least one (1) major aspect of buildings and grounds operations and maintenance (e.g. construction, plumbing, industrial/commercial electrical, HVAC, boiler systems, network systems, audio-visual systems, building automation systems, custodial supervision, etc.)
  - d. Capable of reading plans and specifications, schematics, blueprints, code books, repair manuals, and other reference documents relevant to facility maintenance.
  - e. Demonstrate experience with effectively researching information to gain knowledge about areas of lesser knowledge.
  - f. Communicate effectively in speech and writing.
  - g. Proficient in the use of personal computers and software used in the District.

**REPORTS TO:** Director of Buildings and Grounds

**SUPERVISES:** Buildings and Grounds Personnel

**JOB GOAL:**

To provide all students, staff, and visitors with the highest quality physical environment possible using available resources.

**PERFORMANCE RESPONSIBILITIES:**

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

1. Provide effective and efficient communication with other Buildings and Grounds supervision to create and maintain a cohesive, efficient and effective management structure.
2. Provide effective and efficient supervision of buildings and grounds personnel within the terms and conditions of the applicable union agreements.
3. Assign tasks to buildings and grounds personnel and provides the materials, tools, equipment, and support necessary to complete the work safely and efficiently.

PENDING BOE APPROVAL 6/27/2023

4. Ensure all work is performed in accordance with District Safety Programs.
5. Evaluate materials and equipment and develops specifications for required procurement.
6. Procure all needed equipment, tools and materials to facilitate the work needed to be completed.
7. Maintain records documenting required inspections, asbestos response actions, safety training, chemical inventories, and other information necessary to remain in compliance with local, state, and federal regulations.
8. Assist in inspection of buildings and grounds and provide input for the development of the Operations, Maintenance and Building Fund and the Health/Life Safety Fund budgets.
9. Evaluate maintenance personnel in an objective, fair and impartial manner.
10. Provide on-call emergency supervisory services as needed during off-hours on weekdays, and on a rotational basis on weekends and holidays. In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the Buildings & Grounds Supervisor shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside within a seven (7) mile radius of the Decatur School District's Buildings and Ground Office located at 400 East Cerro Gordo.

#### **TERMS OF EMPLOYMENT:**

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement. This is a 12-month position (260, 261, or 262 work days).

#### **GRADE LEVEL:** 11B

#### **EVALUATION:**

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

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

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

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, climb, 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.

PENDING BOE APPROVAL 6/27/2023

**MENTAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, maintain confidentiality, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

**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:** Building and Grounds Supervisor 2

**QUALIFICATIONS:**

1. Education:
  - a. High school diploma or GED equivalent. Post high school technical training, including HVAC, electrical or plumbing license, certificate, or degree is highly desirable. Documented attendance of operations and maintenance (e.g. HVAC, building automation, boilers, electrical, environmental, plumbing, personnel supervision, facilities maintenance, etc.) training is desirable; or
2. Experience:
  - a. Minimum of ten (10) years successful experience in plant, building or facility maintenance, repair or construction. Examples required.
  - b. Minimum of two (2) years of demonstrated project management. Examples required.
  - c. Experience in school buildings and grounds operations and maintenance highly desirable.
3. Skills, Knowledge and Abilities:
  - a. Demonstrate effective people management skills.
  - b. Demonstrate a basic knowledge of most areas of responsibility relating to buildings and grounds operations and maintenance.
  - c. Demonstrate specific proficiency relating to at least one (1) major aspect of buildings and grounds operations and maintenance (e.g. plumbing, industrial/commercial electrical, HVAC, boiler systems, network systems, audio-visual systems, building automation systems, custodial supervision, etc.)
  - d. Capable of reading plans and specifications, schematics, blueprints, code books, repair manuals, and other reference documents relevant to facility maintenance.
  - e. Demonstrate experience with effectively researching information to gain knowledge about areas of lesser knowledge.
  - f. Demonstrate experience with effectively developing and maintaining project budgets and schedules.
  - g. Communicate effectively in speech and writing.
  - h. Proficient in the use of personal computers and software used in the District.

**REPORTS TO:** Director of Buildings and Grounds

**SUPERVISES:** Buildings and Grounds Personnel

**JOB GOAL:**

To provide all students, staff, and visitors with the highest quality physical environment possible using available resources.

## **PERFORMANCE RESPONSIBILITIES:**

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

1. Provide effective and efficient communication with other Buildings and Grounds supervision to create and maintain a cohesive, efficient and effective management structure.
2. Provide mentoring, leadership and input to other Buildings and Grounds supervisors as needed.
3. Provide effective and efficient supervision of buildings and grounds personnel within the terms and conditions of the applicable union agreements.
4. Assign tasks to buildings and grounds personnel and provides the materials, tools, equipment, and support necessary to complete the work safely and efficiently.
5. Ensure all work is performed in accordance with District Safety Programs.
6. Evaluate materials and equipment and develops specifications for required procurement.
7. Procure all needed equipment, tools and materials to facilitate the work needed to be completed.
8. Maintain records documenting required inspections, asbestos response actions, safety training, chemical inventories, and other information necessary to remain in compliance with local, state, and federal regulations.
9. Assist in inspection of buildings and grounds and provide input for the development of the Operations, Maintenance and Building Fund and the Health/Life Safety Fund budgets.
10. Provide informal face-to-face communication with District Administration and the Board of Education as needed.
11. Evaluate maintenance personnel in an objective, fair and impartial manner.
12. Provide on-call emergency supervisory services as needed during off-hours on weekdays, and on a rotational basis on weekends and holidays. In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the Buildings & Grounds Supervisor shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside within a seven (7) mile radius of the Decatur School District's Buildings and Ground Office located at 400 East Cerro Gordo.

## **TERMS OF EMPLOYMENT:**

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement. This is a 12-month position (260, 261, or 262 work days).

**GRADE LEVEL:** 11B

## **EVALUATION:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, climb, 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, maintain confidentiality, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

**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:** Building and Grounds Supervisor 3

**QUALIFICATIONS:**

1. Education:

- a. High school diploma or GED equivalent. Post high school technical training, including HVAC, electrical or plumbing license, certificate, or degree is highly desirable. Documented attendance of operations and maintenance (e.g. HVAC, building automation, boilers, electrical, environmental, plumbing, personnel supervision, facilities maintenance, etc.) training is required; or
- b. Bachelor of Science Degree in Construction Management, Engineering relating to construction or building systems, or Architecture

2. Experience:

- a. Minimum twenty (20) years successful experience in plant, building or facility maintenance, repair or construction. Examples required.
- b. Minimum of three (3) years of demonstrated project management. Examples required.
- c. Minimum of ten (10) years of experience in school buildings and grounds operations and maintenance. Examples are required.
- d. Possession of a Bachelor of Science Degree in Construction Management, Engineering relating to construction or building systems, or Architecture changes experience requirements to:
  - i. Minimum five (5) years successful experience in plant, building or facility planning, design, maintenance, repair or construction. Examples required.
  - ii. Minimum one (1) year of demonstrated project management. Examples required.
  - iii. Minimum of two (2) years of experience in school buildings and grounds operations and maintenance. Examples are required.

3. Skills, Knowledge and Abilities:

- a. Demonstrate effective people management skills.
- b. Demonstrate a well-rounded knowledge of most areas of responsibility relating to buildings and grounds operations and maintenance.
- c. Demonstrate specific high proficiency relating to at least three (3) major aspects of buildings and grounds operations and maintenance (e.g. construction, plumbing, industrial/commercial electrical, HVAC, boiler systems, network systems, audio-visual systems, building automation systems, custodial supervision, etc.)
- d. Capable of reading plans and specifications, schematics, blueprints, code books, repair manuals, and other reference documents relevant to facility maintenance.
- e. Demonstrate experience with effectively researching information to gain knowledge about areas of lesser knowledge.
- f. Demonstrate experience with effectively developing and maintaining project budgets and schedules.
- g. Communicate effectively in speech and writing.

h. Proficient in the use of personal computers and software used in the District.

**REPORTS TO:** Director of Buildings and Grounds

**SUPERVISES:** Buildings and Grounds Personnel

**JOB GOAL:**

To provide all students, staff, and visitors with the highest quality physical environment possible using available resources.

**PERFORMANCE RESPONSIBILITIES:**

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

1. Provide effective and efficient communication with other Buildings and Grounds supervision to create and maintain a cohesive, efficient and effective management structure.
2. Provide mentoring, leadership and input to other Buildings and Grounds supervisors as needed.
3. Provide effective and efficient supervision of buildings and grounds personnel within the terms and conditions of the applicable union agreements.
4. Assign tasks to buildings and grounds personnel and provides the materials, tools, equipment, and support necessary to complete the work safely and efficiently.
5. Ensure all work is performed in accordance with District Safety Programs.
6. Evaluate materials and equipment and develop specifications for required procurement.
7. Procure all needed equipment, tools and materials to facilitate the work needed to be completed.
8. Maintain records documenting required inspections, asbestos response actions, safety training, chemical inventories, and other information necessary to remain in compliance with local, state, and federal regulations.
9. Assist in inspection of buildings and grounds and provide input for the development of the Operations, Maintenance and Building Fund and the Health/Life Safety Fund budgets.
10. Exhibit leadership values, input and efforts to the betterment of the District.
11. Provide formal and informal face-to-face communication with District Administration and the Board of Education as needed.
12. Evaluate maintenance personnel in an objective, fair and impartial manner.
13. Provide on-call emergency supervisory services as needed during off-hours on weekdays, and on a rotational basis on weekends and holidays. In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the Buildings & Grounds Supervisor shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside within a seven (7) mile radius of the Decatur School District's Buildings and Ground Office located at 400 East Cerro Gordo.

**TERMS OF EMPLOYMENT:**

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement. This is a 12-month position (260, 261, or 262 work days).

**GRADE LEVEL:** 11B**EVALUATION:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, climb, 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, maintain confidentiality, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

**WORK ENVIRONMENT:**

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

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



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Job Description: District Receptionist
<b>Initiated By:</b> Dr. Michael Curry, Chief Operational Officer	<b>Attachments:</b> Job Description: District Receptionist
<b>Reviewed By:</b> Jason E. Fox, Director of Human Resources, Deanne Hillman, Interim Director of Human Resources and Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

Human Resources staff and administrators are updating job descriptions for compliance with state and federal laws, District policies and agreements; and the alignment of the descriptions with the essential duties and expectations of the positions.

### CURRENT CONSIDERATIONS:

The below job description was updated to align the responsibilities and duties with the expectations of the position.

- District Receptionist

### FINANCIAL CONSIDERATIONS:

This position is within current budget.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this job description as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**TITLE:** District Receptionist

**QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Excellent Computer, record keeping, and organization skills.
- Effective communication and interpersonal skills.
- Ability to work independently, recognize priorities in work load, and shift between tasks as needed.
- Ability to maintain confidentiality

**REPORTS TO:** Director of Human Resources

**JOB GOAL:**

To support the smooth and efficient operation of the school/building in order to maximize positive education outcomes for stakeholders.

**ESSENTIAL FUNCTIONS:**

The following are the essential functions, including but not limited to, the following job duties as assigned:

1. Retrieve messages from voicemail and forward to appropriate personnel.
2. Answer incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or department.
3. Take and deliver messages or transfer calls to voicemail when appropriate personnel are unavailable.
4. Microfilm District records.
5. Organize and maintain District microfilm files.
6. Retrieve and print filmed records on request.
7. Substitute in mailroom if necessary.
8. Coordinate use of and maintain fax and Microfilm machine.
9. Provide visitors to the Keil Building entry through security system and provide accurate information and directions.
10. Accurately provide callers with information and direct telephone calls to personnel within District 61.
11. Arrange and collect fees for individuals desiring their school records.
12. Operate school district warning system upon direction from proper school authorities. Conduct monthly test to check receivers located throughout district.
13. Place authorized long-distance calls for school personnel that have restricted phones and other switchboard related duties.
14. Compile and publish annually District's Centrex telephone directory and voice mail log.
15. Perform other job-related duties as requested.

**TERMS OF EMPLOYMENT:**

8 hours per day for 261 in accordance with the collective bargaining agreement

**CLASSIFICATION:** B

BOE APPROVAL 2.8.2022

PENDING BOE APPROVAL 6/27/2023

## **EVALUATION:**

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

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

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

### Environment

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

### Physical

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

### Vision

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

### Hearing

The employee is required to 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.*

BOE APPROVAL 2.8.2022

PENDING BOE APPROVAL 6/27/2023

**RESOLUTION REGARDING NOTICE TO REMEDY  
JENNY KOSIEC**

**WHEREAS**, the Board of Education of Decatur Public School District No. 61 (hereinafter “the Board” or “the District”) has received reports from the administrative staff regarding certain incidents involving the conduct of Jenny Kosiec (hereinafter “Kosiec”), a professional educator licensed (“PEL”) and tenured staff member employed by the Board and who has been employed by the District as a tenured professional educator licensed employee at all times relevant hereto; and

**WHEREAS**, Kosiec is a tenured professional educator licensed employee serving in and for the District in the role of assistant principal; and

**WHEREAS**, on or about May 15, 2023, Kosiec drafted an email addressed to human resources, to which she attached an audio recording; and

**WHEREAS**, the subject of said audio recording was Kosiec’s subordinate employee; and

**WHEREAS**, it was apparent from the email message that the recording had been taken on Kosiec’s phone and obtained without the knowledge or consent of the subject of the recording; and

**WHEREAS**, in the email message, Kosiec indicated she would erase the recording after sending the message; and

**WHEREAS**, when confronted, Kosiec admitted that she recorded the subject without the subject’s knowledge, explained that she understood that recording her subordinate was wrong and illegal, and explained that is why she deleted the recording after sending it; and

**WHEREAS,** Kosiec acknowledged her mistake, its wrongness, and her desire to accept the consequences of her actions, asking if she could clear her desk on the evening of May 18, 2023; and

**WHEREAS,** Kosiec failed to produce or identify a satisfactory explanation or justification of her behavior which would compel the Board that her behavior is in any way appropriate or tolerable; and

**WHEREAS,** the Board desires to leave no doubt as to its intolerance for Kosiec's poor judgment, and seeks to prevent the same or similar conduct in the future; and

**WHEREAS,** the Board of Education of Decatur Public School District No. 61 does hereby find and determine that in the event Kosiec fails to immediately remedy poor judgment, failure to comply with her responsibilities and the law by complying completely with the directives listed hereinbelow, such failure shall constitute sufficient cause for the immediate dismissal of Kosiec from her employment in and for the District;

**NOW, THEREFORE,** it is hereby resolved as follows:

**Section 1.** That the recitals set forth hereinabove are incorporated in this Section as if set forth here word for word.

**Section 2.** That Jenny Kosiec is hereby directed to immediately remedy the behaviors identified in the recitals, by complying fully with the following:

A. Kosiec shall in every way comport herself as an honest, forthright and ethical employee serving in and for the District; and

B. Kosiec shall not record employees, community, or students in any circumstances without the permission of the person being recorded and written permission of her supervisors; and

C. Kosiec shall comply with laws regarding notice and privacy of employees, community, and students, and shall not surreptitiously record individuals while at the District or on its behalf without the knowledge of said individuals; and

D. Kosiec shall maintain and foster positive, supportive, and honest professional relationships with students and staff; and

E. Kosiec shall at all times exercise sound and professional judgment as expected of an adult, high profile administrator, and long-term educator in and for the District.

F. Kosiec shall treat subordinate staff with respect and care befitting the nature of supervisory employee charged with maintenance of discipline, safety, peace and productivity in the workplace.

Failure to immediately remediate the behaviors identified in the recitals and fully implement and comply with the foregoing directives shall constitute sufficient cause for the immediate dismissal of Kosiec from her employment in and for the District.

**Section 3.** That the Superintendent is hereby authorized and directed to prepare a written Notice to Remedy for signature by the President and Secretary of the Board of Education; that following the signing of said written notice, the Superintendent is hereby directed and authorized to send said written Notice to Kosiec's last known address by certified mail and is further directed to send to Association representatives and any other listed representative a copy of said written notice by mail and personal service.

**Section 4.** That this Resolution shall be in full force and effect forthwith upon its adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, by the following roll-call vote:

AYES:\_\_\_\_\_

NAYS:\_\_\_\_\_

ABSENT:\_\_\_\_\_

ABSTENTIONS:\_\_\_\_\_

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President, Board of Education

ATTEST:

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Secretary, Board of Education

## CERTIFICATION

I, \_\_\_\_\_, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education held on the \_\_\_\_ day of \_\_\_\_\_, 2023, by the following roll-call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary, Board of Education

Decatur Public School District No. 61

[TO BE RETYPED ON DISTRICT LETTERHEAD]

Date

Ms. Jenny Kosiec  
(home address)

Dear Ms. Kosiec:

You are hereby informed that your failure to comply with the laws requiring notice and permission before recording individuals, resulting in your inappropriate audio recording and delivery of said recording of your subordinate staff member to another administrator is unsatisfactory in the respects listed in the Board Resolution attached hereto and made a part hereof.

You are hereby informed the Board of Education has determined your conduct to be defective to the degree that, if not immediately remedied in the manner described in the Board Resolution attached hereto and made a part hereof, will result in charges against you and your dismissal as an employee of this school district.

Sincerely,

Board of Education  
Decatur Public  
School District No. 61

President

Secretary



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Jason E. Fox, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 8 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Rochelle Clark, 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: Jason E. Fox, Director of Human Resources**  
**Date: June 21, 2023**  
**Board Date: June 27, 2023**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHERS:**

Name	Position	Effective Date
Laura Ash	Business, Eisenhower	August 10, 2023
Mikayla Crow	Band/Orchestra, Hope Academy	August 10, 2023
Hannah Kessler Jones	English, MacArthur	August 10, 2023
Satara Nelson	Cross Categorical, Johns Hill	August 10, 2023
Myoung-ah You	Music, Hope Academy	August 10, 2023

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Katelin Ciambella	Special Ed Assistant, Dennis Kaleidoscope, 6 hours per day	August 9, 2023
Susan Conn	K/2 Assistant, Franklin Grove, 6 hours per day	August 9, 2023
Otiyuna Franklin	504 1:1 Assistant, MacArthur, 6.5 hours per day	August 9, 2023
Sheri Morrow	K/2 Assistant, Dennis Kaleidoscope, 6 hours per day	August 9, 2023
Amanda Springer	K/2 Assistant, Johns Hill, 6 hours per day	August 9, 2023

**MAINTENANCE:**

Name	Position	Effective Date
Dean Gregurich	1st Shift Maintenance Worker, Buildings & Grounds	July 5, 2023
Daniel Meinders	1st Shift Maintenance Worker, Buildings & Grounds	July 3, 2023

Adam Sykes	1st Shift Maintenance Worker, Buildings & Grounds	June 26, 2023
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OFFICE PERSONNEL:

Name	Position	Effective Date
Deana Anderson	Pre K-8 Secretary, Dennis Mosaic	August 3, 2023

SECURITY PERSONNEL:

Name	Position	Effective Date
Edward Cunningham	School Security Officer, South Shores	August 11, 2023

**SUMMER SCHOOL 2023**

TEACHERS:

Name	Position	Effective Date
Amber Baker	Grades 3-6, Hope Academy	June 5, 2023

**SUMMER SCHOOL 2023**

TEACHING ASSISTANTS:

Name	Position	Effective Date
Corey Anderson	Summer School 1:1 Assistant, Hope Academy	June 20, 2023
Becca Bradford	Summer School Special Ed Assistant, MacArthur	June 5, 2023
Felipe Phillips	Summer School Assistant, Hope Academy	June 5, 2023

**SUMMER SCHOOL 2023**

OUTREACH PERSONNEL:

Name	Position	Effective Date
Jeremy Robinson	Summer School Student Interventionist, Hope Academy	June 21, 2023
Tailer Young	Summer School Student Interventionist, Hope Academy	June 21, 2023

**TRANSFERS****TEACHERS:**

Name	Position	Effective Date
Allison Coit	From Blended Early Childhood, Pershing to Early Childhood Special Ed, Pershing	August 10, 2023
Dennis Robinson	From Grade 6 Social Studies/Careers, Hope Academy to Grade 6 Science, Hope Academy	August 10, 2023
Leslie Woolsey	From Grade 3, Johns Hill to Grade 4, Johns Hill	August 10, 2023

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Jordan Brown	From Montessori Assistant, Montessori Academy, 6 hours per day to Cross Categorical Assistant, Eisenhower, 6.5 hours per day	August 9, 2023
Molly Dugger	From SED Assistant, Stephen Decatur, 6.25 hours per day to Life Skills Assistant, Stephen Decatur, 6.25 hours per day	August 9, 2023
Cynthia Grabowski	From Special Ed Assistant, Hope Academy, 6 hours per day to Special Ed Assistant, Dennis Kaleidoscope, 6 hours per day	August 9, 2023
Samantha Shaw	From Cross Categorical Assistant, Stephen Decatur, 6.25 hours per day to Essential Skills Assistant, Stephen Decatur, 6.25 hours per day	August 9, 2023

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Chantale Walker	From Small Learning Communities Secretary, Eisenhower to Secretary to the Assistant Principal, Eisenhower	July 11, 2023

**EXTENDED DAY:**

Name	Position	Effective Date
Melissa Malone	From Site Coordinator, Johns Hill to Site Coordinator, Various	June 12, 2023

**CATEGORY CHANGES:**

Name	Position	Effective Date
Lindsey Kocher	From Special Ed Administrator, Macon Piatt to School Psychologist, Macon Piatt	August 10, 2023
Lonnell Lowery	From School Security Officer, Johns Hill to 504 1:1 Assistant, Johns Hill	August 9, 2023
Lisa Wherry	From K/2 Assistant, American Dreamer to Grade 1 Teacher, American Dreamer	August 10, 2023
LaSheka Young	From Non Certified Staff, Johns Hill to Site Coordinator, Johns Hill	June 14, 2023

**RESIGNATIONS****ADMINISTRATOR:**

Name	Position	Effective Date
Hilda Rice	Assistant Principal, Dennis Mosaic	June 30, 2023

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Christelle Harding	Instructional Strategist Coordinator, PDI	June 30, 2023
Lisa Jones	Coordinator of Budgets & Accounting, Business Office	July 3, 2023

**TEACHER:**

Name	Position	Effective Date
Heather Pistorius	Music, Johns Hill	June 17, 2023

Tammy Tippet	Early Childhood Special Ed, Pershing	May 30, 2023
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## **RETIREMENT**

### **MAINTENANCE:**

Name	Position	Effective Date
Mark Brown	1st Shift Maintenance Worker, Buildings & Grounds	August 18, 2023

## **COMPENSATION RECOMMENDATIONS:**

- The following staff members should be compensated **\$100.00** for participating in Instructional Leadership Meeting on April 18, 25 and May 11 & 23, 2023 at Baum:

Katie Hill	Pamela Blades
Joni Grubbs	Tonya Bales
Jennifer Thomas	Meagan Novak
- The following staff members should be compensated for participating in Dual Credit during 2nd Semester at MacArthur:

Jonathan Hartzmark	\$4,000.00	Julie O’Laughlin	\$1,500.00
Andrew Jones	\$1,500.00	Garold Fowler	\$1,500.00
- The following staff members should be compensated **\$198.00** for participating in School Improvement Planning Work Session w/ISBE on June 14, 2023 at Keil:

Linda Stubblefield	Sara Kelly
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- The following staff members should be compensated **\$50.00** for participating in 1st Class Educators Long Term Subs on May 24, 2023 at American Dreamer:

Jennifer Hutton	Michaela Wolfman
Krissty Jackson	Paree Evans
- The following staff members should be compensated **\$200.00** for participating in PBIS Universal Team Training on June 16 & 17, 2023 at Franklin Grove:

Brianne Barrett	Kristin Portis
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- The following staff members should be compensated for participating in Encore Curriculum Work Session on April 17, 2023 at PDI:

David Barista	\$57.75	Delia Jackson	\$57.75
Rhonda Thomas-Cox	\$198.00	Christa Rinkel-Jenkins	\$33.00
Scott Davidson	\$57.75	Andrew Jones	\$82.50
Danielle Davis	\$82.50	Rebecca Merrill	\$33.00

- The following staff members should be compensated **\$132.00** for participating in Grade Level Team Meeting for FY24 Prep on June 13, 2023 at Montessori Academy:

Kellen Warner	Joann Thompson
Jennifer Power	Tracey Daniels
Aubrey Jump	
- The following staff members should be compensated for participating in Unleashing the Power of Progress Principal Retreat on June 14, 2023 at PDI:

Linda Stubblefield	\$231.00	Brittany Morgan	\$231.00
Krista Hudson	\$231.00	Madison Lima	\$231.00
Megan Noel	\$231.00	Terri Ellis	\$231.00
Sara Kelly	\$231.00	Courtney Settles	\$414.57
Tonyan Young	\$231.00	Datrice Weathers	\$210.00
Kathryn Rodgers	\$231.00	Amanda Duckworth	\$231.00
Rebekah Novak-Ewell	\$231.00	Diane Orr	\$90.75
Stephanie Strang	\$438.83	Kristine Boomer	\$82.50
- The following staff members should be compensated for participating in PBIS Training on June 17, 2023 at Hope Academy:

Michelle Holsapple	\$100.00	Lynn Remmert	\$100.00
Madison Lima	\$100.00	Datrice Weathers	\$100.00
Jennifer Stutz	\$100.00	Gabriella Calhoun	\$100.00
Tonyan Young	\$100.00	Alicia Alves	\$100.00
Michelle Brown	\$100.00	Dennis Robinson	\$100.00
Mary Taylor	\$50.00	Ann Downey	\$100.00
Christine Lowe	\$100.00		
- The following staff members should be compensated for participating in PBIS Training on June 16, 2023 at Hope Academy:

Ann Downey	\$100.00	Michelle Holsapple	\$100.00
Marcy Braden	\$100.00	Christine Lowe	\$100.00
Alicia Alves	\$100.00	Terri Ellis	\$100.00
Datrice Weathers	\$100.00	Mary Taylor	\$100.00
Brittany Morgan	\$100.00	Jennifer Stutz	\$100.00
Dennis Robinson	\$100.00	Lynn Remmert	\$100.00
Alexandria Pomorin	\$100.00	Jeremy Robinson	\$100.00
Tonyan Young	\$100.00	Gabriella Calhoun	\$50.00
Madison Lima	\$100.00	Michelle Brown	\$100.00
- The following staff members should be compensated for participating in Interactive Notebooks on June 13, 2023 at PDI:

Hannah Blacketer	\$132.00	Christine Lowe	\$66.00
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Kelli Murray                      \$99.00

- The following staff members should be compensated for participating in K-6 Math Literature on June 14, 2023 at PDI:

Carla Giberson	\$49.50	Amber Jump	\$49.50
Kelli Murray	\$99.00		

- The following staff members should be compensated \$50.00 for participating in Center Stations PD on June 9, 2023 at Hope Academy:

Bailey Salyards	Terri Ellis
Madison Lima	Datrice Weathers

- The following staff members should be compensated for participating in Intro Science Planning on June 5, 2023 at PDI/All Schools:

Julie Mower	\$33.00	Carrie Sager	\$33.00
Amanda Reeve	\$33.00	Angela Bryles	\$33.00
Ann Downey	\$33.00	Laura Marino	\$33.00
Amber Jump	\$33.00	Datrice Weathers	\$15.00
Marcy Braden	\$33.00		

- The following staff members should be compensated for participating in SAT Practice Materials on June 9, 2023 at MacArthur:

Hannah Blacketer	\$214.50	Kelli Murray	\$214.50
Shawn Todd	\$214.50	Josh Thornton	\$165.00

- The following staff members should be compensated for participating in Art, Science and Reading Planning on June 12, 2023 at PDI/All Schools:

Amanda Duckworth	\$66.00	Kimberlee Decesaro	\$66.00
Nicole Genet	\$66.00	Terri Ellis	\$66.00
Madison Lima	\$66.00	Ann Downey	\$66.00
Angela Mann	\$66.00	Diane Orr	\$66.00
Laura Marino	\$66.00	Angela Bryles	\$66.00
Brittany Morgan	\$66.00	Datrice Weathers	\$30.00
Rebekah Novak-Ewell	\$66.00	Michelle Brown	\$66.00
Bailey Salyards	\$66.00		

- The following staff members should be compensated for participating in LEAD 180 on May 19, 2023 at PDI/All Schools:

Justin Baer	\$132.00	Robert O'Brien	\$33.00
Angela Bryles	\$33.00	Brett Palmer	\$140.25
Paulina Dabrowska	\$33.00	Brandon Phillips	\$82.50
Marissa Gibbens	\$66.00	Rachel Roberts	\$66.00
Rick Koetje	\$82.50	Carrie Sager	\$99.00
Ron Lybarger	\$99.00	Shawn Todd	\$140.25

Olivia Mannlein       \$99.00  
Linnea Nordstrom     \$66.00

Jennifer Young       \$99.00

- The following staff member should be compensated **\$4,000.00** for the X-Step for his years of service to Decatur Public Schools:

Mark Brown

To: Dr Rochelle Clark, Superintendent  
From: Jason E. Fox, Director of Human Resources  
Date: June 27, 2023  
Re: Administrative Recommendation

The following person is recommended for the position of Assistant Principal at Eisenhower High School.

Angela Jones

Education:

1999 M.A. Education, Emotionally Handicapped, Nova Southeastern University, Fort Lauderdale, FL

1997 B.S. Education, University of South Florida, Tampa, FL

Experience:

2021-present Assistant Principal, Alachua County Public Schools, Gainesville, FL  
2015-2021 Instructional Coach, Alachua Public Schools, Gainesville, FL  
2011-2015 Principal Intern, Alachua Public Schools, Gainesville, FL  
2000-2011 Classroom Teacher, Alachua Public Schools, Gainesville, FL  
1997-2000 Special Ed Teacher, Lee County Schools, Fort Meyers, FL

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For payroll purposes only

Effective: July 1, 2023

Pro-rated Yes: No: ☒ Step 16

Base: \$99,670.00 Number of full contract days: 260  
TRS: as allowable

Pro-rated contract Number of pro-rated contract days:  
Base: \$  
TRS: as allowable

Certified Number: 1370197

Pending Certified Number:

Account Number: 10.82.2410.0103.0.112

Salary Approved \_\_\_\_\_

Date \_\_\_\_\_

**ASSISTANT PRINCIPAL CONTRACT**  
**Fiscal Year 2023-2025**

This Contract made and entered between the Board of Education of Decatur Public School District No.61, Decatur, Illinois (hereinafter “the Board” or “the District”) and **Angela Jones** (hereinafter “the Assistant Principal”), and ratified at the meeting of the Board held on June 27, 2023, as found in the minutes of that meeting.

**IT IS AGREED:**

**1. Employment.** The Assistant Principal is hereby hired and retained from July 1, 2023, to June 30, 2025, as Assistant Principal for the District.

**2. Duties.** The duties and responsibilities of the Assistant Principal shall be all those duties incident to the office of the Assistant Principal as set forth in the job description, a copy of which can be found in the employee’s file; those obligations imposed by the laws of the State of Illinois upon an Assistant Principal; and to perform such other duties normally performed by an Assistant Principal as from time to time may be assigned to the Assistant Principal by the Superintendent of Schools or the Board. The work day, work year, contract year and holidays and holiday pay for the Assistant Principal shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**3. Salary.** The Board shall set the salary for the Assistant Principal. For the 2023-2024 fiscal year the amount of the Assistant Principal’s salary shall be set by the Board but shall not be less than **Ninety-Nine Thousand Six Hundred Seventy Dollars and no/100 (\$99,670.00)** per annum. The Assistant Principal hereby agrees to devote such time, skill, labor and attention to her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Assistant Principal for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Assistant Principal, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

**4. Pension.** In addition to the salary of the Assistant Principal as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9% deducted from the resulting gross. The resulting gross shall be computed by adding the salary in paragraph 3 to 9.8901% of the salary in paragraph 3 as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of Teacher Retirement System pension calculations and the Assistant Principal did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

**5. T.H.I.S.** From and out of the salary and pension payments of the Assistant Principal as set forth hereinabove in paragraphs 3 and 4 the Board shall withhold any such amount as may be required by law, on behalf of the Principal to the Teacher Health Insurance Security Fund.

**6. Evaluation.** Annually, but no later than March 1st of each year, the Assistant Superintendent or designee shall review with the Assistant Principal Principal's progress toward established goals and working relationships among the Superintendent, the District leadership team, the Principal, the faculty, the staff and the community, and shall consider the Assistant Principal's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Assistant Principal in writing within 30 days following the evaluation, pursuant to the District's evaluation plan for Administrators.

**7. License.** The Assistant Principal shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as Assistant Principal in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

**8. Other Work.** The Assistant Principal may undertake consultative work, speaking engagements, writing, lecturing, college or university, and other professional duties and obligations provided that these activities do not interfere with the effective performance of her duties as Assistant Principal. The Assistant Principal shall have the responsibility to discuss with the Superintendent or Assistant Superintendent and mutually agree to such outside activity in a timely fashion.

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

**10. Termination by Contract.** During the term of this Contract, the Board and Assistant Principal may mutually agree, in writing, to terminate this Contract.

**11. Referrals to Assistant Principal.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Assistant Principal for study and recommendation.

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

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

**14. Membership Dues.** The Board shall pay the cost of Assistant Principal's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**15. Medical Insurance.** Assistant Principal shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**16. Life Insurance.** Assistant Principal shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**17. Vacation.** Assistant Principal shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**18. Sick Leave and Personal Leave.** Assistant Principal shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

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

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

**21. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the Assistant Principal shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the Assistant Principal fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, this Contract shall immediately become null and void.

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

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

To the Assistant Principal:  
Angela Jones  
(address on file)

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

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

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

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

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

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

**29. Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

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

\_\_\_\_\_  
**Assistant Principal**

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

By: \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

**ASSISTANT SUPERINTENDENT CONTRACT**  
**Fiscal Year 2023-2025**

This Contract is made between the Board of Education, Decatur Public School District No. 61, Decatur, Illinois (hereinafter “the Board” or “the District”) and **Dr. Larry Gray** (hereinafter “the Assistant Superintendent”), ratified at the meeting of the Board held on June 27, 2023, as found in the minutes of that meeting.

**IT IS AGREED:**

**1. Employment.** The Assistant Superintendent is hereby hired and retained from July 1, 2023 to June 30, 2025, as Assistant Superintendent for the District.

**2. Duties.** The duties and responsibilities of the Assistant Superintendent shall be all those duties incident to the office of the Assistant Superintendent as set forth in the job description, a copy of which can be found in the employee’s file; those obligations imposed by the laws of the State of Illinois upon an Assistant Superintendent; and to perform such other duties normally performed by an Assistant Superintendent as from time to time may be assigned to the Assistant Superintendent by the Superintendent of Schools or the Board. The work day, work year, contract year and holidays and holiday pay for the Assistant Superintendent shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**3. Salary.** The Board shall set the salary for the Assistant Superintendent. For the 2023-2024 fiscal year the amount of the Assistant Superintendent’s salary shall be set by the Board but shall not be less than **One Hundred Sixty Eight Thousand Six Hundred Seventy-Nine Dollars and no/100 (\$168,679.00)** per annum. The Assistant Superintendent hereby agrees to devote such time, skill, labor and attention to his employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Assistant Superintendent for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Assistant Superintendent, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

**4. Pension.** In addition to the salary of the Assistant Superintendent as set forth hereinabove in paragraph 3, the Board shall pay 9.8901% of the salary set forth in paragraph 3 (or 9% deducted from the resulting gross. The resulting gross shall be computed by adding the salary in paragraph 3 to 9.8901% of the salary paragraph 3) as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of Teacher Retirement System pension calculations and the Assistant Superintendent did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Teacher Retirement System of the State of Illinois.

**5. T.H.I.S.** From and out of the salary and pension payments of the Assistant Superintendent, as set forth hereinabove in paragraphs 3 and 4, the Board shall withhold any such amount as may be required by law, on behalf of the Assistant Superintendent to the Teacher Health Insurance Security Fund.

**6. Evaluation.** Annually, but no later than March 1<sup>st</sup> of each year, the Superintendent or designee shall review with the Assistant Superintendent progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider the Assistant Superintendent's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Assistant Superintendent in writing within 30 days following the evaluation, pursuant to the district's evaluation plan for administrators.

**7. License.** The Assistant Superintendent shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as Assistant Superintendent in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

**8. Other Work.** The Assistant Superintendent may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations with the permission of the Superintendent or her designee provided that these activities do not interfere with the effective performance of his duties as Assistant Superintendent.

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

**10. Termination by Contract.** During the term of this Contract, the Board and Assistant Superintendent may mutually agree, in writing, to terminate this Contract.

**11. Referrals to Assistant Superintendent.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Assistant Superintendent for study and recommendation.

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

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

**14. Membership Dues.** The Board shall pay the cost of Assistant Superintendent's annual membership dues as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**15. Medical Insurance.** Assistant Superintendent shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**16. Life Insurance.** Assistant Superintendent shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**17. Vacation.** Assistant Superintendent shall be provided with vacation days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**18. Sick Leave and Personal Leave.** Assistant Superintendent shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

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

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

**21. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the Assistant Superintendent shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the Assistant Superintendent fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, this Contract shall immediately become null and void.

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

To the Board:

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

To the Assistant Superintendent:

Dr. Larry Gray  
(address on file)

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

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

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

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

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

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

**29. Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

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

\_\_\_\_\_  
**Assistant Superintendent**

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

By: \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

**INTERIM HUMAN RESOURCES DIRECTOR**  
**Fiscal Year 2023-2024**

This Contract is made between the Board of Education, Decatur School District No. 61, Macon County, Illinois, hereinafter referred to as the “Board” and **Deanne Hillman** as Interim Human Resources Director, hereinafter referred to as the “Interim Human Resources Director”, ratified at the meeting of the Board held on June 27, 2023 as found in the minutes of that meeting.

**IT IS AGREED:**

**1. Employment.** The Board hereby employs the Interim Human Resources Director starting July 1, 2023 to June 30, 2024.

**2. Duties.** The duties and responsibilities of the Interim Human Resources Director shall be all those duties incident to the office of the Interim Human Resources Director as set forth in the job description, a copy of which can be found in the employee’s file; those obligations imposed by the law of the State of Illinois upon an Interim Human Resources Director; and to perform such other duties normally performed by an Interim Human Resources Director as from time to time may be assigned to the Interim Human Resources Director by the Superintendent of Schools or the Board. The work day, work year, contract year and holidays and holiday pay for the Interim Human Resources Director shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**3. Salary.** The Board shall pay to the Interim Human Resources Director a salary of **Six Hundred Thirty dollars and 00/100 Dollars (\$630.00) per day** each day she works starting July 1, 2023 to June 30, 2024. The Interim Human Resources Director hereby agrees to devote such time, skill, labor and attention to her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Interim Human Resources Director for the school district and the Board as set forth in this Contract. The salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to employees similarly employed. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Interim Human Resources Director, nor that the termination date of this Contract has been in any way extended unless so stated in a Board approved amendment.

**4. Pension.** In addition to the salary of the Interim Human Resources Director as set forth hereinabove in paragraph 3, the Board shall pay 4.71204% of the salary set forth in paragraph 3 (or 4.5% deducted from the resulting gross. The resulting gross shall be computed by adding the salary in paragraph 3 to 4.71204% of the salary paragraph 3) as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this contract, shall be creditable earnings for purposes of the Illinois Municipal Retirement Fund pension calculations and Director did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Illinois Municipal Retirement Fund.

**5. Other Work.** The Interim Human Resources Director agrees to devote her best efforts and entire time to the work of the School District and shall not undertake or accept other employment or responsibilities which will conflict with her assigned duties.

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

**7. Termination.** This Contract shall terminate at the conclusion of thirty (30) work days or sooner if the tasks assigned to the Interim Human Resources Director are completed sooner and without further notice to Interim Human Resources Director.

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

**9. Disability.** Should the Interim Human Resources Director be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the Interim Human Resources Director's control, and if such disability continues for sixty (60) days, or if such disability is permanent, irreparable or of such nature as to make the performance of the Interim Human Resources Director's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

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

**11. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the Interim Human Resources Director shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the Interim Human Resources Director fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, this Contract shall immediately become null and void.

**12. Notice.** All notices under this Contract shall be deemed sufficient if given in writing and served upon the Interim Human Resources Director and the President of the Board personally or by certified mail, return receipt requested, addressed to the party, at such address as

may be on file at the Keil Administrative Building or as hereinafter furnished by the Interim Human Resources Director in writing.

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

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

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

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

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

**18. Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

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

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Deanne Hillman

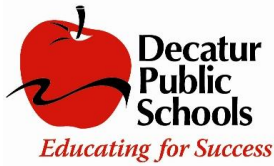
BOARD OF EDUCATION  
DECATUR PUBLIC SCHOOL DISTRICT NO. 61

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

ATTEST:

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Secretary



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Decatur Public Schools Foundation Dawson Institute Coordinator's Contract
<b>Initiated By:</b> Jason E. Fox, Director of Human Resources	<b>Attachments:</b> DPS Foundation Dawson Institute Coordinator's Contract
<b>Reviewed By:</b> Dr Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The Decatur Public Schools Foundation provides the Decatur Public School District with grants, donations, and scholarships. The Foundation Dawson Institute Coordinator is employed by Decatur School District based upon the relationship between the Decatur Public Schools Foundation Board and the Decatur Public School District Board of Education.

### CURRENT CONSIDERATIONS:

The contract provides an understanding of wages and benefits afforded by the Decatur School District to the Foundation Dawson Institute Coordinator for FY24.

The FY24 Contract renewal includes a wage increase of \$2,864.00 (3%) over the prior year providing a FY24 salary of \$98,345.00. The contract reflects a year end date of June 30, 2024.

### FINANCIAL CONSIDERATIONS:

The Decatur Public Schools Foundation will reimburse the District for the cost of the employee wages and benefits. There is no direct cost to the District.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Decatur Public Schools Foundation Dawson Institute Coordinator's FY24 Contract for Dr. Juanita Morris as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

## **DAWSON INSTITUTE COORDINATOR'S CONTRACT**

### **Fiscal Year 2023-2024**

This Contract made and entered into this day of 1st July 2023 by and among the Board of Education of Decatur Public School District No. 61, Decatur, Illinois (hereinafter "the Board"), The Decatur Public Schools Foundation (hereinafter "the Foundation") and **Juanita Morris**, (hereinafter "the Coordinator"), ratified at the meeting of the Board held on June 27, 2023 as found in the minutes of that meeting.

#### **IT IS AGREED:**

**1. Employment.** The Coordinator is hereby hired and retained from July 1, 2023 to June 30, 2024, as Coordinator of the Jerry J. Dawson Civic Leadership Institute (hereinafter "the Institute"), a special program funded and managed by the Foundation. The Coordinator's work year shall be week days during the fiscal year and as required by emergencies on weekends and non-work days, less authorized vacation, authorized leave and recognized school holidays.

**2. Duties.** The duties and responsibilities of the Coordinator shall be all those duties incident to the office of the Coordinator as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a foundation coordinator; and to perform such other duties normally performed by a coordinator as from time to time may be assigned to the Coordinator by the Foundation Board of Trustees (hereinafter "the Trustees"). The Coordinator shall assume administrative responsibilities for operation of the Institute in compliance with the policies, rules and regulations as fixed by the Trustees. The Superintendent and a representative of the Decatur Public School Board of Education shall serve as Trustees and assist in a supervisory capacity to monitor the Institute's activities and Coordinator's performance in aligning grant activities with the District strategic direction; they shall assure implementation and compliance with the terms and conditions of employment by the District. The Coordinator shall submit recommendations, as requested by the Trustees, concerning the operation of the Institute, its activities and program expenditures, and its distribution of the funds allocated for student scholarships within the Institute budget. The Coordinator's activities and execution of duties shall be monitored and supervised by the Trustees with periodic reports provided to the Decatur Public School Board and in collaboration with the Foundation Executive Director. The Coordinator's specific employment goals and objectives are at the discretion of the Trustees. The work day, work year, contract year and holidays and holiday pay for the Coordinator shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022). This and other references herein to the Administrator and Administrative Support Staff Compensation and Benefits document shall refer to the document maintained by and applicable to certain Decatur Public School District No. 61 employees.

**3. Salary.** The Trustees shall set the Coordinator's salary. For the 2023-2024 year the amount of the Coordinator's salary shall be not less than **Ninety-Eight Thousand Three Hundred Forty-Five Dollars (\$98,345.00)**. The Coordinator hereby agrees to devote such time, skill, labor and attention to her employment, during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Coordinator for the Institute and the Trustees as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other similarly employed members of the Decatur Public School professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an amendment approved by the Trustees and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Trustees have entered into a new Contract with the Coordinator, nor that the termination date of this Contract has been in any way extended unless so stated in the approved motion.

**4. Pension.** In addition to the salary of the Coordinator as set forth hereinabove in paragraph 3, the Board shall pay 4.71204% of the salary set forth in paragraph 3 (or 4.5% deducted from the resulting gross) to the Illinois Municipal Retirement Fund (IMRF) on behalf of the Coordinator. The resulting gross shall be computed by adding the salary in paragraph 3 to 4.71204% of the salary paragraph 3) as an

employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of the Illinois Municipal Retirement Fund pension calculations and Coordinator did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Illinois Municipal Retirement Fund.

**5. Evaluation.** Annually, but no later than March 1st of each year, the officers of the Trustees shall review with the Coordinator her progress toward established goals and working relationships among the Institute and its various Decatur Public School and community constituencies and the District leadership team, and shall consider the Coordinator's continued employment and annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Coordinator in writing within 30 days following the evaluation pursuant to the Foundation's evaluation plan.

**6. Credentials.** The Coordinator shall furnish to the Board during the term of this Contract, valid and appropriate credentials to act as Coordinator in accordance with the laws of the State of Illinois and as directed by the Trustees.

**7. Other Work.** The Coordinator may undertake consultative work, speaking engagements, writing, lecturing, or other related professional activities provided that these activities do not interfere with the effective performance of her duties as Coordinator. The Coordinator shall have the responsibility to inform the Trustees of such activities in a timely fashion.

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

**9. Termination by Contract.** During the term of this Contract, the Trustees and Coordinator may mutually agree, in writing, to terminate this Contract.

**10. Referrals to Coordinator.** The Trustees collectively and individually and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Coordinator for study and recommendation.

**11. Professional Activities.** The Coordinator shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, such costs of attendance shall be paid from the Institute budget upon receipt of a full, itemized account of such costs.

**12. Reimbursement for Use of Personal Car.** The Trustees shall pay the Internal Revenue Service rate to the Coordinator for reimbursable mileage expenses incurred by the Coordinator while using the Coordinator's personal vehicle for the conduct of Institute business. Reimbursement shall be pursuant to the Decatur Public School District's policies, rules and regulations and paid from the Institute Budget.

**13. Membership Dues.** The Trustees shall pay the cost of Coordinator's membership dues to professional organizations deemed relevant to the Institute by the Institute from the Institute's budget, payable at the discretion of the Trustees and as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**14. Medical Insurance.** The Coordinator shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**15. Life Insurance.** Coordinator shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**16. Vacation.** The Coordinator will be provided three (3) weeks of paid vacation annually with an additional one (1) day accrual per year after the first year until the fourth year. Starting with the fourth year, she will be provided an additional two (2) days per year until a maximum of six (6) weeks per year is attained. Vacation shall be used in the year in which it accrues except that she shall be allowed to carry over a maximum of twenty-five (25) days.

**17. Sick Leave and Personal Leave.** The Coordinator shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

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

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

**20. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the Coordinator shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the Coordinator fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, this Contract shall immediately become null and void.

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

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

To the Coordinator:  
Juanita Morris  
(Address on file with Foundation)

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

**23. Contract Extension.** At the end of any year of this Contract, the Trustees and Coordinator may mutually agree to extend the employment of the Coordinator for a multi-year period as may be permitted by law. In such event, the Trustees shall take specific action to discontinue this Contract and enter into a new contract.

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

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

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

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

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

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

\_\_\_\_\_  
**Coordinator**

**Board of the Foundation of the  
Decatur Public School District No. 61**

By: \_\_\_\_\_  
**Chair**

**ATTEST:**

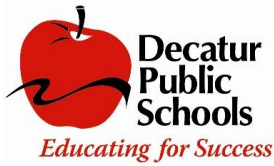
\_\_\_\_\_  
**Secretary**

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

By: \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Decatur Public Schools Foundation Executive Director's Contract
<b>Initiated By:</b> Jason E. Fox, Director of Human Resources	<b>Attachments:</b> DPS Foundation Executive Director's Contract
<b>Reviewed By:</b> Dr Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The Decatur Public Schools Foundation provides the Decatur Public School District with grants, donations, and scholarships. The Foundation Director is employed by Decatur School District based upon the relationship between the Decatur Public Schools Foundation Board and the Decatur Public School District Board of Education.

### CURRENT CONSIDERATIONS:

The contract provides an understanding of wages and benefits afforded by the Decatur School District to the Foundation Director for FY24.

The FY24 Contract renewal includes a wage increase of \$2,591.03 (3%) over the prior year providing a FY24 salary of \$88,958.72. In addition, the contract provides a performance bonus for FY23 of \$10,000. The contract reflects a year end date of June 30, 2024.

### FINANCIAL CONSIDERATIONS:

The Decatur Public Schools Foundation will reimburse the District for the cost of the employee wages and benefits. There is no direct cost to the District.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Decatur Public Schools Foundation Executive Director's FY24 Contract with a FY23 bonus for Mr. Zach Shields as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

## **EXECUTIVE DIRECTOR'S CONTRACT**

### **Fiscal Year 2023-2024**

This Contract made and entered into this 1<sup>st</sup> day of July 2023 by and among the Board of Education of Decatur Public School District No. 61, Decatur, Illinois (hereinafter "the Board"), The Decatur Public School Foundation and **Zach Shields**, (hereinafter "the Director"), ratified at the meeting of the Board held on June 27, 2023 as found in the minutes of that meeting.

#### **IT IS AGREED:**

**1. Employment.** The Director is hereby hired and retained from July 1, 2023 to June 30, 2024, as Executive Director of the Decatur Public School Foundation (hereinafter "the Foundation"). The Director's work year shall be week days during the fiscal year and as required by emergencies on weekends and non-work days, less authorized vacation, authorized leave and recognized school holidays.

**2. Duties.** The duties and responsibilities of the Director shall be all those duties incident to the office of the Director as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a foundation director; and to perform such other duties normally performed by a Director as from time to time may be assigned to the Director by the Decatur Public Schools Foundation Board of Trustees (hereinafter "the Trustees"). The Director shall assume administrative responsibilities for operation of the Foundation in compliance with the policies, rules and regulations as fixed by the Trustees. The Superintendent and President of the Decatur Public School Board of Education shall serve as Trustees and assist in a supervisory capacity to monitor the Foundation's activities and Director's performance in aligning grant activities with the District strategic direction; they shall assure implementation and compliance with the terms and conditions of employment by the District. The Director shall submit recommendations, as requested by the Trustees, concerning the operation of the Foundation, its fundraising activities and its distribution of grants. The Director's activities and execution of duties shall be monitored and supervised by the Trustees with periodic reports provided to the Decatur Public School Board. The Director's specific employment goals and objectives are at the discretion of the Trustees. The work day, work year, contract year and holidays and holiday pay for the Director shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022). This and other references herein to the Administrator and Administrative Support Staff Compensation and Benefits document shall refer to the document maintained by and applicable to certain Decatur Public School District No. 61 employees.

**3. Salary.** The Trustees shall set the Director's salary. For the 2023-2024 year the amount of the Director's salary shall be not less than **Eighty-Eight Thousand Nine Hundred Fifty-Eight Dollars and 72/100 (\$88,958.72)**. The Director hereby agrees to devote such time, skill, labor and attention to his employment, during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of Director for the school district and the Trustees as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other similarly employed members of the Decatur Public School professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an amendment approved by the Trustees and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Trustees have entered into a new Contract with the Director, nor that the termination date of this Contract has been in any way extended unless so stated in the approved motion.

**4. Performance Bonus.** The Director shall be paid a performance bonus for FY 24 in the amount of Ten Thousand Dollars and 00/100 (\$10,000.00) in a lump sum payment upon approval of this Contract on the next normal payroll cycle.

**5. Pension.** In addition to the salary of the Director as set forth hereinabove in paragraph 3 and the performance bonus in paragraph 4, the Board shall pay 4.71204% of the salary set forth in paragraph 3 (or 4.5% deducted from the resulting gross on behalf of the Director to the Illinois Municipal Retirement Fund. The resulting gross shall be computed by adding the salary in paragraph 3 to 4.71204% of the salary paragraph 3) as an employer paid pension contribution consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36. Such payments shall be consideration for this Contract, shall be creditable earnings for purposes of the Illinois Municipal Retirement Fund pension calculations and Director did not have the option of choosing to receive such amount directly instead of having such contribution paid by the employer to the Illinois Municipal Retirement Fund.

**6. Evaluation.** Annually, but no later than June 15th of each year, the officers of the Trustees shall review with the Director progress toward established goals and working relationships among the Foundation and its various Decatur Public School and community constituencies and the District leadership team, and shall consider the Director's continued employment and annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to the Director in writing within 30 days following the evaluation pursuant to the Foundation's evaluation plan.

**7. Credentials.** The Director shall furnish to the Board during the term of this Contract, valid and appropriate credentials to act as Director in accordance with the laws of the State of Illinois and as directed by the Trustees.

**8. Other Work.** The Director may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his duties as Director. The Director shall have the responsibility to inform the Trustees of such outside activity in a timely fashion.

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

**10. Termination by Contract.** During the term of this Contract, the Trustees and Director may mutually agree, in writing, to terminate this Contract.

**11. Referrals to Director.** The Trustees collectively and individually and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to the Director for study and recommendation.

**12. Professional Activities.** The Director shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, such costs of attendance shall be paid by the Trustees upon receipt of a full, itemized account of such costs.

**13. Reimbursement for Use of Personal Car.** The Trustees shall pay the Internal Revenue Service rate to the Director for vouchered reimbursable mileage expenses incurred by the Director while using the Director's personal vehicle for the conduct of approved Foundation business. Reimbursement shall be pursuant to the Decatur Public School District's policies, rules and regulations.

**14. Membership Dues.** The Trustees shall pay the cost of Director's annual membership dues to the National School Foundation Association (NSFA) and/or other relevant professional organizations at the discretion of the Officers and as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**15. Medical Insurance.** The Director shall be provided with medical insurance and medical insurance options as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**16. Life Insurance.** Director shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

**17. Vacation.** The Director will be provided three (3) weeks of paid vacation annually with an additional one (1) day accrual per year after the first year until the fourth year. Starting with the fourth year, he will be provided an additional two (2) days per year until a maximum of six (6) weeks per year is attained. Vacation shall be used in the year in which it accrues except that he shall be allowed to carry over a maximum of twenty-five (25) days.

**18. Sick Leave and Personal Leave.** The Director shall be provided with sick leave and personal leave days as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (July 12, 2022).

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

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

**21. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the Director shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the Director fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, this Contract shall immediately become null and void.

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

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

To the Director:  
Zach Shields  
(Address on file with Foundation)

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

**24. Contract Extension.** At the end of any year of this Contract, the Trustees and Director may mutually agree to extend the employment of the Director for a multi-year period as may be permitted by law. In such event, the Trustees shall take specific action to discontinue this Contract and enter into a new contract.

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

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

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

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

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

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

\_\_\_\_\_  
**Director**

**Board of the Foundation of the  
Decatur Public School District No.61**

By: \_\_\_\_\_  
**Chair**

**ATTEST:**

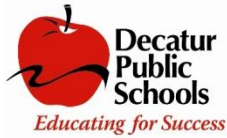
\_\_\_\_\_  
**Secretary**

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

By: \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Award Bid for Backpacks with Supplies and Hygiene Kits for Student Services
<b>Initiated By:</b> Mary Ann Schloz, Assistant Director of Finance, Grants and Special Projects	<b>Attachments:</b> Bid Tabulation
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### **BACKGROUND INFORMATION:**

The District received the American Rescue Plan- Homeless Children and Youth grant. The purpose of this grant is to identify homeless children and youth, provide wraparound services in light of the impact of the COVID-19 pandemic, and provide the assistance needed to enable homeless children and youth to attend school and participate fully in school activities, including in-person instruction and summer learning and enrichment programs.

### **CURRENT CONSIDERATIONS:**

The District knows there is an under identified population of students that are homeless or fall under McKinney-Vento guidance. The District recognizes that families may not have knowledge of the supports the District can provide. The objective is to identify homeless students; educate students, families, and staff about resources and McKinney-Vento; establish a program that provide personal hygiene supplies and equipment for students in need. The District is purchasing backpacks with supplies and hygiene kits for schools to have on hand for students that may need extra supports.

### **FINANCIAL CONSIDERATIONS:**

The District received bids from two suppliers. ADG Blu had a lower cost, but they did not break out the needs by building like specified on the bid.

The district is requesting the higher bid from School Specialty of \$41,344.60, because it meets the bid specifications.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests the Board approve the Backpacks with Supplies and Hygiene Kits for Student Services as presented.

### **RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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

# REQUEST FOR BID

(THIS IS NOT AN ORDER)

**Board of Education**  
**Decatur School District #61**  
**Purchasing Department**  
**101 W Cerro Gordo**  
**Decatur IL 62523**

**Bid Number:** 2023-7  
**Bid Title:** Backpacks with supplies and hygiene kits.  
**Date:** Tuesday, May 2, 2023

**SUBMISSION OF PROPOSALS AND CLOSING DATES:** Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to **2:00 p.m. on Thursday, May 11, 2023**, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for ..." on the outside face.

All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.

**IN CASE OF NO-BID:** If unable to bid on this proposal, please state "No Bid" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

**TERMS AND CONDITIONS:** Attached terms and conditions apply specifically to, and shall be considered as a part of, this request for bids.

**See attached:**      Specifications for backpacks with supplies and hygiene kits (8 pages)  
                             New Terms and Conditions (1 page)

**TOTAL BID COST:**    ~~\$ 43,456.00~~    **41,344.60**

**Please note:** The attached bid specifications require individual option pricing, the District requests all information and pricing be provided.

**Federal Employment Identifications No. 37-6003-703**

**PROPOSAL:** If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

**Cash Discount Terms:**    N/A

**Approx. Delivery Date: 30 Days ARO. Send PO ASAP**

**Firm Name:**                School Specialty, LLC.

**By:**                           
Must Be Signed

**Address:**                 W6316 Design Drive

**City:**                        Greenville                        **State:** WI

**Zip Code:**                54942

**Office Ph.**    (888) 388-3224

**Cell Ph.**                     \_\_\_\_\_

**Email:**                     BIDWESTNOTICES@SCHOOLSPECIALTY.COM



### **Contact Information**

**Questions regarding this offer:**

**Erin Marchildon**  
W6316 Design Drive  
Greenville, WI 54942  
Phone (800) 554-7632  
Fax (800) 675-1775  
Email: [bidwestnotices@schoolspecialty.com](mailto:bidwestnotices@schoolspecialty.com)

**Sales Representative**

**Wesley Williams**  
Phone: (920) 243-5259  
Email: [wesley.williams@schoolspecialty.com](mailto:wesley.williams@schoolspecialty.com)

**Customer Care:**

\*Questions regarding order status,  
shipment status, damages, shortages\*

**Attn: Customer Care Department**  
Phone (888) 388-3224  
Email: [customercare@schoolspecialty.com](mailto:customercare@schoolspecialty.com)

**Order Processing:**

\*To place your order\*

**Attn: Order Department**  
Phone (888) 388-3224  
[orders@schoolspecialty.com](mailto:orders@schoolspecialty.com)

**Payment Remit To:**

**School Specialty, LLC**  
PO Box 825640  
Philadelphia, PA 19182-5640  
Phone (800) 305-0174  
Email: [billing@schoolspecialty.com](mailto:billing@schoolspecialty.com)



May 04, 2023

**DECATUR SCHOOL DISTRICT 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001 US**

**Account # 248909**

**RE: 2023-7 BACKPACKS SUPPLIES & HYGIENE KITS**

On behalf of School Specialty LLC, it is my pleasure to submit the enclosed bid response for your consideration.

Pricing will be valid from **May 11, 2023 through June 30, 2023.**

Once you've awarded these bid items, save time and money by:

- ☒ Providing a copy of the **bid tabulation** (and/or a copy of awarded vendors). This allows us to set up your special pricing in advance of your orders and ensures you receive the best price possible on future bids.
- ☒ Referencing your School Specialty bid number **Q-329874** on your orders. This ensures fast and efficient order entry and accurate pricing.
  - ❖ *Prices do not include sales tax. If applicable, taxes will be added to your invoice. All prices are FOB destination (free shipping).*

**\*\*Live specimens (prefix L), hazardous materials (prefix H), and non-discountable items (prefix N) may incur additional charges. Please refer to [www.schoolspecialty.com](http://www.schoolspecialty.com) for more information.**

Remember, School Specialty is even easier to do business with. We've **simplified** access to all our products. One bid covers all your educational needs. ***It's that simple!***

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erin Marchildon".  
Erin Marchildon

**BID**

SSI Bid Number: Q-329874

Currency: USD

Customer Bid Number: 2023-7 BACKPACKS SUPPLIES &amp; HYGIENE KITS

Due Date: 05-11-2023, 2:00 PM

Expiration Date: 06-30-2023

Customer Number: 248909

Requestor Name:

Bill To: DECATUR SCHOOL DISTRICT 61

101 W CERRO GORDO ST

DECATUR, IL 62523-1001

Send Orders &amp; Correspondence to:

Customer Care Ph. 888-388-3224

Email Orders: orders@schoolspecialty.com

Bid Team: bldnotices@schoolspecialty.com

Lift Gate Truck Required: ☐Inside Delivery: ☐

Notes:

Customer Item #	SSI Item	Alt Item	Image	Item Description	Pack Size	Item Qty	List Price	Your Price	Extended Price
	2117427	<input type="checkbox"/>		ELEMENTARY SUPPLIES BACKPACK KIT 28500	Each	640	\$23.85	\$14.58	\$9,331.20
	2117428	<input type="checkbox"/>		JUNIOR HIGH SUPPLIES BACKPACK KIT 21300	Each	1000	\$23.85	\$13.12	\$13,120.00
	2117987	<input type="checkbox"/>		CHILD HYGIENE KIT 33700	Each	520	\$13.85	\$8.60	\$4,472.00
	2117993	<input type="checkbox"/>		ADULT HYGIENE KIT 37100	Each	740	\$13.85	\$7.62	\$5,638.80
	2117995	<input type="checkbox"/>		STANDARD FEMININE HYGIENE KIT 32500	Each	740	\$21.54	\$11.85	\$8,769.00

Subtotal	\$41,331.00
Estimated Taxes	
Total	\$41,331.00



**Decatur School District # 61**  
**Purchasing Department**  
**101 W Cerro Gordo**  
**Decatur IL 62523**

**Backpacks with supplies and hygiene kits.**

**BID #:** 2023-7  
**Due Date:** Thursday, May 11, 2023, at 2:00 p.m.

**Date:** Tuesday, May 2, 2023

Decatur Public Schools is seeking bids for pre-assembled backpacks with supplies and pre-assembled hygiene kits. Please include specifications sheet for each kit.

**Note:** Backpacks and kits will ship to each location. The District will issue a separate purchase order for each location.  
Please contact Robin Miller or Jodi Tull at Ph.217.362.3060 with any questions.

**Kits should contain the following:**

- # 1 Backpack - Grades K to 5**  
**All products are packaged inside a sturdy 17 inch backpack with adjustable straps, multiple pockets, and a padded handle.**  
12-count pack of unsharpened all wood No.2 pencils  
3 medium point stick pens with blue ink  
1 large latex-free pink eraser  
1 double barrel pencil & crayon sharpener with canister  
1 foot-long ruler with center holes and marked inches & centimeters (assorted color)  
1 washable white glue stick (.26 ounces)  
1 one-subject notebook (assorted colors and 70 perforated sheets)  
1 two-pocket folder (11 Pt thickness and assorted colors)  
8-count box of crayons  
1 pointed scissors (5 1/4 inches)  
1 chisel tip yellow highlighter with pocket clip  
1 backpack (17 x 12 x 6 inches and assorted colors)
- # 2 Backpack - Grades 6 to 12**  
**All products are packaged inside a sturdy 17 inch backpack with adjustable straps, multiple pockets, and a padded handle.**  
12-count pack of unsharpened all wood No.2 pencils  
3 medium point stick pens with blue ink  
3 medium point stick pens with red ink  
1 large latex-free pink eraser  
1 double barrel pencil & crayon sharpener with canister  
1 foot-long ruler with center holes and marked inches & centimeters (assorted color)  
1 washable white glue stick (.26 ounces)  
1 one-subject notebook (assorted colors and 70 perforated sheets)  
1 two-pocket folder (11 Pt thickness and assorted colors)  
1 box of colored pencils  
1 dry erase marker  
1 backpack (17 x 12 x 6 inches and assorted colors)

**Kits should contain the following:**

**# 3 Child Hygiene Kit - Grades PreK to 5**

**All products are packaged inside a reusable waterproof nylon toiletry case for easy distribution and storage.**

1 comb with handle (6 inches)  
1 deluxe angled toothbrush with 52 tufts  
1 shampoo & body bath bottle (8 ounces)  
1 pocket pack of facial tissue (10 to 12 tissues)  
1 deluxe gray hairbrush  
1 tube of mint flavored toothpaste (3/4 ounces)  
1 clear plastic toothbrush holder  
1 unwaxed dental floss (12 yards)  
1 anti-bacterial soap bar (4 3/4 ounces)  
1 cotton washcloth in assorted color (12 x 12 inches)  
1 clear soap box with hinged lid  
1 charcoal grey nylon toiletry case (9 x 6 x 4 inches)

**# 4 Adult Hygiene Kit**

**All products are packaged inside a reusable waterproof nylon toiletry case for easy distribution and storage.**

1 comb with handle (6 inches)  
1 deluxe angled toothbrush with 52 tufts  
1 shampoo & body bath bottle (8 ounces)  
1 clear gel shaving cream (1 ounce)  
1 deluxe gray hairbrush  
1 tube of mint flavored toothpaste (3/4 ounces)  
1 hand lotion bottle (4 ounces)  
2 disposable plastic razors  
1 roll-on deodorant (1 1/2 ounces)  
1 cotton washcloth in assorted color (12 x 12 inches)  
1 black nylon toiletry case (9 x 6 x 4 inches)

**# 5 Standard Feminine Hygiene Kit**

**All products are packaged inside a reusable waterproof zip-top nylon toiletry case for easy distribution and storage.**

1 black comb (7 inches)  
1 deluxe angled toothbrush with 52 tufts  
1 shampoo & body bath bottle (4 ounces)  
1 cotton washcloth in assorted color (12 x 12 inches)  
1 anti-bacterial soap bar (3 ounces)  
1 roll-on deodorant (1 1/2 ounces)  
1 mint flavored toothpaste tube (2 3/4 ounces)  
1 deluxe gray hairbrush  
20 count pack of multicolored hair elastics  
8 count box of regular tampons  
12 count pack of sanitary maxi pads (9 inches each)  
1 pack of moist flushable wipes

<u>School Locations</u>		<u>Quantities</u>		<u>Unit Price</u>
<u>American Dreamer STEM Academy</u> 215 South Taylor Road Decatur IL 62521 Ph. 217.362.3380	<u>Backpack - Grades K to 5</u>	<u>50 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Backpack - Grades 6 to 12</u>	<u>20 each</u>	\$	13.12
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117428			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>50 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Adult Hygiene Kit</u>	<u>30 each</u>	\$	7.62
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117993			
	<u>Standard Feminine Hygiene Kit</u>	<u>30 each</u>	\$	11.85
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117995			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	2,005.50
<u>Michael E. Baum Elementary School</u> 801 Lake Ridge Avenue Decatur IL 62521 Ph. 217.362.3520	<u>Backpack - Grades K to 5</u>	<u>40 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>20 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	755.20
<u>Dennis Mosaic Campus</u> 1499 West Main Street Decatur IL 62522 Ph. 217.362.3510	<u>Backpack - Grades K to 5</u>	<u>70 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Backpack - Grades 6 to 12</u>	<u>50 each</u>	\$	13.12
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117428			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>60 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Adult Hygiene Kit</u>	<u>40 each</u>	\$	7.62
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117993			
	<u>Standard Feminine Hygiene Kit</u>	<u>40 each</u>	\$	11.85
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117995			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	2,971.40

<u>School Locations</u>		<u>Quantities</u>		<u>Unit Price</u>
<u>Eisenhower High School</u> 1200 South 16th Street Decatur IL 62521 Ph. 217.362.3100	<u>Backpack - Grades 6 to 12</u>	<u>300 each</u>	\$	13.12
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117428			
	<u>Adult Hygiene Kit</u>	<u>200 each</u>	\$	7.62
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117993			
	<u>Standard Feminine Hygiene Kit</u>	<u>200 each</u>	\$	11.85
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117995			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	7,830.00
<u>Franklin-Grove Elementary</u> 2440 North Summit Avenue Decatur IL 62526 Ph. 217.362.3560	<u>Backpack - Grades K to 5</u>	<u>50 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>30 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	987.00
<u>Garfield Learning Academy</u> 300 Meadow Terrace Place Decatur IL 62521 Ph. 217.362.3275	<u>Backpack - Grades K to 5</u>	<u>10 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Backpack - Grades 6 to 12</u>	<u>10 each</u>	\$	13.12
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117428			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>20 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Adult Hygiene Kit</u>	<u>20 each</u>	\$	7.62
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117993			
	<u>Standard Feminine Hygiene Kit</u>	<u>20 each</u>	\$	11.85
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117995			
	<u>Shipping cost to this location:</u>		\$	-
	<u>Total Cost:</u>		\$	838.40

**School Locations**

**Hope Academy**  
955 North Illinois Street  
Decatur IL 62521  
Ph. 217.362.3280

	<u>Quantities</u>		<u>Unit Price</u>
<b><u>Backpack - Grades K to 5</u></b>	<b><u>60 each</u></b>	\$	14.58
Equivalent: KITS FOR KIDZ			
Part or Order#: SSL # 2117427			
<b><u>Backpack - Grades 6 to 12</u></b>	<b><u>20 each</u></b>	\$	13.12
Equivalent: KITS FOR KIDZ			
Part or Order#: SSL # 2117428			
<b><u>Child Hygiene Kit - PreK to 5</u></b>	<b><u>60 each</u></b>	\$	8.60
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117987			
<b><u>Adult Hygiene Kit</u></b>	<b><u>30 each</u></b>	\$	7.62
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117993			
<b><u>Standard Feminine Hygiene Kit</u></b>	<b><u>30 each</u></b>	\$	11.85
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117995			

<b><u>Shipping cost to this location:</u></b>	\$	-
<b><u>Total Cost:</u></b>	\$	2,237.30

**Johns Hill Magnet School**  
1025 East Johns Avenue  
Decatur IL 62521  
Ph. 217.362.3350

<b><u>Backpack - Grades K to 5</u></b>	<b><u>70 each</u></b>	\$	14.58
Equivalent: KITS FOR KIDZ			
Part or Order#: SSL # 2117427			
<b><u>Backpack - Grades 6 to 12</u></b>	<b><u>40 each</u></b>	\$	13.12
Equivalent: KITS FOR KIDZ			
Part or Order#: SSL # 2117428			
<b><u>Child Hygiene Kit - PreK to 5</u></b>	<b><u>70 each</u></b>	\$	8.60
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117987			
<b><u>Adult Hygiene Kit</u></b>	<b><u>50 each</u></b>	\$	7.62
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117993			
<b><u>Standard Feminine Hygiene Kit</u></b>	<b><u>50 each</u></b>	\$	11.85
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117995			

<b><u>Shipping cost to this location:</u></b>	\$	-
<b><u>Total Cost:</u></b>	\$	3,120.90

**MacArthur High School**  
1499 West Grand Avenue  
Decatur IL 62522  
Ph. 217.362.3150

<b><u>Backpack - Grades 6 to 12</u></b>	<b><u>300 each</u></b>	\$	13.12
Equivalent: KITS FOR KIDZ			
Part or Order#: SSL # 2117428			
<b><u>Adult Hygiene Kit</u></b>	<b><u>200 each</u></b>	\$	7.62
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117993			
<b><u>Standard Feminine Hygiene Kit</u></b>	<b><u>200 each</u></b>	\$	11.85
Equivalent: KITS FOR KIDZ			
Part or Order#: 2117995			

<b><u>Shipping cost to this location:</u></b>	\$	-
<b><u>Total Cost:</u></b>	\$	7,830.00

<u>School Locations</u>		<u>Quantities</u>		<u>Unit Price</u>
<u>Montessori Academy for Peace</u> 4735 East Cantrell Street Decatur IL 62521 Ph. 217.362.3370	<u>Backpack - Grades K to 5</u>	<u>80 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Backpack - Grades 6 to 12</u>	<u>50 each</u>	\$	13.12
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117428			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>80 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Adult Hygiene Kit</u>	<u>50 each</u>	\$	7.62
	Equivalent: KITS FOR KIDZ			
<u>Muffley Elementary School</u> 88 South Country Club Road Decatur IL 62521 Ph. 217.362.3340	<u>Standard Feminine Hygiene Kit</u>	<u>50 each</u>	\$	11.85
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117995			
	<u>Shipping cost to this location:</u>			\$ -
	<u>Total Cost:</u>			\$ 3,483.90
	<u>Backpack - Grades K to 5</u>	<u>40 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>20 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
<u>Parsons Elementary School</u> 3591 MacArthur Road Decatur IL 62526 Ph. 217.362.3330	<u>Shipping cost to this location:</u>			\$ -
	<u>Total Cost:</u>			\$ 755.20
	<u>Backpack - Grades K to 5</u>	<u>50 each</u>	\$	14.58
	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>30 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Shipping cost to this location:</u>			\$ -
	<u>Total Cost:</u>			\$ 987.00
	<u>Backpack - Grades K to 5</u>	<u>70 each</u>	\$	14.58
<u>Pershing Early Learning Center</u> 2912 North University Decatur IL 62526 Ph. 217.362.3300	Equivalent: KITS FOR KIDZ			
	Part or Order#: SSL # 2117427			
	<u>Child Hygiene Kit - PreK to 5</u>	<u>50 each</u>	\$	8.60
	Equivalent: KITS FOR KIDZ			
	Part or Order#: 2117987			
	<u>Shipping cost to this location:</u>			\$ -
	<u>Total Cost:</u>			\$ 1,450.60

**School Locations**

<b><u>School Locations</u></b>	<b><u>Quantities</u></b>	<b><u>Unit Price</u></b>	
<b><u>Social Emotional Learning Academy</u></b>	<b><u>Backpack - Grades K to 5</u></b>	<b><u>10 each</u></b>	<b><u>\$ 14.58</u></b>
<b><u>620 East Garfield Avenue</u></b>	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
<b><u>Decatur IL 62521</u></b>	<b><u>Part or Order#: SSL # 2117427</u></b>		
<b><u>Ph. 217.362.3310</u></b>	<b><u>Backpack - Grades 6 to 12</u></b>	<b><u>10 each</u></b>	<b><u>\$ 13.12</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: SSL # 2117428</u></b>		
	<b><u>Adult Hygiene Kit</u></b>	<b><u>20 each</u></b>	<b><u>\$ 8.30</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: 2117993</u></b>		
	<b><u>Standard Feminine Hygiene Kit</u></b>	<b><u>20 each</u></b>	<b><u>\$ 11.85</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: 2117995</u></b>		

**Shipping cost to this location:****Total Cost:** \$ 680.00 - 666.40

<b><u>South Shores Elementary School</u></b>	<b><u>Backpack - Grades K to 5</u></b>	<b><u>40 each</u></b>	<b><u>\$ 14.58</u></b>
<b><u>2500 South Franklin Street</u></b>	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
<b><u>Decatur IL 62521</u></b>	<b><u>Part or Order#: SSL # 2117427</u></b>		
<b><u>Ph. 217.362.3320</u></b>	<b><u>Child Hygiene Kit - PreK to 5</u></b>	<b><u>30 each</u></b>	<b><u>\$ 8.60</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: 2117987</u></b>		

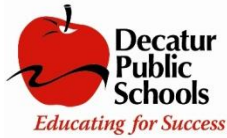
**Shipping cost to this location:****Total Cost:** \$ 841.20

<b><u>Stephen Decatur Middle School</u></b>	<b><u>Backpack - Grades 6 to 12</u></b>	<b><u>200 each</u></b>	<b><u>\$ 13.12</u></b>
<b><u>#1 Educational Park</u></b>	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
<b><u>Decatur IL 62526</u></b>	<b><u>Part or Order#: SSL # 2117428</u></b>		
<b><u>Ph. 217.362.3250</u></b>	<b><u>Adult Hygiene Kit</u></b>	<b><u>100 each</u></b>	<b><u>\$ 7.62</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: 2117993</u></b>		
	<b><u>Standard Feminine Hygiene Kit</u></b>	<b><u>100 each</u></b>	<b><u>\$ 11.85</u></b>
	<b><u>Equivalent: KITS FOR KIDZ</u></b>		
	<b><u>Part or Order#: 2117995</u></b>		

**Shipping cost to this location:****Total Cost:** \$ 4,571.00**Total Bid Cost:** \$ 41,331.00**Please state your payment terms:** Net 30 Days41,344.60**Attached Terms and Conditions will apply specifically to and shall be considered as a part of this request for bid.****You may bid a different brand if the specifications meet or exceed the specifications for the above. Each bid shall be evaluated based on the needs of the District.****Note:****Evaluation will be based on value, not just price. District #61 reserves the right to reject any or all proposals or any portion of any proposal submitted which, in its opinion, is not in the best interest of the District.**

## TERMS AND CONDITIONS

1. **ALTERATION OF TERMS:** None of the terms and conditions contained in this Purchase Order may be added to, modified, superseded or otherwise altered except by a written instrument signed by Buyer's authorized agent and delivered by Buyer to Seller, and each shipment received by Buyer from Seller shall be deemed to be only upon the terms and conditions contained in this purchase order, notwithstanding any terms and conditions that may be contained in any acknowledgment, invoice or other document from the Seller and notwithstanding Buyer's act of acceptance or payment for, in part or in full, the materials or service.
2. **ACCEPTANCE OF ORDER:** Acceptance of this order is only on the prices, terms and conditions stated herein.
3. **WARRANTY:** Seller warrants that all materials or services delivered hereunder will be free from all defects of material or workmanship and will conform strictly to the specifications, drawings, written descriptions, or sample specified or furnished. Further, the goods will be, and are to be, fit for the purpose for which the good are ordered. Any exclusion of warranties shall be made known to the Buyer prior to acceptance of the purchase order. These Warranties shall not be deemed exclusive, but are in addition to any and all other warranties, express or implied, that may exist, arise, or be created by operation of law or otherwise. All warranties shall survive any inspection, delivery, acceptance or payment by Buyer of the materials or services. The terms of all warranties are material to this agreement.  
Any manufacturer's warranties shall be assigned to Buyer. The Seller shall take the steps necessary to complete the assignment to the Buyer.
4. **AND CANCELLATION: TIME IS OF THE ESSENCE OF THIS ORDER.** Buyer may cancel all or any part of the unperformed portion of this order if Seller does not perform within the schedule specified, or if Seller breaches any of the terms hereof, including without limitation the warranties of Seller. This right of cancellation is in addition to Buyer's other rights and remedies.
5. **CHARGES:** No charges will be allowed except as noted on the reverse side hereof. Buyer will not allow charges for boxing, crating or packing, unless noted on the reverse side hereof.
6. **LABELING:** Seller shall label all materials, products, etc. in strict compliance with all federal and state laws and regulations.
7. **INSPECTION:** Materials purchased and delivered are subject to Buyer's inspection and approval; and if rejected, or if acceptance is revoked, will be held at Seller's risk, returnable at Seller's expense. In no event shall payment be deemed to constitute acceptance.
8. **INVOICES:** Invoices received by the 22<sup>nd</sup> of the month will be paid the day following approval by the Board of Education, which meets the second Tuesday of the month. Payment will only be made to the vendor appearing on the Purchase Order. The purchase order number must appear on the invoice to ensure timely payment.
9. **PATENT WARRANTY AND INDEMNITY:** Seller warrants that the goods or articles delivered or the services rendered under this order, and the sale and the use of said goods or articles in their normal or intended manner, will not infringe, or contributorily infringe, any United States or foreign patent or copyright. Seller shall defend, indemnify and hold harmless Buyer, its successors, and assigns from and against all claims, suits, losses and damages, including reasonable attorney fees and costs and expenses awarded, based upon a claim of infringement or contributory infringement of any patent or copyright, by reason of the use or sale of said goods or articles or the rendering of such services.
10. **FREIGHT RATE:** The price herein specified is based on the present rate of freight for a designated method of shipment. If a different method of shipment or delivery can be made under the terms of this Order and at a lesser expense, said savings shall be reflected in the charge to the District. If at time of shipment the shipping costs and rates are less than previously quoted, the lesser costs shall be passed on to the Buyer.
11. **COMPLIANCE WITH LAW:** Seller warrants that in the performance of this order it will comply and that all goods shall comply with all applicable Federal, State and local laws, orders and regulations, including, without limitation, the Fair Labor Standards Act of 1938, as amended, regulations and orders of the United States Department of Labor issued thereunder, the Consumer Product Safety Act, the Occupational Safety and Health Act, the Illinois Department of Labor Safety Regulations, all environmental laws and regulations, and all other applicable safety and health standards, including the Comprehensive Environmental Response, Compensation and Liability Act and the Emergency Planning and Community Right to Know Act. Seller shall supply buyer from time to time with such certificates, documents or information in such form, as may be required by any applicable law, order or regulation or as buyer may deem necessary or appropriate to establish Seller's compliance with any applicable law, order or regulation. Seller shall defend and hold harmless Buyer and its agents and employees from and against any damages it or they may sustain by reason of Seller's failure to comply with this paragraph.
12. **HOLD HARMLESS:** To the extent that the materials delivered, or the services furnished, to the District pursuant to this Order cause, or contribute to cause, personal injury (including death) or damage to property, the Seller shall be responsible for said injury or damage; and shall hold harmless, indemnify, and defend the Buyer from any and all claims, losses, damages and reasonable attorney's fees arising therefrom. It is recognized that if the Buyer does not make proper use of the materials in accordance with Seller's instructions or does not fulfill its responsibilities where a service is involved, it may also have liability in the event of an injury or property damage.
13. **ASSIGNMENT:** Seller may not assign this order without Buyer's prior written consent.
14. **APPLICABLE LAW:** The rights and obligations of the parties hereto shall be determined according to the laws of the State of Illinois. Therefore, the forum in Illinois in which to resolve disputes hereunder shall first be the local state court; or if jurisdiction requires, the local federal district court.
15. **FORCE MAJEURE:** Either Party shall have the right to cancel its obligations pursuant to this Purchase Order and or work order in the event of acts of God, war, strikes, accidents or other contingencies beyond its control, if the contingency prevents acceptance or use of the goods, articles or services covered hereby. Buyer shall be under no obligation to Seller in event of such cancellation, except for charges specifically authorized.
16. **RISK OF LOSS:** Notwithstanding anything to the contrary contained on the face hereof, risk of loss shall in no event pass to Buyer until delivery of the goods and articles covered by this order to the Buyer's specified destination.
17. **TAXES:** The Board of Education is exempt from federal excise taxes and federal transportation taxes. The Board of Education is also exempt from the payment of Illinois Retailers Occupation and Use Taxes.
18. **PREVAILING WAGE REQUIREMENT:** If services/labor is to be furnished in relation to the bid being made, the successful bidder shall be required to pay prevailing wages, as determined by the U.S. Department of Labor, to its employees.
19. **DISCLOSURE OF FEDERAL PARTICIPATION:** This citation informs the public that the use of Federal dollars in the Decatur Public School District #61 meets the Stevens Amendment requirement. Staff development opportunities, instructional and professional development resources, and personnel have been funded in whole or in part with federal entitlement dollars.



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Flexible Seating Purchase for Baum, Franklin Grove, Muffley, Parsons, and South Shores Elementary Schools
<b>Initiated By:</b> Mary Ann Schloz, Assistant Director of Finance	<b>Attachments:</b> Bid Tabulation Sheets for Baum, Franklin Grove, Muffley, Parsons, and South Shores Elementary Schools
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The District Title I schools were allotted funds to purchase flexible seating.

### CURRENT CONSIDERATIONS:

To date, bids were received for five schools - Baum, Franklin Grove, Muffley, Parsons, and South Shores as follows:

- Baum is requesting the low bid of \$55,454.65 as all bid specifications WERE met.
- Franklin Grove is requesting the low bid of \$51,663.70 as all bid specifications WERE met.
- Muffley is requesting the low bid of \$100,492.20 as all bid specifications WERE met.
- Parsons is requesting the low bid of \$36,182.00 and the low bid of \$31,742.34 as all bid specifications WERE met.
- South Shores is requesting the higher bid of \$55,465.00. The lowest bid did NOT meet all bid specifications.
- 

### FINANCIAL CONSIDERATIONS:

Flexible Seating will be expended from the FY23 Title I: Every Student Succeeds Act Grant.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Flexible Seating Bids for Baum, Franklin Grove, Muffley, Parsons, and South Shores Elementary Schools as presented.

### RECOMMENDED ACTION:

- ☒ Approval  
☐ Information  
☐ Discussion

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

## BID ANALYSIS SPREADSHEET

### BID RESULTS FOR BAUM ELEMENTARY SCHOOL FLEX SEATING I

BID REQUEST# 2023-14

DATE: 6/20/23

COPIES TO: Mary Brady, Terry Weaver, Joanie Watson, and Mary Ann Schloz

AUTHORIZED PERSON OPENING BID: Joanie Watson - Coordinator of Purchasing

VENDOR NAME:

1) Lakeshore Learning

Vendors who did not respond:

SUBTOTAL:

\$55,454.65

School Outfitters

School Specialty

SHIPPING:

No Charge

TOTAL:

\$55,454.65

DELIVERY DATE:

7-21 Business Days ARO

TERMS:

Net 30 Days

NOTES:

ALL ITEMS WERE BID

Complete Classrooms design, delivery and white glove installation service complimentary on orders of \$20,000.00 or more that ship to a single location.

## REQUEST FOR BID

(THIS IS NOT AN ORDER)

Board of Education  
Decatur School District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Bid Number: 2023-14  
Bid Title: Baum Elementary Flex Seating I  
Date: Friday, June 9, 2023

**SUBMISSION OF PROPOSALS AND CLOSING DATES:** Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to 2:00 p.m. on Tuesday, June 20, 2023, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for..." on the outside face. All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.

**IN CASE OF NO-BID:** If unable to bid on this proposal, please state "No Bid" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

**TERMS AND CONDITIONS:** Attached terms and conditions apply specifically to, and shall be considered as a part of, the request for bids.

See attached: Baum Elementary Flex Seating I Specifications (5 pages)  
New Terms and Conditions (1 page)

Article or Service: Grand Total: \$ 134,900.65

**Please note:** The attached bid specifications require line item pricing, the District requests all information and pricing be provided.

Federal Employment Identifications No. 37-6003-703

**PROPOSAL:** If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

Cash Discount Terms: n/a

Approx. Delivery Date: 7-21 Business Days ARO

Firm Name: Lakeshore Learning Materials, LLC

By: 

Address: 2695 E. Dominguez Street

City: Carson

State: CA

Zip Code: 90895

Office Ph.: (800) 421-5354

Cell Ph.: (800) 421-5354

Email: [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com)

New Corrected  
Total Cost:  
\$55,454.65  
6-20-23 VK

**BAUM ELEMENTARY SCHOOL FLEX SEATING | SPECIFICATIONS**

**Decatur Public Schools District #61**  
**Purchasing Department**  
**101 W Cerro Gordo**  
**Decatur IL 62523**

**Bid Request# 2023-14**  
**Date Due: Tuesday, June 20, 2023,**  
**by 2:00 p.m.**

**Date: Friday, June 9, 2023**

**The following specifications are for Baum Elementary School flex seating,**  
**will be required. Bid materials only! All materials will be supplied by ONE man**  
**questions about this bid contact Terry Weaver at ph. 217.362.3520.**

**Please include part number, manufacturer, and specifications sheet with bi**

**Please bid equivalent. Specs based on Lakeshore Learning Materials.**

**Note, the shipping address will be:**  
**Baum Elementary School**  
**801 Lake Ridge Ave.**  
**Decatur IL 62521**

*These specs sheets  
were sent with  
bid request on  
6-9-23*

<u>Line Item#</u>	<u>Item#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 1	<del>LC214</del> <u>LC841</u>	1 ea.	Natural Accents Leaves Classroom Carpets. Size: 6' x 9'	\$ _____	\$ _____
			PART# _____		
# 2	LK438	20 ea.	Flex-Space Mobile Standing Desk - Modern Gray. Size: 28"w x 21"d	\$ _____	\$ _____
			PART# _____		
# 3	LC741	20 ea.	Flex-Space Height-Adjustable Stool - Modern Gray. Seat: 13" in diameter. Stool adjusts from 21" to 31" high	\$ _____	\$ _____
			PART# _____		
# 4	LC573BU	1 ea.	Flex-Space Teardrop Beanbag Seat. Big size: 30"w x 32"h. Color: Blue	\$ _____	\$ _____
			PART# _____		
# 5	LC573RG	1 ea.	Flex-Space Teardrop Beanbag Seat. Big size: 30"w x 32"h. Color: Orange	\$ _____	\$ _____
			PART# _____		

**BAUM ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS**

<u>Line Item#</u>	<u>Item#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 6	LC274GA	1 ea.	Flex-Space Lounge & Learn Ottoman. Color: Gray, Size: 20"w x 20"d x 14"h	\$ _____	\$ _____
			PART# _____		
# 7	LC140	1 ea.	Comfy Rectangular Classroom Carpet. Size: 4' x 6', Color: Charcoal Size: 9' x 12'	\$ _____	\$ _____
			PART# _____		
# 8	LC748	1 ea.	Flex-Space Double-Sided Mobile Teaching Easel, Size: 30"w x 34 1/2"d x 62"h	\$ _____	\$ _____
			PART# _____		
# 9	JJ689	6 sets	Privacy Partitions - set of 10	\$ _____	\$ _____
			PART# _____		
# 10	JJ670	2 ea.	Privacy Partitions Storage Rack	\$ _____	\$ _____
			PART# _____		
# 11	LC515GA	6 ea.	Flex-Space Stacking Chair, 15 1/2" size, Gray	\$ _____	\$ _____
			PART# _____		
# 12	TT675	3 sets	Flex-space Student Storage Bins, set of 24	\$ _____	\$ _____
Includes:	TT334	6 sets	Student Storage Bins, 12 each		
			PART# _____		
# 13	LC763RG	12 ea.	Flex-Space Ergo Bounce Cantilever Chair, 13 1/2" size, Color: Orange	\$ _____	\$ _____
			PART# _____		
# 14	LC763BU	12 ea.	Flex-Space Ergo Bounce Cantilever Chair, 13 1/2" size, Color: Blue	\$ _____	\$ _____
			PART# _____		
# 15	WT365	4 ea.	Lakeshore Tuff Totes, Large size	\$ _____	\$ _____
			PART# _____		

**BAUM ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS**

<u>Line Item#</u>	<u>Item#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 16	WT363	4 ea.	Lakeshore Tuff Totes, Medium size	\$ _____	\$ _____
			PART# _____		
# 17	LC764GR	2 ea.	Flex-Space Premium Wobble Chair, 14" size, Color: Green	\$ _____	\$ _____
			PART# _____		
# 18	LC528GR	3 ea.	Flex-Space Balance Ball Seats, 17" size, Color: Green	\$ _____	\$ _____
			PART# _____		
# 19	LC528BU	3 ea.	Flex-Space Balance Ball Seats, 17" size, Color: Blue	\$ _____	\$ _____
			PART# _____		
# 20	LC528RG	3 ea.	Flex-Space Balance Ball Seats, 17" size, Color: Orange	\$ _____	\$ _____
			PART# _____		
# 21	LK118	2 ea.	Flex-Space Comfy Soft Rocker, Color: Blue, Size: 20"w x 25 1/2"d x 28 1/2"h	\$ _____	\$ _____
			PART# _____		
# 22	LC765GA	8 ea.	Flex-Space Ergo Bounce Cantilever Chair, Size: 15 1/2", Color: Gray	\$ _____	\$ _____
			PART# _____		
# 23	LC783SL	1 ea.	Flex-Space Engage Modular Curved Couch, Color: Slate Gray, Size: 60"w x 27"d x 34"h	\$ _____	\$ _____
			PART# _____		
# 24	LC259	1 ea.	Flex-Space Mobile Teacher Desk, Modern Gray	\$ _____	\$ _____
<u>Includes:</u>	LC7G5724	1 ea.	Tabletop assembly guide - LC259		
	LCM3112	1 ea.	Msty Pnl-Legs - casters LC259-739		
	LCC2326	1 ea.	Cabinet - LC739, LC259		
			PART# _____		

**BAUM ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS**

<u>Line Item#</u>	<u>Item#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
<b># 25</b>	<u>LK226</u>	<u>2 ea.</u>	<u>Flex-space Mobile Group Table - Modern</u> <u>Maple.</u>	\$ _____	\$ _____
<b>Includes:</b>	<u>LKH4872M</u>	<u>2 ea.</u>	<u>48 x 72 Group Tabletop - LK226</u>		
	<u>LCL23344</u>	<u>2 ea.</u>	<u>4 each 23-34 inch table legs- casters</u>		
			<u>PART#</u> _____		
<b># 26</b>	<u>LK537</u>	<u>1 ea.</u>	<u>Flex-Space Mobile 27-Tray Storage Center,</u> <u>Modern Gray</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 27</b>	<u>LC576</u>	<u>4 ea.</u>	<u>Flex-Space Mobile Storage Bin Center for</u> <u>24 Students - Modern Gray</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 28</b>	<u>LC533</u>	<u>1 ea.</u>	<u>Flex-Space 4-shelf All-Purpose Storage Unit,</u> <u>Modern Gray</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 29</b>	<u>LC575</u>	<u>3 ea.</u>	<u>Flex-Space Mobile Storage Bin Center for</u> <u>12 Students, Modern Gray</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 30</b>	<u>LC780SL</u>	<u>1 ea.</u>	<u>Flex-Space Engage Modular Chair, Slate Gray</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 31</b>	<u>LC781SL</u>	<u>1 ea.</u>	<u>Flex-Space Engage Modular Couch for Two</u> <u>Slate Gray Color</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 32</b>	<u>LC348GA</u>	<u>1 ea.</u>	<u>Flex-space Lounge &amp; Learn Curved Couch,</u> <u>Gray Color</u>	\$ _____	\$ _____
			<u>PART#</u> _____		
<b># 33</b>	<u>DG231</u>	<u>1 ea.</u>	<u>Heavy-Duty Spacemaker Storage Unit</u>	\$ _____	\$ _____
			<u>PART#</u> _____		

**BAUM ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS**

<u>Line Item#</u>	<u>Item#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 34	LK439	2 ea.	Flex-Space Mobile Standing Desk for Two - Modern Gray	\$ _____	\$ _____
			PART# _____		
# 35	LK412	1 ea.	Flex-Space Mobile Student Work Organizer, Modern Gray	\$ _____	\$ _____
			PART# _____		
# 36	STD9025	2 ea.	Oh Happy Day! Birthday Bulletin Board Set	\$ _____	\$ _____
			PART# _____		
# 37	LC214	19 ea.	Flex-Space Mobile Rectangular Table, Modern Gray	\$ _____	\$ _____
<u>Includes:</u>	LCL23344	19 ea.	4 each 23-34 inch table legs - casters		
	LCG3060WM	19 ea.	Table, box, guide for LC214		
			PART# _____		
			<b><u>SUBTOTAL:</u></b>	\$ _____	
			<b><u>FREIGHT AMOUNT:</u></b>	\$ _____	
			<b><u>TOTAL COST:</u></b>	\$ _____	

State the best delivery date: \_\_\_\_\_

Bid F. O. B. Destination, one location, Decatur, IL.

State payment terms: Net \_\_\_\_\_ Days

The Terms and Conditions will apply specifically to and shall be considered as part of this bid request.  
Each quote shall be evaluated based on the needs of the District.

Note:

Evaluation will be based on value, not just price. District #61 reserves the right to reject any or all proposals or any portion of any proposal submitted which, in its opinion, is not in the best interest of the District.

BID REQUEST ANALYSIS SPREADSHEET

BID RESULTS FOR FRANKLIN GROVE ELEMENTARY SCHOOL FLEX SEATING II

BID REQUEST# 2023-13

DATE: 6/20/23

COPIES TO: Stephanie Strang, Allison Lancaster, Joanie Watson, and Mary Ann Schloz

VENDOR NAME: 1) Worthington Direct Vendors who did not respond:

SUBTOTAL: \$46,449.40 Demco  
Hertz Furniture

SHIPPING: \$5,214.30

TOTAL: \$51,663.70

DELIVERY DATE: 21-66 Days

TERMS: Net 30 Days

NOTES: All items were quoted.



Quote #QTE072180

Customer ID: DEC004

For assistance, please contact your furniture expert:

Valid 6/6/2023 To 07/06/2023

Jordan Baker

jordan@worthingtondirect.com








P: 800-599-6636

**Bill To**

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

**Ship To**

FRANKLIN ELEMENTARY SCHOOL  
ALLY LANCASTER  
2440 N SUMMIT AVE  
DECATUR, IL 62526-3181  
P: (217) 362-3560

	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	29796	MG167	36"X72" KIDNEY ACT TABLE & FOUR 14" STACK CHAIR PKG - BK/GRAY Estimated Lead Time: 21 days - 28 days	\$492.95 plus 2-5 days for transit	3	\$1,478.85
	81304-CH-PLT	11847	14"H, CHARCOAL SEAT, PLATINUM FRAME, FLAVORS STACK CHAIR Estimated Lead Time: 21 days - 56 days	\$75.95 plus 2-5 days for transit	138	\$10,481.10
	81339	04112	60"WX36"DX22"-34"H, RECTANGLE INTERCHANGE ACTIVITY TABLE - BOARDWALK OAK, CHARCOAL, PL Estimated Lead Time: 21 days - 56 days	\$440.95 plus 2-5 days for transit	15	\$6,614.25
	81826-BO-CH-PL	03083	30.5"WX27"DX22"-34"H, BOARDWALK OAK TOP, CHARCOAL EDGE, PLATINUM FRAME, MINI DIAMOND DESK Estimated Lead Time: 21 days - 56 days	\$177.95 plus 2-5 days for transit	90	\$16,015.50
	45206	785	SILVER NEST EASEL, DOUBLE-SIDED MELAMINE BOARD, 65"-72"H Estimated Lead Time: 3 days - 5 days	\$235.95 plus 2-5 days for transit	2	\$471.90
	81G35-BK-PL	33848	16" GROOVE STACK CHAIR, BLACK SEAT, PLATINUM FRAME, NYLON GLIDE Estimated Lead Time: 21 days - 56 days	\$72.95 plus 2-5 days for transit	65	\$4,741.75
	81826	03083	30.5"WX27"DX22"-34"H, MINI DIAMOND DESK - FUSION MAPLE, BK, PL Estimated Lead Time: 21 days - 56 days	\$177.95 plus 2-5 days for transit	1	\$177.95



Quote #QTE072180  
Customer ID: DEC004

For assistance, please contact your furniture expert:

Valid 6/6/2023 To 07/06/2023

Jordan Baker

jordan@worthingtondirect.com





P: 800-599-6636

### Bill To

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

### Ship To

FRANKLIN ELEMENTARY SCHOOL  
ALLY LANCASTER  
2440 N SUMMIT AVE  
DECATUR, IL 62526-3181  
P: (217) 362-3560

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	81480 03081	60"WX34"D, 22"-34"H, 2-STUDENT INTERCHANGE DIAMOND DESK - FUSION MAPLE, BK, PL Estimated Lead Time: 21 days - 56 days plus 2-5 days for transit	\$277.95	3	\$833.85
	68104 1203GR	28"WX20"DX26-42"H, GRAY STAND-UP DESK W/PHENOLIC TOP Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit	\$436.95	8	\$3,495.60
	50662 1875-D	7'8"X10'9" RECTANGLE, LOTS TO LEARN CARPET Estimated Lead Time: 14 days plus 2-5 days for transit	\$356.95	1	\$356.95
	26446 A3660-REC-XX	36"X60" RECTANGLE, 19"-29" BLACK LEGS, BLACK T-MOLD, 1-1/4" THICK TOP, ACTIVITY TABLE - GRAY GRANITE Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit	\$296.95	6	\$1,781.70



Quote #QTE072180

Customer ID: DEC004

For assistance, please contact your furniture expert:

Valid 6/6/2023 To 07/06/2023

Jordan Baker

jordan@worthingtondirect.com

P: 800-599-6636

### Bill To

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

### Ship To

FRANKLIN ELEMENTARY SCHOOL  
ALLY LANCASTER  
2440 N SUMMIT AVE  
DECATUR, IL 62526-3181  
P: (217) 362-3560

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
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Subtotal	\$46,449.40
Shipping	5,214.30
Tax	0.00
Total	\$51,663.70

### Shipping Information

This order includes: ☒ Liftgate Service ☒ Inside Delivery ☒ Call Before Delivery (217) 362-3560

Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.

Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.

Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Jordan Baker at jordan@worthingtondirect.com

**Thank you for this opportunity to furnish your space!**

Worthington Direct www.worthingtondirect.com Phone: 800-599-6636 Fax: 800-943-6687 PO Box 140038, Dallas, TX 75214

## BID ANALYSIS SPREADSHEET

### BID RESULTS FOR MUFFLEY ELEMENTARY SCHOOL FLEX SEATING I

BID REQUEST# 2023-15

DATE: 6/20/23

COPIES TO: Joanie Watson, Tana Link, Paul Ranstead, and Mary Ann Schloz

AUTHORIZED PERSON OPENING BID: Joanie Watson - Coordinator of Purchasing

VENDOR NAME:

1) Lakeshore Learning

Vendors who did not bid:

SUBTOTAL:

\$100,492.20

School Outfitters

School Specialty

SHIPPING:

No Charge

TOTAL:

\$100,942.20

DELIVERY DATE:

7-21 Business Days ARO

TERMS:

Net 30 Days

NOTES:

ALL ITEMS WERE BID

Receiving a \$10,094.22 Merchandise Certificate  
to use on future purchase.

Complete Classrooms design, delivery and white  
glove installation service complimentary on  
orders of \$20,000.00 or more that ship to a single  
location.

## REQUEST FOR BID

(THIS IS NOT AN ORDER)

Board of Education  
Decatur School District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Bid Number: 2023-15  
Bid Title: Muffley Elementary Flex Seating I  
Date: Thursday, June 8, 2023

**SUBMISSION OF PROPOSALS AND CLOSING DATES:** Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to 2:00 p.m. on Tuesday, June 20, 2023, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for..." on the outside face. All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.

**IN CASE OF NO-BID:** If unable to bid on this proposal, please state "No Bid" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

**TERMS AND CONDITIONS:** Attached terms and conditions apply specifically to, and shall be considered as a part of, this request for bids.

See attached: Muffley Elementary Flex Seating I Specifications (2 pages)  
New Terms and Conditions (1 page)

Article or Service: Grand Total: \$100,942.20

Please note: The attached bid specifications require line item pricing, the District requests all information and pricing be provided.

Federal Employment Identifications No. 37-6003-703

**PROPOSAL:** If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

Cash Discount Terms: N/A

Approx. Delivery Date: 7-11 Days ARO

Firm Name: Lakeshore Learning Materials, LLC

By: 

Must Be Signed

Address: 2695 E. Dominguez Street

City: Carson

State: CA

Zip Code: 909895

Office Ph. (800) 421-5354

Cell Ph. (800) 421-5354

Email: biddept@lakeshorelearning.com

## MUFFLEY ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS

Decatur Public Schools District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Bid#  
Date Due:

2023-15  
Tuesday, June 20, 2023,  
by 2:00 p.m.

Date: Thursday, June 8, 2023

The following specifications are for Muffley Elementary flex seating. Manufacturer's warranty will be required. Bid materials only! All materials will be supplied by ONE manufacturer. If you have any questions about this bid contact Tana Link at ph. 217.362.3340.

Please include part number, manufacturer, and specifications sheet with bid.

Please bid equivalent. Specs based on Lakeshore Learning Materials.

Note, the shipping address will be:  
Muffley Elementary School  
88 S Country Club Road  
Decatur IL 62521

<u>Line Item#</u>	<u>Part#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 1	LC574GR	1 ea.	Flex-Space Teardrop Beanbag Seat Jumbo size: 36"w x 34"h, Color: Green	\$ 229.00	\$ 229.00
			<u>PART#</u>		
# 2	LC573BU	1 ea.	Flex-Space Teardrop Beanbag Seat Big size: 30"w x 32"h, Color: Blue	\$ 129.00	\$ 129.00
			<u>PART#</u>		
# 3	LC789	80 ea.	Flex-space Mobile Student Desk with Book Box - Modern Maple, Size: 28"w x 21"d	\$ 489.00	\$ 39,120.00
<u>Includes:</u>	LC123344	80 ea.	4 ea. 23-34 inch table legs - casters		
	LC0789M	80 ea.	Tabletop for LC789		
	LCB789	80 ea.	Book Box for LC789		
			<u>PART#</u>		
# 4	LC517GA	80 ea.	Flex-Space Stacking Chairs, 17 1/2", Gray	\$ 97.99	\$ 7,839.20
			<u>PART#</u>		

# MUFFLEY ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS

<u>Line Item#</u>	<u>Part#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 5	LC747	80 ea.	Flex-Space Mobile Wedge Student Desk with Book Box - Modern Maple.	\$ 459.00	\$ 38,720.00
<u>Includes:</u>	LCL23343	80 ea.	3 ea. 23-34 inch table legs - casters		
	LCB747	80 ea.	Book Box for LC747 and LC398		
	LCD747M	80 ea.	Tabletop for LC747		
	<u>PART#</u>				
# 6	LC765GA	80 ea.	Flex-Space Ergo Bounce Cantilever Chair, 15 1/2", Gray	\$ 159.00	\$ 12,720.00
	<u>PART#</u>				
# 7	LC698	1 ea.	Flex-Space A Place for Everyone Carpet, 9' x 12'	\$ 549.00	\$ 549.00
	<u>PART#</u>				
# 8	LK537	1 ea.	Flex-Space Mobile 27-Tray Storage Center Modern Gray	\$ 1,599.00	\$ 1,599.00
	<u>PART#</u>				
# 9	LC759	3 ea.	Flex-Space Mobile Rectangular Table, Modern Maple, 30" x 60"	\$ 679.00	\$ 2,037.00
<u>Includes:</u>	LCT3060WM	80 ea.	Table, box, guide for LC759		
	LCL23344	80 ea.	4 ea. 23-34 inch table legs - casters		
	<u>PART#</u>				
	<u>SUBTOTAL:</u>			\$ 100,942.20	
	<u>FREIGHT:</u>			FREE	
	<u>TOTAL COST:</u>			\$ 100,942.20	

State the best delivery date: 7-21 Business Days ARO

Bid F. O. B. Destination, one location, Decatur, IL

State payment terms: Net 30 Days

The Terms and Conditions will apply specifically to and shall be considered as part of this bid request.  
Each quote shall be evaluated based on the needs of the District.

## Note:

Evaluation will be based on value, not just price. District #61 reserves the right to reject any or all proposals or any portion of any proposal submitted which, in its opinion, is not in the best interest of the District.

BID ANALYSIS SPREADSHEET

BID RESULTS FOR PARSONS ELEMENTARY SCHOOL FLEX SEATING I

BID REQUEST# 2023-9

DATE: 6/13/23

COPIES TO: Alyssa Malloy, Holly Kitson, Talitha Hays, and Mary Ann Schloz

AUTHORIZED PERSON OPENING BID: Joanie Watson - Coordinator of Purchasing

VENDOR NAME:

1) Hertz Furniture

Vendors who did not respond:

SUBTOTAL:

\$33,592.00

School Outfitters

Demco

SHIPPING:

\$2,590.00

Worthington Direct

TOTAL:

\$36,182.00

DELIVERY DATE:

15-16 Weeks for shelving

Other items will ship sooner.

TERMS:

Net 30 Days

NOTES:

ALL ITEMS WERE BID

## REQUEST FOR BID

(THIS IS NOT AN ORDER)

Board of Education  
Decatur School District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Bid Number: 2023-9  
Bid Title: Parsons Elementary School  
Flex Seating I  
Date: Wednesday, May 31, 2023

**SUBMISSION OF PROPOSALS AND CLOSING DATES:** Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to 2:00 p.m. on Tuesday, June 13, 2023, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for..." on the outside face. All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.

**IN CASE OF NO-BID:** If unable to bid on this proposal, please state "No Bid" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

**TERMS AND CONDITIONS:** Attached terms and conditions apply specifically to, and shall be considered as a part of, this request for bids.

See attached: Parsons Elementary School Flex Seating I Specifications (2 pages)  
New Terms and Conditions (1 page)

Article or Service: Grand Total: \$36,998

Please note: The attached bid specifications require line item pricing, the District requests all information and pricing be provided.

Federal Employment Identifications No. 37-6003-703

**PROPOSAL:** If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

Cash Discount Terms: N/A

Approx. Delivery Date: 15-16 weeks for the shelving is to

Firm Name: Hertz Furniture

By:

Must Be Signed

Address: 170 Williams Dr. Suite 201

City:

Ramsey

State:

NJ

Zip Code: 7446

Office Ph. 800-526-4677

Cell Ph. 773-937-7893

Email: shani@hertzfurniture.com

Decatur Public Schools District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Parsons Elementary School  
Flex Seating I

Date: Wednesday, May 31, 2023

Bid Request#: 2023-9  
Date Due: Tuesday, June 13, 2023,  
by 2:00 p.m.

The following specifications are for Parsons Elementary flex seating. Manufacturer's warranty will be required. Bid materials only! All materials will be supplied by ONE manufacturer. If you have any questions about this bid contact Talitha Hays at ph. 217.362.3330.

Please include part numbers, manufacturer, and specifications sheet with bid.

Please bid equivalent. Specs based on Hertz Furniture.

Note, the shipping address will be:  
Parsons Elementary School  
3591 MacArthur Rd.  
Decatur IL 62526

<u>Line Item#</u>	<u>Model#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
<u># 1</u>	<u>ENV-1S-82-1B</u>	<u>3 ea.</u>	<u>32"W x 82"H Palette Envision Library shelving</u> <u>Top, Shelf, Back Color: Hollyberry</u> <u>Upright &amp; Edge Color: Dove Gray</u>	<u>\$985</u>	<u>\$2,955</u>
<u>PART# ENV-1S-82-1B by Russwood</u>					
<u># 2</u>	<u>ENV-DF-RS-48</u>	<u>4 ea.</u>	<u>48"H Palette Radius Mobile Library Shelving - Double-Side</u> <u>Top, Shelf, Back color: Hollyberry</u> <u>Upright &amp; Edge Color: Dove Gray</u>	<u>\$2,430</u>	<u>\$9,721</u> <u>9720.00</u>
<u>PART# ENV-DF-RS-48 by Russwood</u>					
<u># 3</u>	<u>ENV-1S-48-2B</u>	<u>9 ea.</u>	<u>63"W x 48"H Palette Envision Library Shelving</u> <u>Top, Shelf, Back Color: hollyberry</u> <u>Upright &amp; Edge Color: Dove Gray</u>	<u>\$1,179</u>	<u>\$10,611</u>
<u>PART# ENV-1S-48-2B by Russwood</u>					
<u># 4</u>	<u>TNJ-0135</u>	<u>2 ea.</u>	<u>13.5" DuraFlex Soft Seating-Petal, Violet</u>	<u>\$409</u>	<u>\$847</u> <u>818.00</u>
<u>PART# TNJ-0135 by Tenjam</u>					

<u>Line Item#</u>	<u>Model#</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 5	TNJ-2175	2 ea.	17.5"H DuraFlex Soft Seating-Round, Dark Blue	\$416	\$832
			PART# TNJ-2175 by Tenjam		
# 6	TNJ-0135	2 ea.	13.5"H DuraFlex Soft Seating-Petal, Orange	\$409	<del>\$817</del> 818
			PART# TNJ-0135 by Tenjam		
# 7	TNJ-0135	2 ea.	13.5"H DuraFlex Soft Seating-Petal, Lime Green	\$409	<del>\$817</del> 818
			PART# TNJ-0135 by Tenjam		
# 8	TNJ-0135	2 ea.	13.5"H DuraFlex Soft Seating-Petal, Medium Blue	\$409	<del>\$817</del> 818
			PART# TNJ-0135 by Tenjam		
# 9	TNJ-2375	2 ea.	17.5"H DuraFlex Smoothie Soft Seating Lounge Chair, Red	\$990	\$1,980
			PART# TNJ-2375 by Tenjam		
# 10	GRS-978	1 set	Reading Seat Cushion & Trolley Set	\$790	\$790
			PART# GRS-978 by Gressco		
# 11	MOD-74G2	4 ea.	Arc-4 14"H Crypton Mod Series Soft Seating, Oath Azure	\$858	\$3,432
			PART# MOD-74G2 by Academia		
			Subtotal:	\$34,468	33,592.00
			Freight Cost:	\$2,590	
			Total Cost:	\$36,998	36,182.00

State the best delivery date: 15-16 weeks for the shelving is the longest lead-time, all other items will ship *sooner*.  
 Bid F. O. B. Destination, one location, Decatur, IL.  
 State payment terms: Net 30 Days

The Terms and Conditions will apply specifically to an shall be considered as part of this request for quote  
 Each quote shall be evaluated based on the needs of the District.

**Note:**

Evaluation will be based on value, not just price. District #61 reserves the right to reject any or all propos  
 or any portion of any proposal submitted which, in its opinion, is not in the best interest of the District.

## BID REQUEST ANALYSIS SPREADSHEET

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### BID RESULTS FOR PARSONS ELEMENTARY SCHOOL FLEX SEATING II

BID REQUEST# 2023-10

DATE: 6/13/23

COPIES TO: Holly Kitson, Alyssa Malloy, Joanie Watson, and Mary Ann Schloz

VENDOR NAME: 1) Worthington Direct Vendors who did not respond:

SUBTOTAL: \$28,545.20 Demco  
Hertz Furniture  
SHIPPING: \$3,197.14 School Outfitters

TOTAL: \$31,742.34

DELIVERY DATE: 21-56 Days

TERMS: Net 30 Days

NOTES: All items were quoted.



For assistance, please contact your furniture expert:

Haley Hopkins  
haley@worthingtondirect.com

P: 800-599-6636

Quote #QTE072156

Customer ID: DEC004

Valid 6/1/2023 To 07/01/2023









### Bill To

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

### Ship To

PARSONS ELEMENTARY SCHOOL  
ALLISON LANCASTER  
3591 N MACARTHUR RD  
DECATUR, IL 62526-1452  
P: (217) 362-3330

SHIPPING COST INCLUDES LIFTGATE AND INSIDE DELIVERY SERVICE. THE DRIVER WILL BRING FREIGHT THROUGH THE FIRST SET OF DOORS OF THE BUILDING. THEY WILL NOT GO UP ANY STAIRS OR ELEVATORS. A CALL BEFORE DELIVERY WILL BE PROVIDED. THANK YOU

	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	11373-BK	N6262BK	BLACK, LOGAN ROUND OTTOMAN Estimated Lead Time: 2 days - 5 days	\$136.95 plus 2-5 days for transit	4	\$547.80
	28450	B6776-BK	27"WX27"Dx41"H MESH BACK FLIP ARM TASK CHAIR Estimated Lead Time: 2 days - 4 days	\$170.95 plus 2-5 days for transit	2	\$341.90
	50317	1709-D-01	7'8"X10'9" RECT, PRIMARY, BLOCKS AROUND CARPET (30 BLOCKS) Estimated Lead Time: 3 days - 5 days	\$386.95 plus 2-5 days for transit	1	\$386.95
	62303	3385	31"WX28.5"Dx29.25"H ROUND COLLECTION SWIVEL CLUB CHAIR Estimated Lead Time: 3 days - 5 days	\$540.95 plus 2-5 days for transit	1	\$540.95
	81306-CH-PLT	11849PLT	18"H, CHARCOAL SEAT, PLATINUM FRAME, FLAVORS STACK CHAIR Estimated Lead Time: 7 days - 14 days	\$99.95 plus 2-5 days for transit	46	\$4,597.70
	81333	04105	36"WX30"Dx22"-34"H, RECTANGLE INTERCHANGE ACTIVITY TABLE - GN, NAVY, PL Estimated Lead Time: 21 days - 56 days	\$410.95 plus 2-5 days for transit	2	\$821.90
	81333	04105	36"WX30"Dx22"-34"H, RECTANGLE INTERCHANGE ACTIVITY TABLE - GN, BK, PL Estimated Lead Time: 21 days - 56 days	\$410.95 plus 2-5 days for transit	1	\$410.95
	81340-GN-BK-PL	04113	72"WX36"Dx22"-34"H, GRAY NEBULA TOP, BLACK EDGE, PLATINUM FRAME, RECT INTERCHANGE ACT TABLE	\$531.95	8	\$4,255.60



For assistance, please contact your furniture expert:

Haley Hopkins

haley@worthingtondirect.com

P: 800-599-6636

Quote #QTE072156

Customer ID: DEC004

Valid 6/1/2023 To 07/01/2023




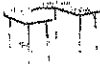


### Bill To

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

### Ship To

PARSONS ELEMENTARY SCHOOL  
ALLISON LANCASTER  
3591 N MACARTHUR RD  
DECATUR, IL 62526-1452  
P: (217) 362-3330

SHIPPING COST INCLUDES LIFTGATE  
AND INSIDE DELIVERY SERVICE. THE  
DRIVER WILL BRING FREIGHT  
THROUGH THE FIRST SET OF DOORS  
OF THE BUILDING. THEY WILL NOT GO  
UP ANY STAIRS OR ELEVATORS. A CALL  
BEFORE DELIVERY WILL BE PROVIDED.  
THANK YOU

	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
			Estimated Lead Time: 21 days - 28 days plus 2-5 days for transit			
	81532-CH-PLT	11889	24"H, CHARCOAL, PLATINUM FRAME, FLAVORS STOOL Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit	\$128.95	4	\$515.80
	81792-CH-PL	11851	18"H, CHARCOAL, PLATINUM FRAME, FLAVORS NOODLE STACK CHAIR Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit	\$174.95	8	\$1,399.60
	81794-CH-PLT	11853	14"H, CHARCOAL SEAT, PLATINUM FRAME, FLAVORS NOODLE STACK CHAIR W/NYLON GLIDES Estimated Lead Time: 7 days - 14 days plus 2-5 days for transit	\$166.95	12	\$2,003.40
	91712-G-H	48HORSE60DC	60"X66" DEEP CUT HORSESHOE, 22"-30" CHAR BLACK LEGS/T-MOLD, GRAY NEBULA TOP, ACTIVITY TABLE Estimated Lead Time: 28 days plus 2-5 days for transit	\$536.95	1	\$536.95
	22A04	2432RE1-R2Y-ZZE	24"DX32"W,17"-30"H RECTANGLE, SYNERGY DESK - GN, BK EDGE, LEG COLOR? Estimated Lead Time: 56 days plus 2-5 days for transit	\$196.95	14	\$2,757.30
	91307-G	785MBB	18"X24" GRAY NEBULA TOP, BLACK FRAME, 22"-30" LEGS, OPEN FRONT DESK W/METAL BOOKBOX Estimated Lead Time: 14 days plus 2-5 days for transit	\$130.95	72	\$9,428.40



For assistance, please contact your furniture expert:

Haley Hopkins  
haley@worthingtondirect.com

P: 800-599-6636

Quote #QTE072156  
Customer ID: DEC004

Valid 6/1/2023 To 07/01/2023

### Bill To

DECATUR SCHOOL DISTRICT #61  
ACCOUNTS PAYABLE  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1001  
P: (217) 362-3023

### Ship To

PARSONS ELEMENTARY SCHOOL  
ALLISON LANCASTER  
3591 N MACARTHUR RD  
DECATUR, IL 62526-1452  
P: (217) 362-3330

SHIPPING COST INCLUDES LIFTGATE AND INSIDE DELIVERY SERVICE. THE DRIVER WILL BRING FREIGHT THROUGH THE FIRST SET OF DOORS OF THE BUILDING. THEY WILL NOT GO UP ANY STAIRS OR ELEVATORS. A CALL BEFORE DELIVERY WILL BE PROVIDED. THANK YOU

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
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Subtotal	\$28,545.20
Shipping	3,197.14
Tax	0.00
Total	\$31,742.34

### Shipping Information

This order includes: ☒ Liftgate Service ☒ Inside Delivery ☒ Call Before Delivery (217) 362-3330

Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.

Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.

Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Haley Hopkins at haley@worthingtondirect.com

**Thank you for this opportunity to furnish your space!**

Worthington Direct www.worthingtondirect.com Phone: 800-599-6636 Fax: 800-943-6687 PO Box 140038, Dallas, TX 75214

BID ANALYSIS SPREADSHEET

BID RESULTS FOR SOUTH SHORES ELEMENTARY SCHOOL FLEX SEATING I

BID REQUEST# 2023-11

DATE: 6/20/23

COPIES TO: Kristi Mullinix, Samantha Karch, Joanie Watson, and Mary Ann Schloz

AUTHORIZED PERSON OPENING BID: Joanie Watson - Coordinator of Purchasing

<u>VENDOR NAME:</u>	<u>1) Lakeshore Learning</u>	<u>2) School Outfitters</u>	<u>3) School Specialty</u>
<u>SUBTOTAL:</u>	<u>\$55,465.00</u>	<u>\$32,283.21</u>	<u>No bid</u>
<u>SHIPPING:</u>	<u>No Charge</u>	<u>No Charge</u>	
<u>TOTAL:</u>	<u>\$55,465.00</u>	<u>\$32,283.21</u>	
<u>DELIVERY DATE:</u>	<u>7-21 Business Days ARO</u>	<u>Varies per item</u>	
<u>TERMS:</u>	<u>Net 30 Days</u>	<u>Net 30 Days</u>	
<u>NOTES:</u>	<u>ALL ITEMS WERE BID</u>	<u>Most items were bid but there</u>	
	<u>Receiving a \$5,546.50 Merchandise Certificate</u>	<u>are some differences in quantities</u>	
	<u>to use on future purchase.</u>	<u>and specifications that may not</u>	
		<u>meet or exceed our original specifications.</u>	
	<u>Complete Classrooms design, delivery and white</u>		
	<u>glove installation service complimentary on</u>		
	<u>orders of \$20,000.00 or more that ship to a single</u>		
	<u>location.</u>		

## REQUEST FOR BID

(THIS IS NOT AN ORDER)

Board of Education  
Decatur School District #61  
Purchasing Department  
101 W Cerro Gordo  
Decatur IL 62523

Bid Number: 2023-11  
Bid Title: South Shores Elementary Flex Seating I  
Date: Tuesday, June 6, 2023

**SUBMISSION OF PROPOSALS AND CLOSING DATES:** Sealed bids will be received by the Purchasing Department, 101 W Cerro Gordo, Decatur, Illinois, up to 2:00 p.m. on Tuesday, June 20, 2023, and will be publicly opened at the stated time.

Bids must be received in a sealed envelope marked with the name of the vendor and bid title or plainly marked "Bid for..." on the outside face. All bids must be signed. Any unsigned bid will not be accepted. Note: Emailed bids will not be considered.

**IN CASE OF NO-BID:** If unable to bid on this proposal, please state "No Bid" and return it by the date indicated. The District will not remove supplier from the bidders list for future bid requests. If the District does not receive any response, future bid requests may not be sent.

**TERMS AND CONDITIONS:** Attached terms and conditions apply specifically to, and shall be considered as a part of, this request for bids.

See attached: South Shores Elementary Flex Seating I Specifications (2 pages)  
New Terms and Conditions (1 page)

Article or Service: Grand Total: \$55,465.00

Please note: The attached bid specifications require line item pricing, the District requests all information and pricing be provided.

Federal Employment Identifications No. 37-6003-703

**PROPOSAL:** If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all of the conditions recorded on the attached terms and conditions sheet.

Cash Discount Terms: N/A

Approx. Delivery Date: 7-21 Business Days ARO

Firm Name: Lakeshore Learning Materials, LLC

By: 

Address: 2695 E. Dominguez Street

Must Be Signed

City: Carson

State: CA

Zip Code: 92835

Office Ph. (800) 421-5354

Cell Ph. (800) 421-5354

Email: [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com)

## SOUTH SHORES ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS

Decatur Public Schools District #61  
Purchasing Department  
101 W Carro Gordo  
Decatur IL 62523

Bid#            2023-11  
Date Due:    Tuesday, June 20, 2023,  
                  at 2:00 p.m.

Date:            Tuesday, June 6, 2023

The following specifications are for South Shores Elementary flex seating. Manufacturer's warranty will be required. Bid materials only! All materials will be supplied by ONE manufacturer. If you have any questions about this bid contact Samantha Karch at ph. 217.362.3320.

Please include part number, manufacturer, and specifications sheet with bid.

Please bid equivalent. Specs based on Lakeshore Learning Materials.

Note, the shipping address will be:

South Shores Elementary School  
2500 S Franklin St Rd  
Decatur IL 62521-5302

<u>Line Item#</u>	<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 1	LC765BU	25 ea.	Flex-space Ergo bounce cantilever chair, 15 1/2" chair, Blue	\$159.00	\$3,975.00 <sup>3</sup>
			<u>PART#</u>		
# 2	LC1403	1 group	Flex-Space Standing Desk, Small-Group Zone,	\$2,189.00	\$2,189.00
<u>Includes:</u>	LK572	2 ea.	Flex-space mobile standing desks for two		
	LC637	4 ea.	Flex-space height-adjustable stools		
			<u>PART#</u>		
# 3	LC787	18 ea.	Flex-Space Mobile Wedge Student Desk - modern maple	\$ 399.00	\$ 7,182.00
<u>Includes:</u>	LCT3024M	18 ea.	Table box guide for LC787		
	LCL23343	18 ea.	3 ea. 23-34 inch table legs - casters		
			<u>PART#</u>		
# 4	LC757	2 ea.	Flex-Space Mobile Rectangular Table, Modern Maple	\$ 629.00	\$ 1,258.00
<u>Includes:</u>	LCT3048WM	2 ea.	Table box guide for LC757		
	LCL23344	2 ea.	4 ea. 23-34 inch table legs - casters		
			<u>PART#</u>		

# SOUTH SHORES ELEMENTARY SCHOOL FLEX SEATING I SPECIFICATIONS

<u>Line Item#</u>	<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extended</u>
# 5	LK119	1 ea.	Flex-Space Comfy Nesting Benches	\$ 1,499.00	\$ 1,499.00
			PART#		
# 6	LK398	1 ea.	Flex-Space Store-it-all Mobile locking media tower - Modern Maple	\$ 1,099.00	\$ 1,099.00
			PART#		
# 7	LC1437	1 ea.	Flex-Space Comfy Chair Powered Table Zone	\$ 4,649.00	\$ 4,649.00
<u>Includes:</u>	LK102	4 ea.	Flex-Space Comfy Chairs with Desk and Power		
	LC274BU	1 ea.	Blue Flex-Space Lounge and Learn Ottoman		
	LC854	1 ea.	Gray Flex-Space Comfy round Classroom Carpet		
			PART#		
# 8	LC874	1 ea.	Flex-Space Mobile Storage Bin Center for 24 Students - Modern Maple	\$ 979.00	\$ 979.00
			PART#		
# 9	TT675	1 set	Flex-Space Student Storage Bins - set of 24	\$ 289.00	\$ 289.00
<u>Includes:</u>	TT334	2 sets	Student storage bins - 12 each		
			PART#		
# 10	LC662	50 ea.	Flex-Space write and wipe mobile student desk	\$ 459.00	\$ 22,950.00
<u>Includes:</u>	LCL23344	50 ea.	4 ea. 23-34 inch table legs - casters		
	LCD662M	50 ea.	W - W Desktop for LC662		
			PART#		
# 11	LC1435GA	4 ea.	Flex-Space Ergo Chair Trapezoid Table Zone	\$ 2,349.00	\$ 9,396.00
			Color: Gray		
<u>Includes:</u>	LCZ3060M	8 ea.	Table, box, guide for LC641		
	LCL23344	8 ea.	4 ea. 23-34 inch table legs - casters		
	LC767GA	24 ea.	FLX-SPC 17.5 inch Ergo Chair - Gray		
			SUBTOTAL:	\$ 55,465.00	
			FREIGHT AMOUNT:	FREE	
			TOTAL COST:	\$ 55,465.00	

State the best delivery date: 7-21 Business Days ARO

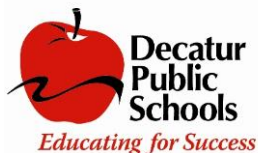
Bld F, O. B. Destination, one location, Decatur, IL

State payment terms: Net 30 Days

The Terms and Conditions will apply specifically to and shall be considered as part of this bid request.  
Each proposal shall be evaluated based on the needs of the District.

## Note:

Evaluation will be based on value, not just price. District #31 reserves the right to reject any or all proposals or any portion of any proposal submitted which, in its opinion, is not in the best interest of the District.



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Read 180 for Special Education
<b>Initiated By:</b> Kathy Horath, Director of Special Ed, Larry Gray and Mary Brady, Directors of Teaching and Learning	<b>Attachments:</b> Houghton Mifflin Harcourt Proposal #008693164
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### **BACKGROUND INFORMATION:**

The Elevating Educators – Special Education grant is a federal grant for the purpose of retaining special education teachers in high mobility school districts. Decatur was awarded \$515,532. After discussing the grant purpose with a core group of special education teachers, the group determined to use the funds to provide up to date alternative curriculum for teaching reading to students at their instructional level, while still aligned and age appropriate to actual grade level. These materials/supplies, along with the coaching would help keep cross-categorical teachers feeling supported in the classroom.

### **CURRENT CONSIDERATIONS:**

Read 180 would be the primary source of reading interventions for student identified as having a reading deficit in grades 3-12.

### **FINANCIAL CONSIDERATIONS:**

Funds provided by the Elevating Educators – Special Education grant would cover the initial training/coaching, and one year of the student licenses.

The cost of the proposal from Houghton Mifflin Harcourt is \$364,267.22. The funds will be come from the Special Education grant.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve the Houghton Mifflin Harcourt Proposal in the amount of \$364,267.22 as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



# Houghton Mifflin Harcourt

**Proposal #008693164**

Prepared For

**Decatur Public Schools 61**

**Attention:**

**Dr. Larry Gray**

**ldgray@dps61.org**

For the Purchase of:

**Read 180 for Special Education**

**Prepared By**

**Amy L Waller**

**amy.waller@hmc.co**

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hmhco.com/common/terms-conditions>

Coupon Code: PRODPB10

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

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Send **Orders** to:  
orders@hmc.co  
FAX: 800-269-5232

# Proposal for Decatur Public Schools 61

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Stage A</b>						
<b>Student Licenses</b>						
1835538 9780358740568	Read 180 Digital Access Student Subscription 1 Year	\$90.00	259	\$23,310.00		\$23,310.00
Includes: Read 180 Student License 1 Year Implementation Success						
<b>Total for Student Licenses</b>		<b>\$23,310.00</b>				
<b>Teacher Licenses</b>						
1835546 9780358740643	Read 180 Digital Access Teacher Subscription 1 Year	\$299.00	38	\$11,362.00	\$11,362.00	
Includes: Read 180 Teacher License 1 Year Access to Teacher's Corner						
<b>Total for Teacher Licenses</b>		<b>\$0.00</b>				
<b>A la Carte Items Available for Purchase</b>						
<b>Classroom Materials</b>						
1840338 9780358767268	Read 180 Stage A ReaL Book Workshops 1-3 Teaching Guide Bundle	\$395.00	10	\$3,950.00	\$395.00	\$3,555.00
1843973 9780358794882	Read 180 ReaL Book Code Teaching Guide Bundle	\$475.00	28	\$13,300.00	\$1,330.00	\$11,970.00
3017299 9780545565035	System 44 Next Generation Upper Elementary Paperback Student Library	\$1,731.00	15	\$25,965.00	\$3,894.75	\$22,070.25
1798805 9780358363002	HMH Word Building Kit	\$49.96	28	\$1,398.88	\$140.00	\$1,258.88
1840339 9780358767275	Read 180 Stage A ReaL Book Workshops 4-6 Teaching Guide Bundle	\$395.00		\$0.00		\$0.00
<b>Student Materials</b>						
1840233 9780358766216	Read 180 Code Books 1-4 Student Edition Bundle for Stage A	\$30.00	259	\$7,770.00	\$777.00	\$6,993.00
Includes: Read 180 Code Books 1-4 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition						
1840241 9780358766292	Read 180 Stage A ReaL Book Workshops 1-3 Student Edition Bundle	\$30.00	45	\$1,350.00	\$135.00	\$1,215.00
Includes: Read 180 Stage A ReaL Book Workshop 1-3 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition						
1840265 9780358766537	Read 180 Stage A ReaL Book Workshops 4-6 Bundle	\$30.00		\$0.00		\$0.00
Includes: Read 180 Stage A ReaL Book Workshop 4-6 Student Edition Read 180 Stage A Getting Started Book 2 Student Edition						
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$47,062.13</b>				
<b>Total for Stage A</b>		<b>\$70,372.13</b>				

Coupon Code: PRODPB10

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14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

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FAX: 800-269-5232

# Proposal for Decatur Public Schools 61

ISBN	Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Stage B							
Student Licenses							
1835538 9780358740568	Read 180 Digital Access Student Subscription 1 Year		\$90.00	160	\$14,400.00		\$14,400.00
Includes: Read 180 Student License 1 Year Implementation Success							
Total for Student Licenses			\$14,400.00				
Teacher Licenses							
1835546 9780358740643	Read 180 Digital Access Teacher Subscription 1 Year		\$299.00	25	\$7,475.00	\$7,475.00	
Includes: Read 180 Teacher License 1 Year Access to Teacher's Corner							
Total for Teacher Licenses			\$0.00				
A la Carte Items Available for Purchase							
Classroom Materials							
1840342 9780358767305	Read 180 Stage B ReaL Book Workshops 1-3 Teaching Guide Bundle		\$395.00	7	\$2,765.00	\$276.50	\$2,488.50
1843973 9780358794882	Read 180 ReaL Book Code Teaching Guide Bundle		\$475.00	15	\$7,125.00	\$712.50	\$6,412.50
3017301 9780545565042	System 44 Next Generation Secondary Paperback Student Library		\$1,731.00	1	\$1,731.00	\$259.65	\$1,471.35
3016630 9780545900843	READ 180 Universal Stage B Independent Reading Library with System 44		\$2,500.00	6	\$15,000.00	\$2,250.00	\$12,750.00
1798805 9780358363002	HMH Word Building Kit		\$49.96	12	\$599.52	\$60.00	\$539.52
1840343 9780358767312	Read 180 Stage B ReaL Book Workshops 4-6 Teaching Guide Bundle		\$395.00		\$0.00		\$0.00
Student Materials							
1843211 9780358789963	Read 180 Code Books 1-4 Student Edition Bundle for Stage B		\$30.00	140	\$4,200.00	\$420.00	\$3,780.00
Includes: Read 180 Code Books 1-4 Student Edition Read 180 Stage B Getting Started Book 1 Student Edition							
1840249 9780358766377	Read 180 Stage B ReaL Book Workshops 1-3 Student Edition Bundle		\$30.00	45	\$1,350.00	\$135.00	\$1,215.00
Includes: Read 180 Stage B ReaL Book Workshop 1-3 Student Edition Read 180 Stage B Getting Started Book 1 Student Edition							
1840273 9780358766612	Read 180 Stage B ReaL Book Workshops 4-6 Bundle		\$30.00		\$0.00		\$0.00
Includes: Read 180 Stage B ReaL Book Workshop 4-6 Student Edition Read 180 Stage B Getting Started Book 2 Student Edition							
Total for A la Carte Items Available for Purchase			\$28,656.87				
Total for Stage B			\$43,056.87				

Coupon Code: PRODPB10

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Chicago, IL 60693

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

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FAX: 800-269-5232

# Proposal for Decatur Public Schools 61

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Stage C						
Student Licenses						
1835538 9780358740568	Read 180 Digital Access Student Subscription 1 Year	\$90.00	138	\$12,420.00		\$12,420.00
Includes: Read 180 Student License 1 Year Implementation Success						
Total for Student Licenses		\$12,420.00				
Teacher Licenses						
1835546 9780358740643	Read 180 Digital Access Teacher Subscription 1 Year	\$299.00	17	\$5,083.00	\$5,083.00	
Includes: Read 180 Teacher License 1 Year Access to Teacher's Corner						
Total for Teacher Licenses		\$0.00				
A la Carte Items Available for Purchase						
Classroom Materials						
1840346 9780358767343	Read 180 Stage C ReaL Book Workshops 1-3 Teaching Guide Bundle	\$395.00	7	\$2,765.00	\$276.50	\$2,488.50
1843973 9780358794882	Read 180 ReaL Book Code Teaching Guide Bundle	\$475.00	4	\$1,900.00	\$190.00	\$1,710.00
3029405 9781328007544	READ 180 Universal Stage C Independent Reading Library with System 44	\$2,500.00	4	\$10,000.00		\$10,000.00
1798805 9780358363002	HMH Word Building Kit	\$49.96	4	\$199.84	\$20.00	\$179.84
1840347 9780358767350	Read 180 Stage C ReaL Book Workshops 4-6 Teaching Guide Bundle	\$395.00		\$0.00		\$0.00
Student Materials						
1843359 9780358790044	Read 180 Code Books 1-4 Student Edition Bundle for Stage C	\$30.00	40	\$1,200.00	\$120.00	\$1,080.00
Includes: Read 180 Code Books 1-4 Student Edition Read 180 Stage C Getting Started Book 1 Student Edition						
1840257 9780358766452	Read 180 Stage C ReaL Book Workshops 1-3 Student Edition Bundle	\$30.00	138	\$4,140.00	\$414.00	\$3,726.00
Includes: Read 180 Stage C ReaL Book Workshop 1-3 Student Edition Read 180 Stage C Getting Started Book 1 Student Edition						
1840281 9780358766698	Read 180 Stage C ReaL Book Workshops 4-6 Bundle	\$30.00		\$0.00		\$0.00
Includes: Read 180 Stage C ReaL Book Workshop 4-6 Student Edition Read 180 Stage C Getting Started Book 2 Student Edition						
Total for A la Carte Items Available for Purchase		\$19,184.34				
Total for Stage C		\$31,604.34				

Coupon Code: PRODPB10

Send **Check Payments** to:  
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14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
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ldgray@dps61.org

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FAX: 800-269-5232

# Proposal for Decatur Public Schools 61

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b><u>Professional Services - Read 180</u></b>						
<b>Implementation Success Plan</b>						
1833602	9780358732082	Getting Started Introduction to Read 180 on Ed Live Online 2-Hour Grade 3-12				
	This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.					
<b>Total for Implementation Success Plan</b>		<b>\$0.00</b>				
<b>Getting Started with Read 180</b>						
1639083	9780544790094	Read 180 on Ed Getting Started In-Person (One, 3 HR Session Plus Planning) 6-Hour Grade 3-12				
	This three-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. An HMH Coach will provide the introductory Getting Started session to teachers in the morning and offer facilitated planning and Q&A time in the afternoon.					
1858775	9780358885641	Read 180 on Ed Coaching In-Person 6-Hour Grades 3-12				
	This Professional Development plan includes a monthly visit to each of the 13 schools- September, October, November, January, February, April. We are combining Muffley and Baum, Parsons and ADMS, South Shores and Johns Hill due to smaller numbers of Special Education teachers in those buildings. HMH offers coaching to provide teachers with personalized support focused on lesson design, instructional practices, content, and data-driven decision-making to promote continuous improvement over time. HMH coaches build strong relationships with teachers by modeling high-impact instructional strategies, answering program and practice questions. Having a coach by your teacher's side as they plan instruction, implement instructional routines, and work with students will increase their success.					
<b>Total for Getting Started with Read 180</b>		<b>\$208,320.00</b>				
<b><u>Total for Professional Services - Read 180</u></b>		<b>\$208,320.00</b>				

Coupon Code: PRODPB10

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

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FAX: 800-269-5232

# Proposal for Decatur Public Schools 61

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Total Savings:</i>	<b>\$87,805.90</b>
<i>Subtotal Purchase Amount:</i>	<b>\$353,353.34</b>
<i>Shipping &amp; Handling:</i>	<b>\$10,913.88</b>
<b><i>Total Cost of Proposal (PO Amount):</i></b>	<b>\$364,267.22</b>

\*\*Please add proper sales tax to your order\*\*

Coupon Code: PRODPB10

Send **Check Payments** to:  
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14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

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orders@hnhco.com  
FAX: 800-269-5232

**Total Cost of Proposal (PO Amount): \$364,267.22**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.
 

<b>Ship to:</b> Decatur Public Schools 61 101 W Cerro Gordo St Decatur, IL 62523-1001	<b>Sold to:</b> Decatur Public Schools 61 101 W Cerro Gordo St Decatur, IL 62523-1001
--	--
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

**Date of Proposal: 5/10/2023**
**Proposal Expiration Date: 6/24/2023**


# Houghton Mifflin Harcourt

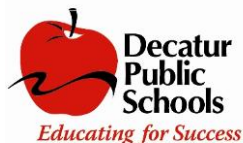
Coupon Code: PRODPB10

Attention:  
Dr. Larry Gray  
ldgray@dps61.org

Send **Orders** to:  
orders@hnhco.com  
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## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Trafera – ActivePanel Purchase
<b>Initiated By:</b> Mary Brady & Dr. Larry Gray, P-12 Directors of Teaching & Learning	<b>Attachments:</b> Invoice
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### **BACKGROUND INFORMATION:**

There has been a significant amount of Title I Roll-Over Funds over the past few years. Principals have worked to determine the needs of their individual buildings. Title I purchases need to support instructional practices. In February 2023, Principals received final Title I Roll Over funds. They were tasked with determining how they would like to be best utilize those funds.

### **CURRENT CONSIDERATIONS:**

The Title I grant was submitted after consultation with Principals in March 2023 and included ActivePanels. On May 24, 2023, the Title I grant was approved.

### **FINANCIAL CONSIDERATIONS:**

Title I Funds will be utilized. The total cost is \$787,357.00.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the purchase of ActivePanel Prometheans from Trafera in the amount of \$787,357.00 as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**Bill to**  
**Decatur School District 61**  
**Prospect No: 71186**  
1155 N Fairview Ave  
Decatur IL 62522  
USA

**Ship to**  
**Decatur School District 61**  
1155 N Fairview Ave  
Decatur IL 62522  
USA  
217 424 3156

**Quote Details**  
Created: June 7, 2023  
Expiration: July 7, 2023  
Created by: Timothy Peters  
tim.peters@trafera.com

**Estimate No:** E000091659

**Contract**  
None

## Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
IFP 86" ACTIVPANEL 9 4K W/4X PEN PREMIUM	ActivPanel 9 86" 4K - 4 x Pens, VESA Wall Mount, WIFI Module & Cable pack included. ActivInspire Professional Edition available FOC Premium		180	\$3,450.00	\$621,000.00
IFP 65" ACTIVPANEL 9 4K W/4X PEN PREMIUM	ActivPanel 9 65" 4K - 4 x Pens, VESA Wall Mount, WIFI Module & Cable pack included. ActivInspire Professional Edition available FOC Premium		18	\$1,850.00	\$33,300.00
MOBLE ADJUSTABLE STAND FOR ACTIVEPANEL	MOBLE ADJUSTABLE STAND FOR ACTIVEPANEL		103	\$919.00	\$94,657.00

<p>• Initial Onise PD: (SEPT '23) o Three main trainers, (3 days) initial training. (there will be a fourth personnel available for support, but main training would be conducted by Lindsey, Kristin and a Promethean Certified Trainer ) • Ongoing 1 hour Virtual sessions (8) for the year per school o Each training would go over a new tip/trick, offer time for Q and A, proceeded by a survey so that we could customize based on teacher feedback. • Access to both Promethean and Trafera On-Demand training (see attachment DEMO of V9 Trafera PD to get set up with a DEMO account) • Promethean Training/support with Chris Trott &amp; Lindsay Johnson (available for impromptu training(s)/ support) o Follow up Onsite PD: (Sept '24) Basically, we will replicate the training from previous year as a refresher course, 2 Trainers, &amp; additional support personnel to provide support.....This training is proceeded by survey, questions to ensure that we are customizing this to meet all remaining needs, answering questions, etc...</p>				Comprehensive PD package	10	\$3,300.00	\$33,000.00
TRAILS Digital Lesson Library				<p>700+ powerful online resources for educators. TRAILS includes three resources:</p> <p>TRAIL Guides - Thematic units aligned to NGSS Standards</p> <p>TRAIL Mix - Stand alone lessons perfectly suited for face-to-face or virtual instruction</p> <p>Children's Literature - Featuring "Tom the Traferatops", a fun and shy dinosaur who loves to learn with technology</p> <p>TRAILS is FREE to Trafera customers.</p>	1	\$0.00	\$0.00
Shipping					1	\$5,400.00	\$5,400.00
						<b>Subtotal</b>	\$787,357.00
						<b>Tax</b>	\$0.00

**Total \$787,357.00**

**Net Terms None**

**Terms and Conditions**

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Timothy Peters**

tim.peters@trafera.com

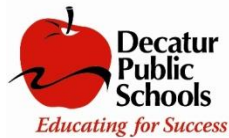


**Trafera**

2550 University Ave W, Suite 315 – S

St. Paul MN 55114

United States



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Workers' Compensation Excess Insurance Renewal
<b>Initiated By:</b> Mike Curry, EdD., Chief Operational Officer	<b>Attachments:</b> Renewal Quotes
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The District is self-insured for workers' compensation. The District obtains stop loss (excess) insurance to cover sizeable claims. In fiscal year 2023, the Self-Insured Retention (SIR) was \$500,000; aggregate limit was \$2,000,000. These amounts remain the same for the proposed renewal.

### CURRENT CONSIDERATIONS:

The District's broker, Dansig, sought renewal quotes from Safety National and Midwest Employers.

Midwest Employers provided the lowest quote. The expiring premium from Safety National for a one-year term is \$144,134. Safety National's renewal quote for 2023-24 is \$144,202. The renewal quote from Midwest Employers is \$211,868 for a two-year term (\$105,934 per year) for a savings of approximately \$40,000 per year for the next two years.

### FINANCIAL CONSIDERATIONS:

The excess insurance would be paid out of the District's Tort Fund.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Workers' Compensation Excess Insurance Renewal from Midwest Employers in the amount of \$211,868 for a two-year term at \$105,934 per year as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Excess Workers Compensation Quotation Sheet

Insurer: Midwest Employers Casualty Company

Policy Effective Date: 07/01/2023

Insured: Decatur School District No 61 Board of Education

Quote Date: 06/19/2023

Policy #:

Quote Expiration Date: 60 Days

POLICY TERMS	QUOTE OPTIONS					
	0246708	0246822	0246718	0246719		
Named States	IL	IL	IL	IL		
<u>SPECIFIC:</u>	1 year	1 year	2 year	2 year		
Specific Limit	STATUTORY	STATUTORY	STATUTORY	STATUTORY		
Specific Retention	\$500,000	\$550,000	\$500,000	\$550,000		
<u>EMPLOYERS LIABILITY:</u>						
Employers Liability Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		
Employers Liability Retention	See Specific	See Specific	See Specific	See Specific		
<u>AGGREGATE:</u>						
Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000		
Rate as a % of Normal Premium	488.27%	488.27%	358.89%	365.22%		
Estimated Aggregate Retention	\$1,927,675	\$1,927,675	\$2,833,774	\$2,883,755		
Minimum Aggregate Retention	\$1,889,122	\$1,889,122	\$2,777,098	\$2,826,080		
Aggregate Loss Limitation	\$500,000	\$500,000	\$500,000	\$500,000		
<u>RATING BASE:</u>						
Est. Annual Payroll	\$67,863,066	\$67,863,066	\$67,863,066	\$67,863,066		
Est. Annual Manual Premium	\$394,797	\$394,797	\$394,797	\$394,797		
Length of Policy (Years)	1.000000	1.000000	2.000000	2.000000		
Est. Policy Normal Premium	\$394,797	\$394,797	\$789,594	\$789,594		
Rate per \$100 of Payroll	0.1546	0.1406	0.1561	0.1421		
<u>PREMIUM:</u>						
Total Est Policy Prd Premium (including Flat Charges)	\$104,916	\$95,415	\$211,868	\$192,866		
Policy Minimum Premium	\$94,425	\$85,874	\$190,682	\$173,580		
Deposit Premium	\$104,916	\$95,415	\$105,934	\$96,433		
Deposit Flat Charge(s)	NA	NA	NA	NA		
<u>Total Deposit Due</u>	\$104,916	\$95,415	\$105,934	\$96,433		
Terrorism Risk Ins Act of 2002 (incl in Total Deposit Due above)	\$3,147	\$2,862	\$3,178	\$2,893		

### CONDITIONS / COMMENTS:

\* MECC must be notified of any aircraft changes occurring during the policy period.

**Safety National Casualty Corporation**  
**1832 Schuetz Road**  
**St. Louis, MO 63146**

**PHONE# (314) 995-5300**

**FAX# (314) 995-3843**

TO:	Specialty Program Group, LLC	ATTN:	Jane Stein
PHONE:		FAX:	
FROM:	Augusto Gregori	DATE:	05/17/2023

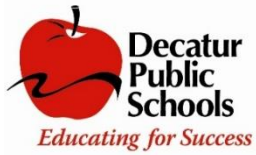
**EXCESS WORKERS' COMPENSATION INSURANCE QUOTATION**

Name of Risk: <b>DECATUR SCHOOL DISTRICT NO 61 BOARD OF EDUCATION</b>
Account: 6016714 Previous Policy Number: AGC4067054
Submission Type: Renewal   Specific & Aggregate Excess

Contract Terms		Option 16854791468
Liability Period		07/01/2023 - 07/01/2024
Payroll Reporting Period		07/01/2023 - 07/01/2024
Annual Payroll		\$67,863,066
Payroll Reporting Period Payroll		\$67,863,066
Annual Manual Premium		\$441,863
Experience Modification Factor		1.000
Annual Standard Premium		\$441,863
Payroll Reporting Period Standard Premium		\$441,863
Self-Insured Retention		\$500,000
Specific Limit		Statutory
Employers Liability Limit	Per Occ	\$1,000,000
Loss Fund Rate	Rate % Std Premium	495.00 %
Estimated Loss Fund		\$2,187,222
Minimum Loss Fund	Est. x 100.00 %	\$2,187,222
Aggregate Excess Limit		\$2,000,000
Loss Limitation		\$500,000
Premium Rate	Rate % Std Premium	32.635 %
Reference Rate	Rate \$100 Payroll	0.21248966
Deposit Premium		\$144,202
Minimum Premium		\$136,992
Pay Plan		ANNUAL PAYMENT
Audit Type		Voluntary

\*Quote expires 1 day after Payroll Reporting Period effective date for each Quote Option.

Approved \_\_\_\_\_



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Workers' Compensation Renewal – Third Party Administrator
<b>Initiated By:</b> Mike Curry, EdD., Chief Operational Officer	<b>Attachments:</b> Renewal Quote
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

Sedgwick Client Services (previously York Risk Services and Citizens Management Incorporated) has handled worker compensation claims for the Decatur Public School District for the past sixteen years.

### CURRENT CONSIDERATIONS:

The current service agreement expires on June 30, 2023. Sedgwick Client Services has submitted a three-year renewal to continue these services at a 3.0% increase per year for the next three years.

### FINANCIAL CONSIDERATIONS:

The third party administrator fee would be paid out of the District Tort Fund.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the three-year service agreement providing third party administrator services with Sedgwick Client Services as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

## Renewal Fee Proposal for Decatur School District 61

05/17/2023

Workers Compensations Annual Fees Contract Term: 07/01/2023 – 06/30/2026

### Summary of Option for claims handling fees:

All fees apply to the State of Illinois. While Sedgwick also has capabilities outside these areas, quotes for additional countries/territories are not contemplated in this proposal.

#### Annual flat fee pricing

Sedgwick's annual flat fee pricing is based on the annual estimated claim volumes and the estimated required staffing to service those claims. If acquisitions, divestitures, changes in program requirements, or an increase in claim volume impacts the staffing requirements of the unit by 10%, Sedgwick reserves the right to modify the annual flat fee. Claims open at contract termination will either be transferred to the new administrator or handled by Sedgwick for an additional annual fee.

Workers Compensation	Year 1 07/01/2023- 6/30/2024 3.0%	Year 2 07/01/2024- 6/30/2025 3.0%	Year 3 07/01/2025- 6/30/2026 3.0%
Annual Flat Fee	\$65,863.00	\$67,839.00	\$69,874.00
Voucher Administrative Fee	\$6,500.00	\$6,695.00	\$6,896.00
Broker Fee	\$5,000.00	\$5,000.00	\$5,000.00

#### Items included in the quoted fees include:

- Claims intake
- Telephonic claim reviews (annual)
- RMIS access: 1 user available which provides a platform-independent, web-based tool for viewing and analyzing claims data. Access provides secure, near real-time information from Sedgwick's proprietary claims information systems.

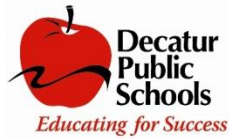
#### Additional bundled services and fees:

- Subrogation services will be charged 25% of recoveries
- RMIS: Additional user access is \$896 - \$951 per user per year
- RMIS: System interfaces or custom programming charged at \$185 per hour

## Definitions, Terms and Conditions

### Definitions

**Life of contract:** Sedgwick will administer all claims received during the contract for the quoted fee. Claims open at contract termination will either be transferred to the new administrator or handled by Sedgwick for



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> TimeClock Plus Purchase
<b>Initiated By:</b> Dr Mike Curry, Chief Operational Officer	<b>Attachments:</b> Invoice
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The District entered into a five-year agreement with Timeclock Plus in FY19. The agreement ends on June 30, 2023. The total cost for the five-year agreement was \$398,706.20.

**CURRENT CONSIDERATIONS:**

Timeclock Plus has proposed a renewal fee of \$64,191.60 for FY24. This includes annual clockable employee license and hardware support and maintenance.

**FINANCIAL CONSIDERATIONS:**

The renewal fee would be paid from the business office budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the invoice from TimeClock Plus for a one-year renewal for FY24 as presented.

**RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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



TimeClock Plus, LLC  
PO Box 913377  
Denver, CO. 80291-3377

# INVOICE

Invoice	Customer	Invoice Date	Due Date
INV00273034	A251791-461404 Decatur Public Schools District 61	06/01/2023	07/01/2023

Bill To	Ship To
Decatur Public Schools District 61 Mary Galligan- Schloz 101 W Cerro Gordo St Decatur, Illinois 62523-1001	Decatur Public Schools District 61 Mary Galligan- Schloz 101 W Cerro Gordo St Decatur, Illinois 62523-1001

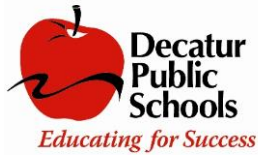
Sales Rep	Payment Term	PO Number	Remit To
	Net 30		Bank: Wells Fargo Account: 3993679327 ACH Routing: 111900659 Wire Routing: 121000248

Description	Ordered	Unit Cost	Total
TimeClock Plus Professional Annual Clockable Employee License 07/01/2023-06/30/2024	1,250	30.00	\$37,500.00
Hardware Support & Maintenance 07/01/2023-06/30/2024	1	26,691.60	\$26,691.60

Notes:

Gross Amount	\$64,191.60
Tax	\$0.00
Total	\$64,191.60
Credits	\$0.00
Payments	
Invoice Balance	\$64,191.60
Currency	USD

ACCOUNTS  
JUN 01 2022  
PAYABLE



## Board of Education Decatur Public School District #61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Macon-Piatt Special Education District Tentative Budget for FY24 and Set Public Hearing
<b>Initiated By:</b> Kathy Horath, Director of Macon-Piatt Special Education	<b>Attachments:</b> Macon-Piatt Special Education Tentative Budget and Budget Presentation
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

The Macon-Piatt Special Education District budget is developed to provide services for students with special needs within the twelve cooperative school districts. There are approximately 2,850 students with special needs being served throughout the cooperative. Eligible students are offered a variety of programs and services to ensure access to a free and appropriate public education in the least restrictive environment.

### CURRENT CONSIDERATIONS:

The tentative budget amounts are projections for revenue and expenditures for the 2023-2024 fiscal year. The Macon-Piatt Special Education District Tentative FY24 Budget will be available for review at the Macon-Piatt Administrative Office, the Keil Building, and on the MPSED website for 30 days beginning Wednesday, July 12, 2023.

### FINANCIAL CONSIDERATIONS:

The FY24 budget reflects the anticipated operating cost for the Macon-Piatt Special Education District.

### STAFF RECOMMENDATION:

The Administration respectfully request that the Board of Education approve to accept the Tentative Fiscal Year 2023-24 Budget for Macon-Piatt Special Education District as presented and set a Public Hearing Date for August 22, 2023.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

# Macon-Piatt Special Education District

---

FY24 Tentative Budget

**Board of Education Meeting  
June 27, 2023**

# Revenue by Source

Revenue	22-23 Budget	23-24 Proposed Budget
Tuition	\$16,123,704	\$16,123,704
State (EBF)	\$1,433,228	\$1,433,228
Federal	\$1,175,000	\$1,185,976
Other	\$314,854	\$375,590
Total	\$19,046,786	\$19,118,498

# Expenditures

Expenditures	22-23 Budget	23-24 Proposed Budget
Salaries	\$12,228,991	\$12,655,517
Employee Benefits	\$4,325,627	\$4,626,648
Purchased Services	\$1,727,581	\$1,199,604
Supplies and Materials	\$235,134	\$224,818
Capital Outlay	\$538,575	\$190,000
Other (including tuition)	\$1,263,432	\$911,650
Non-Capitalized Equipment	\$51,800	\$53,300
Total Expenditures	\$20,371,140	\$20,371,140

# Notable Differences by Program

Program	Budget Difference	Explanation
Administration	(\$837,539)	Renovations are complete
Administrative Support	\$268,072	Added 1 OT; moved 1 Behavior Specialist to this line
Social-Emotional Learning Academy	\$299,783	Added 2 Transition Teachers; 1 Student Interventionist
Decatur Cross-Cat	\$200,706	Added 4 Cross-Cat Teaching Assistant positions
Life Skills	\$107,017	Added 1 Teacher
Fee for Service	\$221,000	Additional students to private day and residential placements

# Questions?

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Thank-you!

## 2023-2024 BUDGET SUMMARY

### ALL FUNDS

	FUND BALANCE 6/30/2022	PRE AUDIT FUND BALANCE 6/30/2023	2023-24 BUDGET REVENUE	2023-24 BUDGET EXPENDITURES	2023-24 BUDGET NET	ESTIMATED FUND BALANCE 6/30/2024
MACON-PIATT SPECIAL ED DIST	<u>\$ 7,480,866</u>	<u>\$ 8,071,191</u>	<u>\$ 19,118,498</u>	<u>\$ 19,861,537</u>	<u>\$ (743,039)</u>	<u>\$ 7,328,152</u>

**MACON PIATT SPECIAL EDUCATION DISTRICT**

		<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUE</b>						
Tuition		\$ 15,468,376	\$ 14,494,419	\$ 16,136,937	\$ 16,123,704	\$ 16,123,704
State Aid		1,402,401	1,338,666	1,466,137	1,433,228	1,433,228
Federal Aid		1,090,563	872,819	1,045,313	1,175,000	1,185,976
Other		294,622	373,657	380,641	314,854	375,590
<b>TOTAL REVENUE</b>		<b>\$ 18,255,962</b>	<b>\$ 17,079,561</b>	<b>\$ 19,029,028</b>	<b>\$ 19,046,786</b>	<b>\$ 19,118,498</b>
<b>EXPENDITURES</b>						
<b>By Object:</b>						
Salaries		\$ 11,066,991	\$ 11,230,544	\$ 11,084,594	\$ 12,228,991	\$ 12,655,517
Employee Benefits		4,286,493	3,998,202	3,708,763	4,325,627	4,626,648
Purchased Services		905,716	820,342	983,000	1,727,581	1,199,604
Supplies & Materials		95,055	102,899	172,396	235,134	224,818
Capital Outlay		10,540	4,150	-	538,575	190,000
Other (including tuition)		846,511	776,672	745,813	1,263,432	911,650
Non-Capitalized Equipment		12,977	6,427	11,010	51,800	53,300
Termination Benefits		96	1,167	24,203	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 17,224,379</b>	<b>\$ 16,940,403</b>	<b>\$ 16,729,778</b>	<b>\$ 20,371,140</b>	<b>\$ 19,861,537</b>
<b>By Program:</b>						
Administrative	(0810, 4625)	\$ 2,289,172	\$ 2,274,097	\$ 2,331,999	\$ 3,447,313	\$ 2,432,095
Administration Support	(0880)	1,922,512	1,801,353	1,953,505	2,132,478	2,406,124
Visually Impaired	(0811)	343,318	380,149	427,105	469,016	493,514
Hearing Impaired	(0812)	310,671	330,040	397,400	420,814	465,014
SED	(0815)	1,503,600	1,394,640	1,445,752	1,232,851	1,147,923
Early Childhood	(0820)	1,218,110	1,230,886	1,090,595	1,264,299	1,301,887
Alternative Program	(0844)	1,421,496	1,337,618	1,232,533	1,827,730	2,138,532
Life Skills	(0870)	3,203,149	3,267,814	3,015,619	3,244,147	3,386,426
Essential Skills	(0871)	1,875,750	1,815,201	1,740,355	2,042,241	2,031,075
Medicaid	(0855)	910,862	894,911	874,786	1,144,564	1,254,564
ORS-STEP/Work Study	(0879)	85,237	27,274	78,603	129,765	165,512
ESSER III	(0849)	-	-	109,328	505,794	51,941
IDEA-B	(0850,0851,0852)	177,028	117,305	152,595	106,077	104,670
IDEA-PS	(0869)	2,492	-	-	-	-
Summer Programs	(0858)	19,083	337,177	140,008	35,240	35,240
Decatur Social Workers	(0809)	207,777	153,645	157,965	184,756	77,225
Decatur Elementary Cross Cat	(0841)	820,257	788,829	881,115	1,335,074	1,535,782
Decatur Secondary Cross Cat	(0843)	504,203	383,566	522,185	660,561	628,740
Argenta/Oreana Local Costs	(0901)	-	-	-	-	-
Maroa/Forsyth Local Costs	(0904)	24,156	-	-	-	-
Sangamon Valley Local Costs	(0907)	297,111	314,879	84,418	89,253	96,574
Monticello Local Costs	(0915)	-	-	-	-	-
Meridian Local Costs	(0923)	88,395	91,019	93,911	99,167	108,699
<b>TOTAL EXPENDITURES</b>		<b>\$ 17,224,379</b>	<b>\$ 16,940,403</b>	<b>\$ 16,729,778</b>	<b>\$ 20,371,140</b>	<b>\$ 19,861,537</b>

**District Type:**

☐ School District  
☒ Joint Agreement

**ILLINOIS STATE BOARD OF EDUCATION**

School Business Services Division

**SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM \***  
**July 1, 2023 - June 30, 2024**

**Accounting Basis:**

☒ Cash  
☐ Accrual

**Is this an amended budget?** No \_\_\_\_\_

**Date of Amended Budget:** \_\_\_\_\_  
 (MM/DD/YY)

**District Name:** Macon-Piatt Spec Educ Jnt Agr

**District RCDT No:** 39055061061

Deficit Reduction Plan is not required

**If your FY2023 AFR states that you need to do a deficit reduction plan and your FY2024 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)**

Budget of Macon-Piatt Spec Educ Jnt Agr, County of Macon/Piatt,  
 State of Illinois, for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

WHEREAS the Board of Education of Macon-Piatt Spec Educ Jnt Agr,  
 County of Macon/Piatt, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary  
 of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 22 day of August, 2023,  
 notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be  
 beginning July 1, 2023 and ending June 30, 2024.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be  
 and the same is hereby adopted as the budget of this school district for said fiscal year.

**ADOPTION OF BUDGET**

The budget shall be approved and signed below by members of the School Board. Adopted this 22 day of August, 2023  
 by a roll call vote of \_\_\_\_\_ Yeas, and \_\_\_\_\_ Nays, to wit:

\*\* MEMBERS VOTING YEA:

\*\* MEMBERS VOTING NAY:


\* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

\*\* Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).

(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: <https://sec1.isbe.net/attachmgr/default.aspx>

**Please type the member signatures before submitting to ISBE. We do not accept PDF copies.**

Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only		Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2023			8,071,191	0	0	0	0	0	0	0	0
RECEIPTS/REVENUES (without Student Activity Funds)											
LOCAL SOURCES	1000		16,499,294	0	0	0	0	0	0	0	0
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		0	0		0	0				
STATE SOURCES	3000		1,433,228	0	0	0	0	0	0	0	0
FEDERAL SOURCES	4000		1,185,976	0	0	0	0	0	0	0	0
Total Direct Receipts/Revenues <sup>8</sup>			19,118,498	0	0	0	0	0	0	0	0
Receipts/Revenues for "On Behalf" Payments <sup>2</sup>		3998									
Total Receipts/Revenues			19,118,498	0	0	0	0	0	0	0	0
DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
INSTRUCTION	1000		13,197,286				0			0	
SUPPORT SERVICES	2000		6,462,808	0		0	0	0		0	0
COMMUNITY SERVICES	3000		126,443	0		0	0			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000		75,000	0	0	0	0	0		0	0
DEBT SERVICES	5000		0	0	0	0	0			0	0
PROVISION FOR CONTINGENCIES	6000		0	0	0	0	0	0		0	0
Total Direct Disbursements/Expenditures <sup>9</sup>			19,861,537	0	0	0	0	0		0	0
Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>		4180	0	0	0	0	0	0		0	0
Total Disbursements/Expenditures			19,861,537	0	0	0	0	0		0	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures			(743,039)	0	0	0	0	0	0	0	0
OTHER SOURCES/USES OF FUNDS											
OTHER SOURCES OF FUNDS (7000)											
PERMANENT TRANSFER FROM VARIOUS FUNDS											
Abolishment the Working Cash Fund <sup>16</sup>	7110										
Abatement of the Working Cash Fund <sup>16</sup>	7110										
Transfer of Working Cash Fund Interest	7120										
Transfer Among Funds	7130										
Transfer of Interest	7140										
Transfer from Capital Projects Fund to O&M Fund	7150			0							
Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	7160			0							
Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170				0						
SALE OF BONDS (7200)											
Principal on Bonds Sold <sup>4</sup>	7210										
Premium on Bonds Sold	7220										
Accrued Interest on Bonds Sold	7230										
Sale or Compensation for Fixed Assets <sup>5</sup>	7300										
Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400				0						
Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500				0						
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600				0						
Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700				0						
Transfer to Capital Projects Fund	7800							0			
ISBE Loan Proceeds	7900										
Other Sources Not Classified Elsewhere	7990										
Total Other Sources of Funds <sup>8</sup>			0	0	0	0	0	0	0	0	0

<b>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</b>										
<b>Description: Enter Whole Numbers Only</b>	<b>Acct #</b>	<b>(10) Educational</b>	<b>(20) Operations &amp; Maintenance</b>	<b>(30) Debt Service</b>	<b>(40) Transportation</b>	<b>(50) Municipal Retirement/ Social Security</b>	<b>(60) Capital Projects</b>	<b>(70) Working Cash</b>	<b>(80) Tort</b>	<b>(90) Fire Prevention &amp; Safety</b>
<b>OTHER USES OF FUNDS (8000)</b>										
<b>TRANSFER TO VARIOUS OTHER FUNDS (8100)</b>										
Abolishment or Abatement of the Working Cash Fund <sup>16</sup>	8110							0		
Transfer of Working Cash Fund Interest	8120							0		
Transfer Among Funds	8130									
Transfer of Interest <sup>6</sup>	8140									
Transfer from Capital Projects Fund to O&M Fund	8150									
Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	8160									
Transfer of Excess Accumulated Fire Prev & Safety Bond <sup>3a</sup> and Int Proceeds to Debt Service Fund	8170									
Taxes Pledged to Pay Principal on GASB 87 Leases	8410									
Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420									
Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430									
Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440									
Taxes Pledged to Pay Interest on GASB 87 Leases	8510									
Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520									
Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530									
Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540									
Taxes Pledged to Pay Principal on Revenue Bonds	8610									
Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620									
Other Revenues Pledged to Pay Principal on Revenue Bonds	8630									
Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640									
Taxes Pledged to Pay Interest on Revenue Bonds	8710									
Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720									
Other Revenues Pledged to Pay Interest on Revenue Bonds	8730									
Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740									
Taxes Transferred to Pay for Capital Projects	8810									
Grants/Reimbursements Pledged to Pay for Capital Projects	8820									
Other Revenues Pledged to Pay for Capital Projects	8830									
Fund Balance Transfers Pledged to Pay for Capital Projects	8840									
Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910									
Other Uses Not Classified Elsewhere	8990									
<b>Total Other Uses of Funds <sup>9</sup></b>		0	0	0	0	0	0	0	0	0
<b>Total Other Sources/Uses of Fund</b>		0	0	0	0	0	0	0	0	0
<b>ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2024</b>		7,328,152	0	0	0	0	0	0	0	0
<b>Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2023</b>		395								
<b>RECEIPTS/REVENUES (For Student Activity Funds)</b>										
<b>Total Student Activity Direct Receipts/Revenues (Local Sources)</b>	1799	0								
<b>DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)</b>										
<b>Total Student Activity Direct Disbursements/Expenditures</b>	1999	0								
<b>Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures</b>		0								
<b>Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2024</b>		395								

<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>											
Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2023		8,071,586	0	0	0	0	0	0	0	0	
RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
LOCAL SOURCES	1000	16,499,294	0	0	0	0	0	0	0	0	
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
STATE SOURCES	3000	1,433,228	0	0	0	0	0	0	0	0	
FEDERAL SOURCES	4000	1,185,976	0	0	0	0	0	0	0	0	
Total Direct Receipts/Revenues <sup>8</sup>		19,118,498	0	0	0	0	0	0	0	0	
Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998	0	0	0	0	0	0		0	0	
Total Receipts/Revenues		19,118,498	0	0	0	0	0	0	0	0	
DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
INSTRUCTION	1000	13,197,286				0			0		
SUPPORT SERVICES	2000	6,462,808	0		0	0	0		0	0	
COMMUNITY SERVICES	3000	126,443	0		0	0			0		
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	75,000	0	0	0	0	0		0	0	
DEBT SERVICES	5000	0	0	0	0	0			0	0	
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
Total Direct Disbursements/Expenditures <sup>9</sup>		19,861,537	0	0	0	0	0		0	0	
Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0	
Total Disbursements/Expenditures		19,861,537	0	0	0	0	0		0	0	
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(743,039)	0	0	0	0	0	0	0	0	
OTHER SOURCES/USES OF FUNDS											
OTHER SOURCES OF FUNDS (7000)											
Total Other Sources of Funds <sup>8</sup>		0	0	0	0	0	0	0	0	0	
OTHER USES OF FUNDS (8000)											
Total Other Uses of Funds <sup>9</sup>		0	0	0	0	0	0	0	0	0	
Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2024		7,328,547	0	0	0	0	0	0	0	0	

SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
Object Name											
Salaries	100	12,655,517	0		0		0		0	0	12,655,517
Employee Benefits	200	4,626,648	0		0	0	0		0	0	4,626,648
Purchased Services	300	1,199,604	0	0	0		0		0	0	1,199,604
Supplies & Materials	400	224,818	0		0		0		0	0	224,818
Capital Outlay	500	190,000	0		0		0		0	0	190,000
Other Objects	600	911,650	0	0	0	0	0		0	0	911,650
Non-Capitalized Equipment	700	53,300	0		0		0		0	0	53,300
Termination Benefits	800	0	0		0				0		0
Total Expenditures		19,861,537	0	0	0	0	0		0	0	19,861,537

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2023</b>		8,071,191	0	0	0	0	0	0	0	0
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>		19,118,498	0	0	0	0	0	0	0	0
<b>OTHER RECEIPTS</b>										
Interfund Loans Payable (Loans from Other Funds)	411									
Interfund Loans Receivable (Repayment of Loans)	141									
Notes and Warrants Payable	433									
Other Current Assets	199									
<b>Total Other Receipts</b>		0	0	0	0	0	0	0	0	0
<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		19,118,498	0	0	0	0	0	0	0	0
<b>Total Amount Available</b>		27,189,689	0	0	0	0	0	0	0	0
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>		19,861,537	0	0	0	0	0	0	0	0
<b>OTHER DISBURSEMENTS</b>										
Interfund Loans Receivable (Loans to Other Funds) <sup>10</sup>	141									
Interfund Loans Payable (Repayment of Loans)	411									
Notes and Warrants Payable	433									
Other Current Liabilities	499									
<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	0	0
<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		19,861,537	0	0	0	0	0	0	0	0
<b>ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2024</b>		7,328,152	0	0	0	0	0	0	0	0
<b>Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2023</b>	395									
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>	0									
<b>Total Amount Available</b>	395									
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>	0									
<b>Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2024</b>	395									
<b>Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2023</b>		8,071,586	0	0	0	0	0	0	0	0
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>		19,118,498	0	0	0	0	0	0	0	0
<b>Total Other Receipts</b>		0	0	0	0	0	0	0	0	0
<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		19,118,498	0	0	0	0	0	0	0	0
<b>Total Amount Available</b>		27,190,084	0	0	0	0	0	0	0	0
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>		19,861,537	0	0	0	0	0	0	0	0
<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	0	0
<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		19,861,537	0	0	0	0	0	0	0	0
<b>Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2024</b>		7,328,547	0	0	0	0	0	0	0	0

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)</b>										
<b>AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY</b>	<b>1100</b>									
Designated Purposes Levies <sup>11</sup> (1110-1120)	-									
Leasing Purposes Levy <sup>12</sup>	1130									
Special Education Purposes Levy	1140									
FICA and Medicare Only Levies	1150									
Area Vocational Construction Purposes Levy	1160									
Summer School Purposes Levy	1170									
Other Tax Levies <i>(Describe &amp; Itemize)</i>	1190									
<b>Total Ad Valorem Taxes Levied by District</b>		0	0	0	0	0	0	0	0	0
<b>PAYMENTS IN LIEU OF TAXES</b>	<b>1200</b>									
Mobile Home Privilege Tax	1210									
Payments from Local Housing Authority	1220									
Corporate Personal Property Replacement Taxes <sup>13</sup>	1230									
Other Payments in Lieu of Taxes <i>(Describe &amp; Itemize)</i>	1290									
<b>Total Payments in Lieu of Taxes</b>		0	0	0	0	0	0	0	0	0
<b>TUITION</b>	<b>1300</b>									
Regular Tuition from Pupils or Parents (In State)	1311									
Regular Tuition from Other Districts (In State)	1312									
Regular Tuition from Other Sources (In State)	1313									
Regular Tuition from Other Sources (Out of State)	1314									
Summer School Tuition from Pupils or Parents (In State)	1321									
Summer School Tuition from Other Districts (In State)	1322									
Summer School Tuition from Other Sources (In State)	1323									
Summer School Tuition from Other Sources (Out of State)	1324									
CTE Tuition from Pupils or Parents (In State)	1331									
CTE Tuition from Other Districts (In State)	1332									
CTE Tuition from Other Sources (In State)	1333									
CTE Tuition from Other Sources (Out of State)	1334									
Special Education Tuition from Pupils or Parents (In State)	1341									
Special Education Tuition from Other Districts (In State)	1342	16,123,704								
Special Education Tuition from Other Sources (In State)	1343									
Special Education Tuition from Other Sources (Out of State)	1344									
Adult Tuition from Pupils or Parents (In State)	1351									
Adult Tuition from Other Districts (In State)	1352									
Adult Tuition from Other Sources (In State)	1353									
Adult Tuition from Other Sources (Out of State)	1354									
<b>Total Tuition</b>		16,123,704								
<b>TRANSPORTATION FEES</b>	<b>1400</b>									
Regular Transportation Fees from Pupils or Parents (In State)	1411									
Regular Transportation Fees from Other Districts (In State)	1412									
Regular Transportation Fees from Other Sources (In State)	1413									
Regular Transportation Fees from Co-curricular Activities (In State)	1415									
Regular Transportation Fees from Other Sources (Out of State)	1416									
Summer School Transportation Fees from Pupils or Parents (In State)	1421									
Summer School Transportation Fees from Other Districts (In State)	1422									
Summer School Transportation Fees from Other Sources (In State)	1423									
Summer School Transportation Fees from Other Sources (Out of State)	1424									
CTE Transportation Fees from Pupils or Parents (In State)	1431									
CTE Transportation Fees from Other Districts (In State)	1432									

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
CTE Transportation Fees from Other Sources (In State)	1433									
CTE Transportation Fees from Other Sources (Out of State)	1434									
Special Education Transportation Fees from Pupils or Parents (In State)	1441									
Special Education Transportation Fees from Other Districts (In State)	1442									
Special Education Transportation Fees from Other Sources (In State)	1443									
Special Education Transportation Fees from Other Sources (Out of State)	1444									
Adult Transportation Fees from Pupils or Parents (In State)	1451									
Adult Transportation Fees from Other Districts (In State)	1452									
Adult Transportation Fees from Other Sources (In State)	1453									
Adult Transportation Fees from Other Sources (Out of State)	1454									
<b>Total Transportation Fees</b>					0					
<b>EARNINGS ON INVESTMENTS</b>	<b>1500</b>									
Interest on Investments	1510									
Gain or Loss on Sale of Investments	1520									
<b>Total Earnings on Investments</b>		0	0	0	0	0	0	0	0	0
<b>FOOD SERVICE</b>	<b>1600</b>									
Sales to Pupils - Lunch	1611									
Sales to Pupils - Breakfast	1612									
Sales to Pupils - A la Carte	1613									
Sales to Pupils - Other (Describe & Itemize)	1614									
Sales to Adults	1620									
Other Food Service (Describe & Itemize)	1690									
<b>Total Food Service</b>		0								
<b>DISTRICT/SCHOOL ACTIVITY INCOME</b>	<b>1700</b>									
Admissions - Athletic	1711									
Admissions - Other	1719									
Fees	1720									
Book Store Sales	1730									
Other District/School Activity Revenue (Describe & Itemize)	1790									
Student Activity Fund Revenues	1799									
<b>Total District/School Activity Income (without Student Activity Funds 1799)</b>		0	0							
<b>Total District/School Activity Income (with Student Activity Funds 1799)</b>		0								
<b>TEXTBOOK INCOME</b>	<b>1800</b>									
Textbook Rentals - Regular Textbooks	1811									
Textbook Rentals - Summer School Textbooks	1812									
Textbook Rentals - Adult/Continuing Education Textbooks	1813									
Textbook Rentals - Other (Describe & Itemize)	1819									
Textbook Sales - Regular Textbooks	1821									
Textbook Sales - Summer School	1822									
Textbook Sales - Adult/Continuing Education	1823									
Textbook Sales - Other (Describe & Itemize)	1829									
Other Textbook Income (Describe & Itemize)	1890									
<b>Total Textbooks</b>		0								
<b>OTHER REVENUE FROM LOCAL SOURCES</b>	<b>1900</b>									
Rentals	1910									
Contributions and Donations from Private Sources	1920									
Impact Fees from Municipal or County Governments	1930									
Services Provided Other Districts	1940									
Refund of Prior Years' Expenditures	1950	375,590								
Payments of Surplus Moneys from TIF Districts	1960									
Drivers' Education Fees	1970									

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Proceeds from Vendors' Contracts	1980									
School Facility Occupation Tax Proceeds	1983									
Payment from Other Districts	1991									
Sale of Vocational Projects	1992									
Other Local Fees (Describe & Itemize)	1993									
Other Local Revenues (Describe & Itemize)	1999									
Total Other Revenue from Local Sources		375,590	0	0	0	0	0	0	0	0
Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	16,499,294	0	0	0	0	0	0	0	0
Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		16,499,294								

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)</b>										
Flow-Through Revenue from State Sources	2100									
Flow-Through Revenue from Federal Sources	2200									
Other Flow-Through Revenue <i>(Describe &amp; Itemize)</i>	2300									
<b>Total Flow-Through Receipts/Revenues From One District to Another District</b>	<b>2000</b>	0	0		0	0				
<b>RECEIPTS/REVENUES FROM STATE SOURCES (3000)</b>										
<b>UNRESTRICTED GRANTS-IN-AID (3001-3099)</b>										
Evidence Based Funding Formula (Section 18-8.15)	3001	1,433,228								
Reorganization Incentives (Accounts 3005-3021)	3005									
Fast Growth District Grants	3030									
Other Unrestricted Grants-In-Aid From State Sources <i>(Describe &amp; Itemize)</i>	3099									
<b>Total Unrestricted Grants-In-Aid</b>		1,433,228	0	0	0	0	0		0	0
<b>RESTRICTED GRANTS-IN-AID (3100-3900)</b>										
<b>SPECIAL EDUCATION</b>										
Special Education - Private Facility Tuition	3100									
Special Education - Funding for Children Requiring Sp Ed Services	3105									
Special Education - Personnel	3110									
Special Education - Orphanage - Individual	3120									
Special Education - Orphanage - Summer Individual	3130									
Special Education - Summer School	3145									
Special Education - Other <i>(Describe &amp; Itemize)</i>	3199									
<b>Total Special Education</b>		0	0		0					
<b>CAREER AND TECHNICAL EDUCATION (CTE)</b>										
CTE - Technical Education - Tech Prep	3200									
CTE - Secondary Program Improvement (CTEI)	3220									
CTE - WECEP	3225									
CTE - Agriculture Education	3235									
CTE - Instructor Practicum	3240									
CTE - Student Organizations	3270									
CTE - Other <i>(Describe &amp; Itemize)</i>	3299									
<b>Total Career and Technical Education</b>		0	0			0				
<b>BILINGUAL EDUCATION</b>										
Bilingual Education - Downstate - TPI and TBE	3305									
Bilingual Education - Downstate - Transitional Bilingual Education	3310									
<b>Total Bilingual Education</b>		0				0				
State Free Lunch & Breakfast	3360									
School Breakfast Initiative	3365									
Driver Education	3370									
Adult Education (from ICCB)	3410									
Adult Education - Other <i>(Describe &amp; Itemize)</i>	3499									
<b>TRANSPORTATION</b>										
Transportation - Regular and Vocational	3500									
Transportation - Special Education	3510									
Transportation - Other <i>(Describe &amp; Itemize)</i>	3599									
<b>Total Transportation</b>		0	0		0	0				
Learning Improvement - Change Grants	3610									
Scientific Literacy	3660									
Truant Alternative/Optional Education	3695									

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Early Childhood - Block Grant	3705									
Chicago General Education Block Grant	3766									
Chicago Educational Services Block Grant	3767									
School Safety & Educational Improvement Block Grant	3775									
Technology - Technology for Success	3780									
State Charter Schools	3815									
Extended Learning Opportunities - Summer Bridges	3825									
Infrastructure Improvements - Planning/Construction	3920									
School Infrastructure - Maintenance Projects	3925									
Other Restricted Revenue from State Sources (Describe & Itemize)	3999									
<b>Total Restricted Grants-In-Aid</b>		0	0	0	0	0	0	0	0	0
<b>Total Receipts/Revenues from State Sources</b>	3000	1,433,228	0	0	0	0	0	0	0	0
<b>RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)</b>										
<b>UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)</b>										
Federal Impact Aid	4001									
Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
<b>Total Unrestricted Grants-In-Aid Received Directly from Fed Govt</b>		0	0	0	0	0	0	0	0	0
<b>RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)</b>										
Head Start	4045									
Construction (Impact Aid)	4050									
MAGNET	4060									
Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
<b>Total Restricted Grants-In-Aid Received Directly from Federal Govt.</b>		0	0		0	0	0			0
<b>RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)</b>										
<b>TITLE V</b>										
Title V - Flexibility and Accountability	4100									
Title V - SEA Projects	4105									
Title V - Rural Education Initiative (REI)	4107									
Title V - Other (Describe & Itemize)	4199									
<b>Total Title V</b>		0	0		0	0				
<b>FOOD SERVICE</b>										
Breakfast Start-Up Expansion	4200									
National School Lunch Program	4210									
Special Milk Program	4215									
School Breakfast Program	4220									
Summer Food Service Admin/Program	4225									
Child and Adult Care Food Program	4226									
Fresh Fruit and Vegetables	4240									
Food Service - Other (Describe & Itemize)	4299									
<b>Total Food Service</b>		0				0				
<b>TITLE I</b>										
Title I - Low Income	4300									
Title I - Low Income - Neglected, Private	4305									
Title I - Migrant Education	4340									
Title I - Other (Describe & Itemize)	4399									
<b>Total Title I</b>		0	0		0	0				

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>TITLE IV</b>										
Title IV - Student Support & Academic Enrichment Grant	4400									
Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									
Title IV - 21st Century	4421									
Title IV - Other (Describe & Itemize)	4499									
<b>Total Title IV</b>		0	0		0	0				
<b>FEDERAL - SPECIAL EDUCATION</b>										
Federal Special Education - Preschool Flow-Through	4600									
Federal Special Education - Preschool Discretionary	4605									
Federal Special Education - IDEA Flow Through	4620									
Federal Special Education - IDEA Room & Board	4625									
Federal Special Education - IDEA Discretionary	4630									
Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
<b>Total Federal Special Education</b>		0	0		0	0				
<b>CTE - PERKINS</b>										
CTE - Perkins-Title IIIIE Tech Prep	4770									
CTE - Other (Describe & Itemize)	4799									
<b>Total CTE - Perkins</b>		0	0			0				
Federal - Adult Education	4810									
ARRA - General State Aid - Education Stabilization	4850									
ARRA - Title I - Low Income	4851									
ARRA - Title I - Neglected, Private	4852									
ARRA - Title I - Delinquent, Private	4853									
ARRA - Title I - School Improvement (Part A)	4854									
ARRA - Title I - School Improvement (Section 1003g)	4855									
ARRA - IDEA - Part B - Preschool	4856									
ARRA - IDEA - Part B - Flow-Through	4857									
ARRA - Title IID - Technology - Formula	4860									
ARRA - Title IID - Technology - Competitive	4861									
ARRA - McKinney - Vento Homeless Education	4862									
ARRA - Child Nutrition Equipment Assistance	4863									
Impact Aid Formula Grants	4864									
Impact Aid Competitive Grants	4865									
Qualified Zone Academy Bond Tax Credits	4866									
Qualified School Construction Bond Credits	4867									
Build America Bond Tax Credits	4868									
Build America Bond Interest Reimbursement	4869									
ARRA - General State Aid - Other Government Services Stabilization	4870									
Other ARRA Funds - II	4871									
Other ARRA Funds - III	4872									
Other ARRA Funds - IV	4873									
Other ARRA Funds - V	4874									
ARRA - Early Childhood	4875									
Other ARRA Funds - VII	4876									
Other ARRA Funds - VIII	4877									
Other ARRA Funds - IX	4878									
Other ARRA Funds - X	4879									
Other ARRA Funds - Ed Job Fund Program	4880									
<b>Total Stimulus Programs</b>		0	0	0	0	0	0		0	0
Race to the Top Program	4901									
Race to the Top - Preschool Expansion Grant	4902									

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Title III - Instruction for English Learners & Immigrant Students	4905									
Title III - English Language Acquisition	4909									
McKinney Education for Homeless Children	4920									
Title II - Eisenhower - Professional Development Formula	4930									
Title II - Teacher Quality	4932									
Title II - Part A – Supporting Effective Instruction – State Grants	4935									
Federal Charter Schools	4960									
State Assessment Grants	4981									
Grant for State Assessments and Related Activities	4982									
Medicaid Matching Funds - Administrative Outreach	4991	200,000								
Medicaid Matching Funds - Fee-For-Service Program	4992	850,000								
Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe &amp; Itemize)</i>	4998	135,976								
<b>Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State</b>		1,185,976	0	0	0	0	0		0	0
<b>TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>	<b>4000</b>	1,185,976	0	0	0	0	0	0	0	0
<b>TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)</b>		19,118,498	0	0	0	0	0	0	0	0
<b>TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)</b>		19,118,498								

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>10 - EDUCATIONAL FUND (ED)</b>										
<b>INSTRUCTION (ED)</b>	<b>1000</b>									
Regular Programs	1100									0
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200	8,476,913	3,380,131	99,912	106,098	180,000	900,000	29,300		13,172,354
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500									0
Summer School Programs	1600	23,128	1,804							24,932
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900									0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
Student Activity Fund Expenditures	1999									0
<b>Total Instruction<sup>14</sup> (Without Student Activity Funds 1999)</b>	<b>1000</b>	<b>8,500,041</b>	<b>3,381,935</b>	<b>99,912</b>	<b>106,098</b>	<b>180,000</b>	<b>900,000</b>	<b>29,300</b>	<b>0</b>	<b>13,197,286</b>
<b>Total Instruction<sup>14</sup> (With Student Activity Funds 1999)</b>	<b>1000</b>	<b>8,500,041</b>	<b>3,381,935</b>	<b>99,912</b>	<b>106,098</b>	<b>180,000</b>	<b>900,000</b>	<b>29,300</b>	<b>0</b>	<b>13,197,286</b>
<b>SUPPORT SERVICES (ED)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110	408,450	117,318	3,548	17,500					546,816
Guidance Services	2120									0
Health Services	2130	994,000	364,199	14,982	12,400		1,100	2,000		1,388,681
Psychological Services	2140	618,170	144,828	17,250	11,000			2,000		793,248
Speech Pathology & Audiology Services	2150	79,500	16,612	6,250	15,250			11,500		129,112
Other Support Services - Pupils (Describe & Itemize)	2190	150,834	26,433	4,474	100					181,841
<b>Total Support Services - Pupil</b>	<b>2100</b>	<b>2,250,954</b>	<b>669,390</b>	<b>46,504</b>	<b>56,250</b>	<b>0</b>	<b>1,100</b>	<b>15,500</b>	<b>0</b>	<b>3,039,698</b>
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210	45,283	64,705	89,887	2,170		3,000			205,045
Educational Media Services	2220									0
Assessment & Testing	2230									0
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	<b>45,283</b>	<b>64,705</b>	<b>89,887</b>	<b>2,170</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>205,045</b>
<b>Support Services - General Administration</b>	<b>2300</b>									
Board of Education Services	2310	334,134	116,579	163,832						614,545
Executive Administration Services	2320									0
Special Area Administration Services	2330	1,115,692	309,601	152,150	8,500	10,000	7,550	8,500		1,611,993
Tort Immunity Services	2361, 2365									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Total Support Services - General Administration	2300	1,449,826	426,180	315,982	8,500	10,000	7,550	8,500	0	2,226,538

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410	112,687	13,122	500						126,309
Other Support Services - School Administration <i>(Describe &amp; Itemize)</i>	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>	<b>112,687</b>	<b>13,122</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126,309</b>
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510									0
Fiscal Services	2520			197,049						197,049
Operation & Maintenance of Plant Services	2540	112,249	39,665	353,470	33,550					538,934
Pupil Transportation Services	2550	2,000	412	12,500	7,250					22,162
Food Services	2560									0
Internal Services	2570	500								500
<b>Total Support Services - Business</b>	<b>2500</b>	<b>114,749</b>	<b>40,077</b>	<b>563,019</b>	<b>40,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>758,645</b>
<b>Support Services - Central</b>	<b>2600</b>									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630			400						400
Staff Services	2640									0
Data Processing Services	2660	66,887	22,686	5,600	11,000					106,173
<b>Total Support Services - Central</b>	<b>2600</b>	<b>66,887</b>	<b>22,686</b>	<b>6,000</b>	<b>11,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,573</b>
<b>Other Support Services - Misc. <i>(Describe &amp; Itemize)</i></b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>	<b>4,040,386</b>	<b>1,236,160</b>	<b>1,021,892</b>	<b>118,720</b>	<b>10,000</b>	<b>11,650</b>	<b>24,000</b>	<b>0</b>	<b>6,462,808</b>
<b>COMMUNITY SERVICES (ED)</b>	<b>3000</b>	<b>115,090</b>	<b>8,553</b>	<b>2,800</b>						<b>126,443</b>
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (ED)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120			75,000						75,000
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			<b>75,000</b>			<b>0</b>			<b>75,000</b>
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units - Tuition <i>(Describe &amp; Itemize)</i>	4290									0
<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						<b>0</b>			<b>0</b>
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers <i>(Describe &amp; Itemize)</i>	4390									0
<b>Total Payments to Other Dist &amp; Govt Units-Transfers (In State)</b>	<b>4300</b>			<b>0</b>			<b>0</b>			<b>0</b>
Payments to Other Dist & Govt Units (Out of State)	4400									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			<b>75,000</b>			<b>0</b>			<b>75,000</b>

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>DEBT SERVICE (ED)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Property Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISION FOR CONTINGENCIES (ED)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))</b>		12,655,517	4,626,648	1,199,604	224,818	190,000	911,650	53,300	0	19,861,537
<b>Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))</b>		12,655,517	4,626,648	1,199,604	224,818	190,000	911,650	53,300	0	19,861,537
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)</b>										(743,039)
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)</b>										(743,039)

## 20 - OPERATIONS AND MAINTENANCE FUND (O&M)

<b>SUPPORT SERVICES (O&amp;M)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Other Support Services - Pupils <i>(Describe &amp; Itemize)</i>	2190									0
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510									0
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Services	2540									0
Pupil Transportation Services	2550									0
Food Services	2560									0
<b>Total Support Services - Business</b>	<b>2500</b>	0	0	0	0	0	0	0	0	0
<b>Other Support Services - Misc. <i>(Describe &amp; Itemize)</i></b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0	0	0
<b>COMMUNITY SERVICES (O&amp;M)</b>	<b>3000</b>									0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (O&amp;M)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Program	4140									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			0			0			0
Payments to Other Dist & Govt Units (Out of State) <sup>14</sup>	4400									0
<b>Total Payments to Other Dist &amp; Govt Unit</b>	<b>4000</b>			0			0			0
<b>DEBT SERVICE (O&amp;M)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISION FOR CONTINGENCIES (O&amp;M)</b>	<b>6000</b>									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>30 - DEBT SERVICE FUND (DS)</b>										
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (DS)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4000</b>						0			0
<b>DEBT SERVICE (DS)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service - Interest On Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Debt Service - Payments of Principal on Long-Term Debt<sup>15</sup> (Lease/Purchase Principal Retired) <i>(Describe &amp; Itemize)</i></b>	<b>5300</b>									0
Debt Service - Other <i>(Describe &amp; Itemize)</i>	5400									0
<b>Total Debt Service</b>	<b>5000</b>			0			0			0
<b>PROVISION FOR CONTINGENCIES (DS)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>				0			0			0
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										0
<b>40 - TRANSPORTATION FUND (TR)</b>										
<b>SUPPORT SERVICES (TR)</b>	<b>2000</b>									
<b>Support Services - Pupils</b>	<b>2100</b>									
Other Support Services - Pupils <i>(Describe &amp; Itemize)</i>	2190									0
<b>Support Services - Business</b>										
Pupil Transportation Services	2550									0
Other Support Services - Business <i>(Describe &amp; Itemize)</i>	2900									0
<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0	0	0
<b>COMMUNITY SERVICES (TR)</b>	<b>3000</b>									0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (TR)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Program	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			0			0			0
<b>Payments to Other Dist &amp; Govt Units (Out-of-State) <i>(Describe &amp; Itemize)</i></b>	<b>4400</b>									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>DEBT SERVICE (TR)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Total Debt Service - Interest On Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200									0
Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
Debt Service - Other (Describe & Itemize)	5400									0
Total Debt Service	5000						0			0
PROVISION FOR CONTINGENCIES (TR)	6000									0
Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)</b>										
<b>INSTRUCTION (MR/SS)</b>	<b>1000</b>									
Regular Program	1100									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200-1220)	1200									0
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500									0
Summer School Programs	1600									0
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900									0
<b>Total Instruction</b>	<b>1000</b>		0							0
<b>SUPPORT SERVICES (MR/SS)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110									0
Guidance Services	2120									0
Health Services	2130									0
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150									0
Other Support Services - Pupils <i>(Describe &amp; Itemize)</i>	2190									0
<b>Total Support Services - Pupil</b>	<b>2100</b>		0							0
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210									0
Educational Media Services	2220									0
Assessment & Testing	2230									0
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>		0							0
<b>Support Services - General Administration</b>	<b>2300</b>									
Board of Education Services	2310									0
Executive Administration Services	2320									0
Special Area Administrative Services	2330									0
Claims Paid from Self Insurance Fund	2361									0
Risk Management and Claims Services Payments	2365									0
<b>Total Support Services - General Administration</b>	<b>2300</b>		0							0
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410									0
Other Support Services - School Administration <i>(Describe &amp; Itemize)</i>	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>		0							0
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510									0
Fiscal Services	2520									0
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Service	2540									0
Pupil Transportation Services	2550									0
Food Services	2560									0
Internal Services	2570									0
<b>Total Support Services - Business</b>	<b>2500</b>		0							0
<b>Support Services - Central</b>	<b>2600</b>									

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640									0
Data Processing Services	2660									0
<b>Total Support Services - Central</b>	<b>2600</b>		0							0
<b>Other Support Services - Misc. (Describe &amp; Itemize)</b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>		0							0
<b>COMMUNITY SERVICES (MR/SS)</b>	<b>3000</b>									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (MR/SS)</b>	<b>4000</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Programs	4140									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>		0							0
<b>DEBT SERVICE (MR/SS)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISION FOR CONTINGENCIES (MR/SS)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>			0				0			0
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										0

<b>60 - CAPITAL PROJECTS (CP)</b>										
<b>SUPPORT SERVICES (CP)</b>	<b>2000</b>									
<b>Support Services - Business</b>										
Facilities Acquisition & Construction Services	2530									0
Other Support Services - Business <i>(Describe &amp; Itemize)</i>	2900									0
<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0		0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (CP)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments to Regular Programs	4110									0
Payment for Special Education Programs	4120									0
Payment for CTE Programs	4140									0
Payments to Other Govt Units - Programs (In-State) <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>PROVISION FOR CONTINGENCIES (CP)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	0	0	0		0
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										0

<b>70 WORKING CASH FUND (WC)</b>
----------------------------------

<b>80 - TORT FUND (TF)</b>										
<b>INSTRUCTION (TF)</b>	<b>1000</b>									
Regular Programs	1100									0
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200									0
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500									0
Summer School Programs	1600									0
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Truant Alternative & Optional Programs	1900									0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
<b>Total Instruction<sup>14</sup></b>	<b>1000</b>	0	0	0	0	0	0	0	0	0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>SUPPORT SERVICES (TF)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110									0
Guidance Services	2120									0
Health Services	2130									0
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150									0
Other Support Services - Pupils <i>(Describe &amp; Itemize)</i>	2190									0
<b>Total Support Services - Pupil</b>	<b>2100</b>	0	0	0	0	0	0	0	0	0
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210									0
Educational Media Services	2220									0
Assessment & Testing	2230									0
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	0	0	0	0	0	0	0	0	0
<b>Support Services - General Administration</b>	<b>2300</b>									
Board of Education Services	2310									0
Executive Administration Services	2320									0
Special Area Administration Services	2330									0
Claims Paid from Self Insurance Fund	2361									0
Risk Management and Claims Services Payments	2365									0
<b>Total Support Services - General Administration</b>	<b>2300</b>	0	0	0	0	0	0	0	0	0
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410									0
Other Support Services - School Administration <i>(Describe &amp; Itemize)</i>	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>	0	0	0	0	0	0	0	0	0
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510									0
Fiscal Services	2520									0
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Services	2540									0
Pupil Transportation Services	2550									0
Food Services	2560									0
Internal Services	2570									0
<b>Total Support Services - Business</b>	<b>2500</b>	0	0	0	0	0	0	0	0	0
<b>Support Services - Central</b>	<b>2600</b>									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640									0
Data Processing Services	2660									0
<b>Total Support Services - Central</b>	<b>2600</b>	0	0	0	0	0	0	0	0	0
<b>Other Support Services - Misc. <i>(Describe &amp; Itemize)</i></b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0	0	0
<b>COMMUNITY SERVICES (TF)</b>	<b>3000</b>									0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (TF)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			0			0			0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units - Tuition <i>(Describe &amp; Itemize)</i>	4290									0
<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						0			0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers <i>(Describe &amp; Itemize)</i>	4390									0
<b>Total Payments to Other Dist &amp; Govt Units-Transfers (In State)</b>	<b>4300</b>			0			0			0
Payments to Other Dist & Govt Units (Out of State)	4400									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>DEBT SERVICE (TF)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>										
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest or Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired) <i>(Describe &amp; Itemize)</i></b>	<b>5300</b>									0
<b>Debt Service - Other <i>(Describe &amp; Itemize)</i></b>	<b>5400</b>									0
<b>Total Debt Service</b>	<b>5000</b>			0			0			0
<b>PROVISION FOR CONTINGENCIES (TF)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	0	0	0	0	0
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										0
<b>90 - FIRE PREVENTION &amp; SAFETY FUND (FP&amp;S)</b>										
<b>SUPPORT SERVICES (FP&amp;S)</b>	<b>2000</b>									
<b>Support Services - Business</b>	<b>2500</b>									
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Service	2540									0
<b>Total Support Services - Business</b>	<b>2500</b>	0	0	0	0	0	0	0		0
<b>Other Support Services - Misc. <i>(Describe &amp; Itemize)</i></b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0		0
<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (FP&amp;S)</b>	<b>4000</b>									
Payments to Regular Programs	4110									0
Payments to Special Education Programs	4120									0
Other Payments to In-State Govt Units - Programs <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Districts &amp; Govt Units (FPS)</b>	<b>4000</b>						0			0
<b>DEBT SERVICE (FP&amp;S)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired) <i>(Describe &amp; Itemize)</i></b>	<b>5300</b>									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISIONS FOR CONTINGENCIES (FP&amp;S)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	0	0	0		0
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										0

If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.

Revenue Check: OK					
Expenditure Check: OK					
Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures
1190			10-2190	\$ 181,841	VOCATIONAL STEP COACH
1290			10-2490		
1614			10-2900		
1690			10-4190		
1790			10-4290		
1819			10-4390		
1829			10-4400		
1890			10-5150		
1993			20-2190		
1999			20-2900		
2300			20-4190		
3099			20-4400		
3199			20-5150		
3299			30-4190		
3499			30-5150		
3599			30-5300		
3999			30-5400		
4009			40-2190		
4090			40-2900		
4199			40-4190		
4299			40-4400		
4399			40-5150		
4499			40-5300		
4699			40-5400		
4799			50-2190		
4998	\$ 135,976	VOCATIONAL REHABILITATION STEP REVENUE	50-2490		
			50-2900		
			50-5150		
			60-2900		
			60-4190		
			80-2190		
			80-2490		
			80-2900		
			80-4190		
			80-4290		
			80-4390		
			80-4400		
			80-5150		
			80-5300		
			80-5400		
			90-2900		

90-4190		
90-5150		
90-5300		

### DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)

Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	19,118,498				19,118,498
Direct Expenditures	19,861,537				19,861,537
Difference	(743,039)				(743,039)
Estimated Fund Balance - June 30, 2024	7,328,152				7,328,152

**Deficit Reduction Plan is not required**

A deficit reduction plan is required if the local board of education adopts (or amends) the 2023-2024 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

**Note:** The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2022-2023 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

### CHECK FOR ERRORS

This worksheet checks various cells to assure that selected items are in balance.

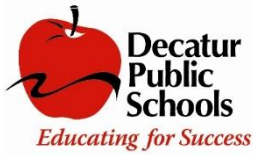
Please fix errors below before submitting to ISBE.

Budget Item References	Message
<b>1. Deficit Reduction Plan (DefReductPlan 23-27 tab)</b>	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
<b>2. Cover Page (Cover tab)</b>	
District Name must be selected from drop-down. (Cell H13)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
<b>3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).</b>	
Estimated Beginning Fund Balance July, 1 2023 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2023 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
<b>4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2023 (CashSum 5 tab, All Funds) cannot be negative.</b>	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK

Tort <b>(Fund 80 - Cell J3)</b>	OK
Fire Prevention & Safety <b>(Fund 90 - Cell K3)</b>	OK
Activity Funds <b>(Cell C23)</b>	OK
<b>5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.</b>	
Educational <b>(Fund 10 - Cell C21)</b>	OK
Operations & Maintenance <b>(Fund 20 - Cell D21)</b>	OK
Debt Service <b>(Fund 30 - Cell E21)</b>	OK
Transportation <b>(Fund 40 - Cell F21)</b>	OK
Municipal Retirement/Social Security <b>(Fund 50 - Cell G21)</b>	OK
Capital Projects <b>(Fund 60 - Cell H21)</b>	OK
Working Cash <b>(Fund 70 - Cell I21)</b>	OK
Tort <b>(Fund 80 - Cell J21)</b>	OK
Fire Prevention & Safety <b>(Fund 90 - Cell K21)</b>	OK
<b>6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).</b>	
Interfund Loans Payable <b>(Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6)</b> must equal Interfund Loans Receivable <b>(Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).</b>	OK
Interfund Loans Receivable <b>(Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7)</b> must equal Interfund Loans Payable <b>(Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).</b>	OK
<b>7. Estimated Revenue (EstRev 6-11 tab)</b>	
Amounts must be input for revenue.	OK
<b>8. Estimated Expenditures (EstExp 12-20 tab)</b>	
Amounts must be input for expenditures.	OK

<b>9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.</b>	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
<b>10. EBF Spending Plan</b>	
All required questions have been answered.	OK

*End of Balancing*



## Board of Education Decatur Public School District 61

<b>Date:</b> June 27, 2023	<b>Subject:</b> Sixteen (16) Classrooms Mobile Modular Layout with Amenities on the Garfield Campus for Dennis Lab School
<b>Initiated By:</b> Dr. Rochelle Clark, Superintendent, Dr. Jay Marino, Assistant Superintendent of Support Services, Dr. Mike Curry, Chief Operational Officer, Jason Fox, Director of Human Resources, Deanne Hillman, Interim Director of Human Resources, Denise Swarthout, Chief Communications Officer and Kent Metzger, Director Building & Grounds	<b>Attachments:</b> None.
<b>Reviewed By:</b> Dr. Mike Curry, Chief Operational Officer and Dr. Rochelle Clark, Superintendent	

### BACKGROUND INFORMATION:

District Administration contacted Klingner & Associates P.C. (engineers, architects, surveyors) to perform a visible structural evaluation observation of Dennis Mosaic, 1499 W. Main Street, and Dennis Kaleidoscope, 520 W. Wood Street, due to recent concerns of the structural integrity at each building. At the Dennis Mosaic campus, the foundation, stair, and landing superstructure were visually evaluated; at the Dennis Kaleidoscope campus, the exterior walls and the attic space were visually examined. The findings and recommendations from Klingner & Associates P.C. (engineers, architects, surveyors) can be found on our website by entering the below link: <https://engage.dps61.org/dennisfuture>

### CURRENT CONSIDERATIONS:

After extensive discussions regarding the findings and recommendations from Klingner & Associates P.C. (engineers, architects, surveyors) for both campuses, District Administration informed the Board of Education and recommended the closure of both campuses until further notice. This would include no access to the properties by the staff and public unless escorted by the appropriate personnel from the District.

District Administration began conversations regarding short-term options for both Dennis campuses for the 2023-2024 school year. The short-term option(s) were shared with the Board Members and the public during the June 21, 2023 Special Board of Education meeting.

Administration seeks authority to lease up to sixteen (16) of Mobile Modular Classrooms with amenities to be placed on the Garfield Campus for Dennis Lab School. This location, with the added modules, would be for grades K-8.

**FINANCIAL CONSIDERATION:**

The overall cost for the ordering, delivery and installation and B & G work would not exceed 2 million dollars.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve to proceed with the short-term option for obtaining up to sixteen (16) mobile modular classrooms with amenities on the Garfield campus for Dennis Lab school. The overall lease and installment costs shall not exceed \$2 million for the first year.

**RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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