



DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

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

June 23, 2020  
4:00 PM Open Session  
Closed Session Immediately Following  
6:30 PM Open Session Continuing

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

**Strategic Plan Mission:**

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

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

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

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

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

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

Roll Call

**IO 2.0 PLEDGE OF ALLEGIANCE**

**AI 3.0 APPROVAL OF AGENDA, JUNE 23, 2020**

**AI 4.0 ROLL CALL ACTION ITEM**

A. Ratification of the July 01, 2020 – June 30, 2024 Collective Bargaining Agreement between the Decatur Public School District #61 Board of Education and the SEIU Local Number 73 Custodians “A” Team

**DISTRICT HIGHLIGHTS**

**IO 5.0 SUPERINTENDENT’S REPORT**

- A. First Read: Middle School Athletics Parent/Student Guide
- B. Standards-Based Grading Update

**AI 6.0 ROLL CALL ACTION ITEMS**

- A. Personnel Action Items
- B. Employment of an Assistant Principal at Hope Academy
- C. Employment of a Dean of Students at Eisenhower High School
- D. Decatur Public Schools Foundation Coordinator’s Contract for the Jerry J. Dawson Civic Leadership Institute
- E. Decatur Public Schools Foundation Executive Director’s Contract
- F. Resolution Authorizing the Issuance of General Obligation Alternate Revenue Bonds of the District in an Aggregate Principal Amount not to Exceed \$67,500,000.00 for the Purpose of Refunding Certain Outstanding Obligations of the District
- G. Worker’s Compensation Excess Insurance Renewal
- H. License Agreement between Decatur Public School District 61 and Innovation Learning, LLC for 2020-2021 School Year
- I. FY21 Consolidated District Plan
- J. Vaion Security Camera Software
- K. Microsoft Office 365 Licensing Renewal
- L. Johns Hill Park Renovation Project Proposal from the Howard G. Buffett Foundation

**AI 7.0 CONSENT ITEMS**

- A. Minutes: Open/Closed Special Meetings June 02, 2020 and Open/Closed Meetings June 09, 2020
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Correction to Name Change to American Dreamer STEM Academy
- E. Middle School Athletic Director Handbook
- F. Middle School Athletics Soy City Conference Charter
- G. Recommended Athletic Programming to Align with the **BOLD** Facility Plan
- H. Job Description: Claims and Statistical Information Analyst
- I. Follett Textbook Supply Maintenance One (1) Year Renewal
- J. Scholastic Magazine K-12 Textbook Supply Maintenance One (1) Year Renewal
- K. Integrated Systems Corporation One (1) Year Renewal for Skyward Student System
- L. DecisionEd Group, Inc. One (1) Year Renewal for the Data Warehouse Software
- M. Network Upgrades: Domain Controller and Unified Computing System

**DI 8.0 BOARD AND/OR OTHER COMMITTEE REPORTS**

- Discipline Action
- Schedule B
- Finance
- DPS Foundation
- Policies



- Human Resources
- Naming
- Joint – City, DPS 61 and Park District

## **BOARD DISCUSSION**

### **IO 9.0 PUBLIC PARTICIPATION**

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

### **IO 10.0 ANNOUNCEMENTS**

The Board of Education sends condolences to the family of:

Shemilah Sanders, who passed away Tuesday, June 09, 2020. Shemilah was the daughter of Shemuel (Shem) Sanders, Security Officer at Stephen Decatur Middle School.

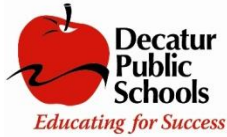
### **IO 11.0 IMPORTANT DATES**

**July** 01 Board of Education Special Open Work Session Meeting  
                     – 1:00 PM at the Keil Administration Building  
                     03 District Closed – Observance of Independence Day Holiday  
                     04 Independence Day Holiday

### **NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, July 07, 2020 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

### **12.0 ADJOURNMENT**



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Approval of the four (4) year, July 01, 2020 – June 30, 2024, Service Employees International Union Local Number 73 Custodians “A” Team (SEIU–A Team) Contractual Agreement
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources	<b>Attachments:</b> Service Employees International Union Local Number 73 Custodians “A” Team (SEIU-A Team) Contractual Agreement, 2 Copies – Original with Edits and Final Copy; Power Point Summary
<b>Reviewed By:</b> Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The current Service Employees International Union Local Number 73 Custodians “A” Team (SEIU–A Team) contract will expire on June 30, 2020. An administrative team met with members of the SEIU–A Team beginning February 3, 2020 and developed terms for an updated four (4) year contract. The SEIU–A Team voted in the affirmative for this contract on June 13, 2020.

### **CURRENT CONSIDERATIONS:**

This is a four (4) year contract which will be implemented from July 1, 2020 through June 30, 2024.

### **FINANCIAL CONSIDERATIONS:**

The financial obligations in this contract will be accounted for in the appropriate future budget. The contract provides for the following wage increases for the sixty-two (62) members of this bargaining unit: 2.75% for year one (1) and year two (2), and 2.5% for year three (3) and year four (4).

### **STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve the updated four (4) year, July 01, 2020 – June 30, 2024, Service Employees International Union Local Number 73 Custodians “A” Team (SEIU-A Team) Contract as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

# AGREEMENT

## WORKING CONDITIONS AND WAGE SCHEDULE

BETWEEN

DECATUR PUBLIC SCHOOLS  
BOARD OF EDUCATION  
DISTRICT NO. 61

AND

SERVICE EMPLOYEES  
INTERNATIONAL UNION  
LOCAL NO. 73  
CUSTODIANS “A” TEAM

July 1, 2016<sup>20</sup> through June 30, 2020<sup>04</sup>

## Table of Contents

ARTICLE I .....	3
RECOGNITION .....	3
ARTICLE II .....	5
GRIEVANCE PROCEDURE.....	5
ARTICLE III.....	7
SENIORITY .....	7
ARTICLE IV .....	10
DISCIPLINE, DISCHARGE AND SUSPENSION .....	10
ARTICLE V .....	13
COMPENSATION AND INSURANCE.....	13
ARTICLE VI .....	14
OVERTIME.....	14
ARTICLE VII.....	15
VACATION AND HOLIDAYS.....	15
ARTICLE VIII.....	17
SICK, FUNERAL, COURT LEAVE & PERSONAL DAY .....	17
ARTICLE IX .....	19
LEAVES OF ABSENCE, MATERNITY, .....	19
DISABILITY & EXTENDED ILLNESS.....	19
ARTICLE X.....	20
INJURY COMPENSATION .....	20
ARTICLE XI .....	20
WORKING CONDITIONS.....	20
ARTICLE XII.....	22
DEFINITION OF FULL-TIME AND PART-TIME EMPLOYEES, .....	22
SAFETY COMMITTEE & VOCATIONAL STUDENTS .....	22
ARTICLE XIII.....	23
LIMITATIONS.....	23
ARTICLE XIV.....	24
APPROVAL OF AGREEMENT.....	24
ARTICLE XV .....	24

MEDIATION .....	24
ARTICLE XVI.....	24
PERSONNEL FILE .....	24
APPENDIX A.....	25
Custodial Interview Rating Form.....	25
APPENDIX B .....	26
Wage Schedule - Custodians .....	26
Effective Date of Wage Schedule .....	30

# ARTICLE I

## RECOGNITION

1. This is a statement of wage schedule and working conditions, hereafter referred to as Agreement, between the Decatur Public School District No. 61 Board of Education and the Service Employees International Union Local #73, covering wages and general working conditions of employees affiliated with Local #73 who are employed in Decatur Public Schools, hereafter referred to as the School Board. This Board recognizes Local #73 for the classification of employees known as Custodians "A" Team.
2. The contents of this Agreement shall continue from year to year unless either party notifies the other in writing at least ninety (90) days prior to the contract's June 30 expiration, of their desire to change, alter, or modify the contents of the Agreement. Both parties shall meet at least sixty (60) days prior to the June 30 contract's expiration to discuss the proposed modifications.
3. Both parties hereby agree that this Agreement covers all work performed by the custodians as scheduled and that for the purpose of clarification of any clause that might hereafter be in question, a statement covering the intent of such clause should be agreed upon by both parties, attached hereto, and made a part of this Agreement.
4. Dues Deduction ~~and Fair Share~~
  - A. Upon receipt of a signed authorization card from an employee employed in the bargaining unit the employer shall deduct the amount of Union dues set forth by the Union and any authorized increase therein, and shall remit such deductions monthly to the Secretary-Treasurer of the Union at the address designated by the Union in accordance with the law of the State of Illinois until such time as the Union advises the District that the employee's deductions should cease. The Union shall advise the employer of any increase in dues, in writing, at least fifteen calendar days prior to its effective date.
  - ~~B.— All bargaining unit employees who choose not to become members within thirty (30) calendar days of employment or thirty (30) calendar days of signing hereof, shall be required to pay a Fair Share Fee not to exceed the amount of dues uniformly required of members. Such Fair Share Fee shall be deducted from the employee's paycheck. Such involuntary deduction shall remain in effect for the duration of this labor agreement. Such involuntary deduction shall be forwarded to the Union along with the deductions provided for in Section A hereof. The Union shall advise the employer of any increase in Fair Share Fees in writing at least fifteen (15) days prior to its effective date.~~
  - ~~C.— In the event any employee covered hereby is precluded from making Fair Share involuntary contributions as required by Section B hereof on account of bona fide~~

~~religious tenets or teachings of a church or religious body of which that employee is a member, that employee shall have the right to refuse to allow said involuntary deduction, provided, however, that said right to refuse shall continue only so long as the employee makes contributions at least equal in amount to the Fair Share Fee amount to a non-religious charitable organization mutually agreed upon by the employee so refusing and the Union. For this purpose the Union shall certify to the employer the names of all employees covered hereby who are relieved of the obligation to pay the Fair Share Fee by virtue of this Section; and it shall be the sole obligation of the Union to verify that contributions contemplated hereby have actually been made and that said employees are not subject to a Fair Share Fee involuntary deduction.~~

~~D. — NOTICE AND APPEAL. The union agrees to provide notices and appeal procedures to employees in accordance with applicable law.~~

B. CHECKOFF/FAIR SHARE DEDUCTIONS. The Employer agrees to deduct each month, union dues, assessments, and union sponsored benefit program contributions from the pay of those employees who are union members covered by this Agreement and who individually, on a form provided by the union, request in writing that such deductions be made. The union shall certify the current amount of union deductions. A union member desiring to revoke their union membership, may do so by written notice to the Employer and the Union during the thirty (30) day period prior to the expiration date of this contract. ~~Thereafter, such employee shall pay their fair share according to this article.~~

C. COPE. The Employer agrees to deduct from the pay of those members who individually request it voluntary contributions to the SEIU Local 73 COPE Fund. The Union shall notify the Employer of the pay period amount that is to be deducted, and shall provide proof of the employee's request for deduction. Such amounts shall be remitted to the Union every pay period until the employee directs the Employer that such deductions discontinue.

D. Web-Based and Electronic Sign-Ups. The Union shall provide to the Employer verification that dues deductions have been authorized by the employee. Employees may express such authorization by submitting to the Union a written membership application form, through electronically recorded telephone calls, by submitting to the Union an online deduction form authorization, or by another means of indicating agreement allowable under state and federal law. The parties acknowledge and agree that the term "written authorization" and any similar term used in this Agreement include authorizations created and maintained by the use of electronic records and electronic signatures consistent with state and federal law. The Union, therefore, may use electronic records to verify Union membership, authorization for voluntary deduction of the Union dues and fees from wages or payments for remittance for the union, and authorization for voluntary deductions from wages or payments for remittance to COPE Funds, subject to the requirements of state and federal law.



E. HOLD HARMLESS. In the event of any legal action against the Employer or its agent(s) is brought in a court or administrative agency because of Employer's compliance with this Article, Union agrees to defend such action, at its own expense through its own counsel, provided the Employer or its agent(s) gives timely notice of such action in writing to Union and permits Union intervention as a party if it so desires. The Union agrees that in any action so defended, it will indemnify and hold harmless the Employer and its agent(s) from any liability for damages and costs imposed by a final judgment of a court of administrative agency as a direct consequence of the Employer's good faith compliance or attempted compliance with this Article.

5. The School Board and Local #73 have a common and sympathetic interest in the Decatur Public School system; therefore, harmonious relations are necessary to improve and maintain efficient organization in the school system. Confidence and mutual understanding between the respective parties will help to promote more efficient operation of the school system.
6. The School Board, through its appointed representative, shall negotiate with Local #73 custodians represented by a bargaining committee designated as "A" Team.

## **ARTICLE II**

### **GRIEVANCE PROCEDURE**

1. A grievance shall mean a written complaint by a member of the bargaining unit that there has been an alleged violation, misinterpretation, or misapplication of working conditions, fringe benefits, or wages, specified in this Agreement.
2. The purpose for this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise.
3. All grievance proceedings, but not necessarily the grievance itself, shall be kept confidential, and the proceedings shall be informal, as is mutually agreeable. Records shall be kept by all parties to the grievance. The number of days indicated in each step listed below shall be considered the maximum allowable to all parties, and every effort shall be made to expedite the proceedings. Time restrictions herein may be extended by mutual agreement. The employee(s) and the employer agree to follow the procedures outlined in the following steps:

Step 1. Any claim shall first be presented orally to the most immediate supervisor (foreman or principal, whichever is applicable), within five (5) working days of event, or five (5) working days of employee's knowledge of event. The Supervisor of Custodians will respond to the oral grievance within five (5) working days from notice of the oral grievance.

Step 2. Failing to reach a satisfactory agreement, the employee shall discuss the grievance with the Chief Steward or his/her designated representative. The Chief Steward may designate an assistant steward for each shift to handle grievances in his/her absence. If the Chief Steward has a grievance, the Business Agent may represent him/her.

Step 3. If a satisfactory resolution of the claim cannot be reached orally through the Chief Steward, then a formal written grievance shall be presented by the Chief Steward or his/her designate to the Director of Buildings and Grounds within ten (10) working days of the oral discussion. The formal grievance and the administrator's reply shall be in writing in duplicate (2) on the forms provided.

In stating his/her grievance the employee must specify the Article and Section of this Agreement which was allegedly violated, and give pertinent evidence in support of his/her grievance.

Step 4. All copies of the grievance must be signed by the employee. The Director of Buildings and Grounds shall certify with his/her signature the date and hour of receipt of the grievance. This certification shall be witnessed by the Chief Steward, or his/her designate.

Step 5. The Director of Buildings and Grounds shall within five (5) working days of receipt of grievance present his/her reply to the Chief Steward or his/her designate. The Chief Steward shall certify with his/her signature the date and hour of receipt of the reply. This certification shall be witnessed by the Director of Buildings and Grounds.

Step 6. The grievance shall be regarded as settled and closed five (5) working days after receipt of the reply from the Director of Buildings and Grounds, providing the employee has not signed and presented to the Director of Human Resources the form for appeal.

4. If the employee wishes to appeal the reply of the Director of Buildings and Grounds, he/she shall within five (5) working days request a meeting with the Director of Human Resources. The Director of Human Resources or his/her representative will then schedule a meeting with the claimant, Chief Steward, and/or Business Agent, and/or Union President, and other District representatives so designated by the Director of Human Resources at a time convenient to all parties. The decision of the Director of Human Resources shall be sent to the Chief Steward within five (5) days following the meeting.
5. If the union wishes to appeal the decision of the Director of Human Resources, he/she must request within five (5) working days of receipt of the decision of the Director of Human Resources that the grievance be referred through the Superintendent of Schools to binding arbitration.

## **BINDING ARBITRATION**

Upon request of the grievant and the Union, the unresolved grievance will be referred to binding arbitration. The arbitration shall be conducted by an arbitrator to be selected by the Board and the Union. If the parties are unable to agree upon an arbitrator within seven (7) days, the parties shall jointly request the American Arbitration Association to provide a list of arbitrators. Each party will strike unacceptable names from the list and number the remaining names in the order of preference. The American Arbitration Association will select an arbitrator receiving the lowest composite ranking. If no name was preference by both parties, then both parties will proceed in accordance with the rules of the American Arbitration Association.

The decision of the arbitrator will be binding on both parties. The arbitrator shall have no power to alter the terms of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board and the Union. His/her decision must be based only upon his/her interpretation of the meaning or application of the language of this Agreement. Expenses for the arbitrator's services will be borne equally by the Board and the Union.

## **ARTICLE III**

### **SENIORITY**

1. Custodians shall have seniority dating from their first date of continuous service as a custodian. For purposes of this Article, seniority will accrue on a District-wide level within the bargaining unit. Should a reduction of force or abolishment of a job be necessary, the custodian with the least seniority shall be the first to be laid off. The last employee laid off shall be the first employee to be recalled. Should a job be abolished, the employee who held the job will be assigned temporarily to any vacancy which may exist until the bidding process is exhausted. If a head custodian is laid off because of a reduction of force, the job will be rebid. Part-time employees will be dismissed before full-time employees. The full-time employee with the shorter length of continuing service with the district, within the respective category of position, shall be dismissed first.

If the Board has any vacancies for the following school term, or within 18 months from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employee so removed or dismissed.

Full-time probationary employees will be considered full-time when reduction in force is implemented.

2. A job shall be considered vacant only for the following reasons: (For bidding purposes, a job is considered to be an established position with assigned job duties.)

- A. Resignation or discharge of employee from a job.
- B. Death of employee holding a job.
- C. Jobs that are left vacant by an employee bidding another vacancy within the District.
- D. Creation of a new job.
- E. Job declared vacant due to retirement of an employee.

Any current custodian who is awarded the job through the established bidding process, shall be entitled to a trial period of ninety (90) calendar days during which he/she may be disqualified if he/she is unable to show enough ability to continue on the job. Any disqualification shall be subject to grievance (except probationary employees).

All head custodial openings shall be posted for bid and filled by the most senior applicant scoring eighty percent (80%) ~~or more~~ on the ~~C~~custodial ~~R~~rating ~~F~~form, a copy of which is attached hereto as Appendix A. There shall be a minimum of two scorers with knowledge of the applicant who complete the custodial rating form. The interview process ~~will~~shall be conducted by ~~the Supervisor of Custodians~~custodian foreman, at the employer's discretion, or other buildings and grounds department representatives and the receiving building's administrator who is knowledgeable of the building or facility to be cleaned. The Union may designate an observer to participate in the interview process. The Union observer may be present during the interviews and may offer oral input to the scoring, but shall not score applicants. Interviews shall be held with the three most senior applicants, provided, however, there may be fewer than three interviews if there are fewer than three applicants. Interviews should be held within one (1) week after the vacancy occurs and employees shall be allowed five (5) calendar days to bid on openings. All bids shall be filed electronically with the Director of Buildings and Grounds. This should be done within one (1) week after the vacancy occurs and employees shall be allowed five (5) calendar days to bid on openings. All bids shall be filed electronically and shall be filed with the Director of Buildings and Grounds. Members transferred by written application to a classification other than their own shall be paid the minimum rate for the classification to which transferred.

3. Custodians desiring a maintenance position shall make written application for maintenance openings. Any custodian who is disqualified for a maintenance position shall return to whatever vacant equivalent position he/she left or he/she shall bump the custodian with the least seniority in said classification providing the custodian has more seniority than the member he/she bumps. All non-head custodial openings shall be posted for bid and filled according to seniority. This should be done within one week after the vacancy occurs and employees shall be allowed five (5) calendar days to bid on openings. All bids shall be filed electronically and shall be filed as follows: one copy to the Director of Buildings and Grounds, one copy to the Union Chief Steward and one copy to the Director of Personnel. Members transferred by written application to a classification other than their own shall be paid the minimum rate for the classification to which transferred.

4. Members transferred via the bidding process are limited to two awarded transfers per fiscal year.
5. Probationary members. All new employees shall be considered as probationary employees for the first ninety (90) calendar days of their employment. The School Board, through its appointed representative, shall have the right to discharge any employee in such status and no grievance shall arise there from. After members have completed their probationary period, their names shall be placed on the seniority list and seniority shall start from the date of hiring.
6. Before employing new people, the Board must recall any member who has been laid off for lack of work. Said member, upon being notified by registered mail, must report his/her intention to return within seven (7) calendar days to retain his/her seniority and must report for work within one (1) week from date of filing his/her intention to return. Failing to comply, he/she will waive all right of employment. A member on disability shall report for work on the first work day following his/her release by the attending physician, and failing to report he/she will waive all right to employment.
7. ~~Any member serving in the armed forces under a national emergency shall suffer no loss of seniority rights or other privileges due to the time lost in the service of his/her country. Seniority for returning veterans shall be dated from his/her last date of hire before entering the service with credit given for time in the service of his/her country. Members shall make written request to return to work within thirty (30) days following date of discharge from service.~~  
  
The District shall comply with the Family Military Leave Act and the associated leave requirements of as noted in 820 ILCS 151/1 et. seq. Covered Employees as defined under the Act shall not suffer loss of seniority rights or other privileges due to associated service as defined in the Act. to his or her country.
8. All non-bargaining unit positions shall be posted and currently employed personnel, who are qualified, will be considered and interviewed for that position.
9. Vacancies shall be posted on the District's electronic hiring system, and it is the responsibility of the members to monitor the status of vacancies throughout the District.
10. All job bids and notifications shall be done through the District's electronic application process. The District will provide training to all employees on the use of electronic applications. The successful bidder for any position shall be placed in such position within fourteen (14) calendar days of the expiration of the bid notice. The fourteen (14) calendar day limit can be extended by mutual agreement.
11. Members may be transferred from one shift to another without bidding. A shift transfer shall take into consideration the efficiency of the department. Any position that remains open after the bidding process has been completed will be offered to volunteers by seniority.

12. Prior to implementing any change in job assignments, the Director of Building and Grounds or his or her designee shall meet with the representatives of the Union to discuss the reason(s) for the change and other possible solutions. A mutual agreement between the parties will be reached prior to any changes taking effect.

## **ARTICLE IV**

### **DISCIPLINE, DISCHARGE AND SUSPENSION**

#### **PERFORMANCE OF DUTIES**

1. It is hereby agreed that all members of Local #73 shall comply with all working rules and perform in a satisfactory manner the duties assigned and in the manner prescribed by their supervisors in accordance with approved custodial job descriptions.
2. At its option the School Board, through its appointed representatives, may suspend rather than discharge an employee if in their opinion the situation warrants such action. The maximum period of such suspension shall be ninety (90) days. In determining whether an employee should be discharged or suspended, the School Board will consider the employee's employment record and any other pertinent information, and their decision shall be final.
3. The discharge or suspension of an employee shall be handled in the following manner:
  - A. When the School Board or its representative determines to discharge or suspend an employee for just cause, he/she shall be suspended immediately and subsequently given a written notice indicating either discharge or suspension.
  - B. Grievances involving suspension or termination shall be filed directly at the 4<sup>th</sup> level of the grievance procedure with the Director of Human Resources bypassing all prior steps of the grievance process. The Department of Human Resources will, within 48 hours, schedule a grievance meeting to be held within 5 working days of receipt of the written grievance, and the parties shall proceed as outlined in Article II Sections 4 and 5.
4. Any letter of reprimand or of negative content included in a personnel file shall be subject to administrative review upon written request by the employee after three (3) years following the occurrence, unless otherwise agreed to by both parties. Any letter regarding an offense under Section 5.B. hereof or any offense for which an employee has been suspended will remain in the employee's file. Any reprimand or negative notation which does not expose the District to long-term liability shall be removed from the personnel file. Written warnings removed from a personnel file which were issued three (3) years or more prior to a current related disciplinary action will not be considered in

such current related disciplinary action provided that the employee has received no form of discipline during this three (3) year period.

5. Discipline

- A. Definition. The Board understands that progressive discipline may be applicable to certain disciplinary situations. Employee shall be notified of their right to representation when discipline is contemplated by the employer. Progressive discipline, where applicable, is intended to correct employee deficiencies and shall consist of any or all of the following:

1. Written Warning
2. Written Reprimand
3. Suspension
4. Discharge

Discipline will be issued for just cause and will be issued as soon as practicable after the Employer becomes aware of the event or action giving rise to the discipline. An effort will be made to administer such discipline within thirty (30) days of the time the Employer becomes aware of the event or action giving rise to the discipline. In the event the board is unable to obtain evidence to support its charges due to matters beyond its control, the employee will be notified within the thirty (30) day period that discipline may be administered at a later time when the evidence becomes available to the Board.

- B. The School Board, through its appointed representative, shall not discharge or suspend employee(s) without just cause and in respect to discharge shall give at least one (1) warning notice of the complaint against such employee to the employee in writing and a copy of the same to Local #73, except that no warning notice need be given to an employee before he/she is discharged if the cause of the discharge is:

1. Willfully causing or a viable threat as determined by the administration intending to cause bodily injury to any person upon the school premises.
2. Possession or use of intoxicants or drugs and/or being intoxicated or under the influence of drugs on school premises or by not keeping a good moral standard.
3. Stealing school property or property of others.
4. Willful destruction of school property or damage to school property because of carelessness, neglect, or not following instructions pertaining to the care and operation of such property and equipment.



5. Willful insubordination or sleeping on the job. Refusal or failure to perform work assigned. Use of abusive or threatening language, or action toward the foreman, supervisor, or other employees.
  6. Employees who accept regular employment during the work week in addition to their assignment with the Decatur Public Schools and it interferes in any way with their job with the Decatur Public Schools.
  7. Any employee who leaves a job during regular employment hours without consent of the Director of Buildings and Grounds, his assistant, or the school principal is subject to disciplinary action unless the employee is required to leave due to an imminent emergency. If an employee must leave due to an imminent emergency he/she shall call the Buildings and Grounds office during the day shift or a foreman during second shift as soon as possible. The employee will explain the nature of the emergency. The employer shall advise all employees of the appropriate manner of contacting the foreman on duty.
  8. Use of school vehicles, machines, tools, etc., for personal or private use without the proper approval of the Superintendent of Schools or his/her designated representative.
  9. Applicants for new jobs or transfers to new classifications shall sign a statement certifying to correctness of date on the application. Should it be found that the applicant knowingly falsified the report, it shall be grounds for dismissal.
- C. Manner of Discipline Issuance. Discipline will be issued to an employee with a reasonable expectation of privacy so as not to cause unnecessary embarrassment to the employee.
- D. Pre-Disciplinary and Fact Finding Meeting and Notification. When the Board is contemplating administering discipline, a pre-disciplinary fact finding meeting will be held. The Board will provide written notice to the employee of said meeting, except in cases of emergency, which the Board alone may define. Such notice shall contain the reason, date, time and location of the meeting and shall inform the employee of his/her right to Union representation. At the meeting the employee or his/her Union representative shall be given the opportunity to provide evidence and/or statements relative to the issue being investigated.
- E. Written Warning. In case of written warnings the supervisor must provide the employee a letter explaining the reason for the discipline. ~~The employee shall also be notified of their right to representation.~~
- F. Notification of Disciplinary Action. In the event disciplinary action is taken against an employee the Board shall promptly furnish the Union through its

designated representative, and the employee with written notice of such disciplinary action and the reason therefore.

## ARTICLE V

### COMPENSATION AND INSURANCE

#### COMPENSATION

1. The wage rates of all employees covered by this Agreement are set forth in Appendix B which is attached hereto and made a part hereof.
2. Staff members shall be paid via electronic direct deposit into the bank account of their choosing. Payroll statements reflecting deposits shall be sent to all employees at their individual District email accounts according to the District's established payroll schedule.

3. Pension

Staff members who participate in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings according to the following schedule:

<u>Years of District Experience</u>	<u>Percentage</u>
15-17	0.5%
18	1.0%
19	1.5%
20	2.0%
21	2.5%
22	3.0%
23	3.5%
24	4.0%
25	4.5%

4. End of Career Bonus

The X-step is intended as a one (1) year end of career bonus to be paid post-retirement to qualifying retiring employees in recognition of the many years of faithful and dedicated service the employee has given to the school district. The bonus shall be paid not earlier than thirty-one (31) days following issuance of the final paycheck to the employee and shall not be counted as or credited toward IMRF creditable earnings. In order to qualify for an X-step salary rate for the final year of employment, an employee must be eligible for IMRF retirement criteria and have been employed at least 8-15 years (\$500.00), 16-20 years (\$1,000), 21-25 years (\$2,000), 26 plus years (\$4,000) with the Decatur Public School District 61. No later than sixty (60) days prior to the stated retirement date, the employee must have notified the Director of Human Resources in writing that he/she will be retiring upon the specified date.

## INSURANCE

1. The Board of Education ~~will continue to shall~~ provide for each employee the health insurance plan in effect for ~~the Teachers (DEA contract)non-certificated staff.~~ Any regular employee who works as much as four (4) hours per day but not five (5) hours will be provided the same coverage if they ~~wishelect~~ to pay one-half (1/2) of the premium. ~~Health insurance coverage for the family of staff members will be on an optional basis and the costs of such coverage will continue to be the complete responsibility of the member. The Board agrees that in the event insurance coverage is revised or premiums changed when the policy expires on September 1 of each fiscal year it will include the same subsidy as provided in the teachers' contract. The family insurance premium will include the same subsidy as provided in the Decatur Education Association contract (Teachers) (D.E.A.) teachers' contract. The health and medical insurance coverage which is presently in effect will be on an optional basis for custodial employees who retire at age 55 or thereafter with 10 years of service in the from the Decatur School District. Retirees who opt to participate in the employee group health insurance plan will pay the entire annual premium plus the surcharge imposed by the insurance carrier. SingleCoverage will end when the retiree reaches the age of 65. An employee may elect to participate in the employer plan post retirement provided the employee pays the entirety of the relevant premium. Health insurance for the employee who retires on one the family planfamily of the retiree will be on an optional basis. Retirees who opt for this familycoverage will pay the entire premium. Family CCeoverage will shall end when the retiree or dependent reaches 65, whichever comes first.~~
2. The Board will provide for each full-time employee paid life insurance in the amount of \$20,000. Any regular employee who works as much as four (4) hours per day but not five (5) hours will be provided the same coverage if they wish to pay one-half (1/2) of the premium.

## **ARTICLE VI**

### **OVERTIME**

1. When overtime is required only employees qualified to perform work will be assigned. However, those disqualified for a certain overtime job will not be charged as time worked or turned down. The decision as to whether an employee is qualified for a particular assignment is the responsibility of the Director of Buildings and Grounds or his/her designated representative. Overtime shall be divided as equally as possible, according to the requirements of the overtime work. When overtime is offered, the employee must accept or reject the overtime before the end of the current shift.
2. An up to date list showing overtime hours shall be kept within the building and shall be made available to those employees working within that building or department, upon request. The overtime board will be maintained on the basis of hours of overtime worked in order to divide as equally as possible overtime work. When a new employee begins

work he/she will be placed at the bottom of the overtime list and charged with the highest amount of overtime of any employee on the overtime board. When overtime is required, the person with the least number of overtime hours shall be asked first in an attempt to equalize overtime hours. The first overtime offered will be considered the first to be worked and will not be reassigned. Refusal of overtime work on the part of an employee will result in crediting the employee with the hours refused, just as if he/she had worked the hours.

Filling overtime and keeping an updated list of overtime hours is the responsibility of management and no bargaining unit employee will be placed in a position of offering overtime or keeping overtime lists. Employees who do not answer or return the call before the work is assigned shall be charged the amount of overtime being offered.

3. In the event of an emergency, overtime may be assigned to persons as necessary.
4. Any errors made in maintaining the overtime board will be corrected and subsequent assignment of overtime will be made on the basis of the corrected overtime board. No employee will be paid for any overtime which he/she may have temporarily lost because of an error in the overtime board.
5. Overtime records will be zeroed at the beginning of each fiscal year.
6. When overtime work is required overtime will be filled by a low hour, high seniority basis. Seniority will be based on the date of employment with the district. When overtime exists in a certain building, the employee's normally assigned to that building will be offered that overtime prior to other employees.

## **ARTICLE VII**

### **VACATION AND HOLIDAYS**

1. **VACATION**
  - A. Employees with one (1) year seniority (hired after July 1) shall receive one (1) week vacation with pay; those with two (2) through five (5) years seniority shall receive two (2) weeks with pay; those with six (6) through eleven (11) years seniority shall receive three (3) weeks vacation with pay; and those with twelve (12) or more years seniority shall receive four (4) weeks vacation with pay. Part-time employees will receive prorated vacation.
  - B. An employee shall be employed on or before October 1 in order to receive the above benefits. An employee hired after October 1 shall receive pro-rated vacation entitlement. Subject to the need to maintain an adequate work force to ensure that the services of the department will not be impaired, vacation may be scheduled at any time during the fiscal year as needed but preferably in one-week

increments. All vacation dates shall be subject to the approval of the Director of Buildings and Grounds.

Requests for vacation shall be submitted at least one (1) week in advance. Requests for vacation will be answered within one (1) week of the receipt of the request. Vacation requests submitted with less than (1) one week notice will be answered in a timely fashion and subject to the staffing needs of the department and the approval of the Director of Buildings and Grounds.

Once a vacation has been approved no changes will be made except in an emergency. For purposes of determining vacation entitlement, seniority shall be based on the last date of employment with the district. If more than one request is received for the same vacation dates, seniority will prevail.

Two weeks of carryover vacation will be granted upon request. The maximum carryover shall be two weeks beyond the normal vacation entitlement.

- C. After a full year of employment with District No. 61, any building service employee who voluntarily terminates his/her employment shall be awarded, upon termination, the prorated earned vacation days.
- D. An employee must have worked a minimum of sixty (60) percent of his/her scheduled working days in the twelve (12) months preceding June 1 of the vacation year in order to be eligible for any vacation. Any authorized use of sick days will be counted as part of the 60% scheduled working days.
- E. Vacation pay is to be based upon normal work shift rate during the school year.
- F. There will be no dock days except those noted in Article IX. Administration shall retain exclusive discretion to grant dock days based upon exceptional circumstances.

## 2. LEGAL HOLIDAYS

- A. When the following legal holidays fall within a work week (Monday through Friday), there will be no deduction of pay. If the holiday falls on Saturday or Sunday and is not granted on the preceding Friday, succeeding Monday or on another date during the current fiscal year, that holiday will be added to the employee's vacation entitlement.

New Year's Day	Columbus Day
President's Day	Veterans Day
Friday before Easter	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day
Casmir Pulaski Day	Martin Luther King, Jr. Holiday

An employee must be in pay status the day before and the day after a holiday to be paid for the holiday. If ill the day before or after a holiday, the employee must have and use benefit time in order to be paid for the holiday.

Should any above listed Holidays be determined by the School District to be a day of work, the School District will contact the Union as soon as it becomes aware of the change to discuss a possible alternative day for the Holiday. Any changes in the Holiday schedule shall only be by mutual agreement.

## **ARTICLE VIII**

### **SICK, FUNERAL, COURT LEAVE & PERSONAL DAY**

#### **1. SICK LEAVE**

- A. Each full-time employee shall be allowed during each fiscal year fifteen (15) days leave without loss of pay for his/her own illness or quarantine, or for death in the immediate family or in his/her own home. The immediate family as defined by Illinois statute 105 ILCS 5/24-6: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. If an employee is absent for illness other than his/her own, a doctor's statement will be required. If personal illness is claimed, a doctor's statement may be required after an employee has been absent three days. A doctor's statement may be required in certain other cases by the School District where the absence of the employee is less than three days. In this case, the cost of obtaining this certificate shall be borne by the District and the District may require in this instance the employee to see a doctor of its own choosing. If an employee is absent for serious illness or for hospitalization, a doctor's release for regular duties must be presented before returning to work.
- B. Employees hired after July 1 shall be credited with a proportionate number of sick leave days rounded off to the nearest one-half (½) day.
- C. If the employee does not use the full amount of sick leave during the fiscal year, the amount unused may accumulate to a total of 2,040 hours exclusive of the current year. Unused sick days will be reported to IMRF for the purpose of service credit allowed by law.
- D. Accumulated sick leave shall automatically terminate on the date that an employee's employment terminates. Employees reduced in force who are re-employed within one calendar year following termination due to elimination of a position, shall receive the sick leave entitlement held prior to termination.

E. If an employee is released by his/her physician for light duty, and the Board's doctor concurs, with the consent and on the conditions set forth by the Director of Building and Grounds, an employee may be assigned to light duty if an available position exists.

F. Any unused vacation days beyond the two (2)-week carryover, up to five (5) such days, shall roll over to sick leave on June 30 of each year. Upon request a Bargaining Unit employee may take vacation days as sick days, waiving the seven (7) day preapproval, at the discretion of the Director of Buildings and Grounds.

## 2. FUNERAL LEAVE

A. Absence for attendance at funerals shall be allowable under accrued sick leave.

B. If an employee is requested to serve as a pall bearer and, to do so he/she must be absent from work, the absence shall be considered time off without pay unless the employee elects to have it charged to his/her sick leave.

## 3. COURT LEAVE

Any employee summoned for jury duty or issued a court subpoena shall be paid his/her full salary for each working day of absence, provided that the employee pays the District the jury fee or witness fee and further provided the employee returns to work after being excused from such duty. A statement of hours actually served may be required. This provision is not applicable if the staff member is a witness against the School District, the Board of Education or its representative(s) as a result of any legal actions commenced by or on behalf of the parent organization(s) of Service Employees International Union, Local #73, its agents or members, or as the result of any legal actions arising from collective negotiations between the Service Employees International Union, Local #73 and the Board of Education.

## 4. PERSONAL DAY

Each full-time employee shall be allowed during the fiscal year four (4) personal days with such to be deducted from sick leave. Personal leave days shall be requested in accordance with current sick time call-in policy. The employee shall inform the office of the Director of Buildings and Grounds that such days shall be designated as personal days. No personal days will be taken the day before or after a holiday unless permission is granted by the Director of Buildings and Grounds.

## 5. DONATION PROGRAM



~~An Employee may receive sick leave days, at full pay and benefits, donated from other bargaining unit employees with written consent of the donating employee and the written approval of the Board, provided:~~

~~A. The receiving employee has used all his/her personal accumulated vacation, sick, and personal leave days, including the current year's allotment due to an accident, injury, or illness.~~

~~B. The receiving employee may receive no more than a total of twenty (20) sick leave days in any given school year. Days must be used in the fiscal year they are donated or they will be returned to the donor.~~

~~C. An Employee may donate no more than a total of five (5) sick leave days in any given fiscal year.~~

~~D. Employees shall not be required to receive donated days prior to making application for disability benefits from IMRF.~~

## ARTICLE IX

### LEAVES OF ABSENCE, MATERNITY, DISABILITY & EXTENDED ILLNESS

#### 1. LEAVES OF ABSENCE

To obtain a leave of absence the person desiring the leave must have at least one year continuous and satisfactory service with the Decatur School District No. 61. The leave of absence shall be for a specified period, not to exceed one (1) year. The purpose of the leave of absence shall be to further the employee's education. In most cases, the purpose for leave of absence shall be directly related to the requestor's job. The time on leave shall accrue to the employee's seniority and he/she shall return to the job held at the time the leave of absence began. The employee desiring leave of absence shall submit his/her request in writing to the Director of Buildings and Grounds and the Superintendent of Schools at least thirty (30) days prior to the starting date of the requested leave of absence. Should a Business Agent's union work require him/her to take a leave of absence not to exceed one year, he/she shall not lose any seniority and shall return to his/her original job at his/her earliest convenience. Leave shall be requested in writing to the Board of Education.

#### 2. FAMILY AND MEDICAL LEAVE ACT

The Board shall comply with the Family and Medical Leave Act.

#### 3. DISABILITY & EXTENDED ILLNESS

Any staff member whose disability or personal illness extends beyond the period compensated under Article VIII and after the expiration of any Family and Medical Leave Act leave as provided in Paragraph 2. will be granted a leave of absence without

pay or increment until such time as a physician certifies the staff member is capable of returning to work. The Board may request an examination by a Board-appointed physician or psychiatrist. Members must use all accrued benefit time (sick, vacation or personal) prior to beginning extended leave and in no case shall disability or extended illness leave extend beyond one (1) calendar year. The member shall retain seniority upon returning to work. During the period of disability or extended illness, the District will continue to pay its portion of health insurance premiums.

4. UNION LEAVE

Union Stewards needing time off for Union functions (not related to district activities) such as, but not limited to, conferences, trainings, meetings etc. will be granted the time off without pay upon written request provided the number of days does not exceed twenty (20) days total in a year for all stewards and such additional days for Executive Board members. Written notification will be provided to the Director of Buildings and Grounds or his designated representative at least one week in advance.

## **ARTICLE X**

### **INJURY COMPENSATION**

Compensation for injury or sickness shall be continued in accordance with the Illinois Worker's Compensation Act and Article VIII of this Agreement.

## **ARTICLE XI**

### **WORKING CONDITIONS**

1. Custodians will be under the general supervision of the Department of Buildings & Grounds. While school is in session, they will work under the collective direction of the building principal, the Supervisor of Custodians, and the Custodian Foreman. Emergency jobs may be assigned by the principal or assistant principal, Supervisor of Custodians, the Custodian Foreman ~~and/or~~ the Director of Buildings & Grounds. All disciplinary actions will be administered with input from both the building principal and the Supervisor of Custodians.
2. In the case of absences, the Supervisor of Custodians or his/her designee will assign the replacement custodians as required to meet operational requirements. If a custodian is assigned to temporarily replace a head custodian, the employee will receive head custodian pay and any differential pay that may apply in accordance with the Wage Schedule.
3. The Director of Buildings and Grounds and/or his/her designated representative will schedule hours and shifts. For the day shift the work day shall be considered the first

eight hours worked, regardless of time of starting if 5:00 a.m., or after. For second shift the work day shall be the first eight hours worked regardless of time of starting if 12:00 noon or after. For the third shift the work day shall be the first eight hours worked regardless of time of starting if 11:00 p.m. or after. All time over ~~eight (8) hours per day and/or~~ forty (40) hours per week in paid status shall be paid at the overtime rate according to the Wage Schedule. Except by mutual consent the work week shall not be shortened in order to avoid overtime nor lengthened beyond eight (8) hours. Overtime required on holidays and Sundays shall be paid at twice the respective hourly rate.

4. The work hours for day shift shall be nine (9) hours (eight hours on duty and one hour for lunch). The regular work week shall be Monday through Friday. The regular work hours for the night shift shall be eight and one-half (8-1/2) hours (eight hours on duty and one-half hour for lunch). The work hours and work week for part-time employees will be established by the Director of Buildings and Grounds or his/her representative.
5. When an employee is recalled for extra work, he/she shall be paid a minimum of two (2) hours pay at the overtime rate. ~~Return to the building by a custodian for failure to properly secure a building or other premises will be done without recall pay.~~ A foreman or head custodian shall take after-hour police calls concerning open buildings, lights left on, etc., and return to the building to meet police and secure the building. If the building was properly secured at the close of the work day, additional pay for the return call and for work necessary to secure the building would be paid at the overtime rate.
6. In case of emergency any employee may be transferred from his/her regular duties to take care of the emergency as long as the emergency might exist. An emergency is defined as an unforeseen occurrence, a sudden and urgent occasion for action.
7. From the day after school closes for students for the summer vacation, until the day before school opens in the fall and Christmas vacation, a one-half (1/2) hour lunch period shall be in effect, making an eight and one-half (8-1/2) hour working day (eight hours work and one-half hour lunch).
8. Except in cases of grievance, employees shall not do union work during work hours. This includes by telephone or by employees on other shifts or employees laying off work or anyone working for the union calling on other employees during their work hours. When it is necessary for the Business Agent to conduct business of Local #73 which does not involve the time of other Decatur School District employees, he/she may request a reasonable time off without pay to conduct the business. The Chief Steward or his designee shall be allowed time to settle grievances or conduct grievance investigations during working hours without loss of pay subject to the advance approval of the Director or Buildings and Grounds or his/her designated representative.
9. The foreman shall be classified as an administrative and supervisory position. No supervisor shall perform duties which will replace a regular employee.

10. Private cars of employees may be used to transport custodians from one job to another within the School District during the work day. Mileage for this purpose shall conform to the prevailing district rate.
11. For employees choosing the option of District purchased shoes, the District will pay up to \$170.00 of the initial or replacement purchase of a pair of safety toe work shoes of the employee's choice or the repair of eyewear damaged during the course of work or a combination of both. Safety toe work shoes shall meet or exceed ANSI Z41PT99, I/75 C/75 standards. In the event the District pays for such safety toed shoes, the employee must wear the same while on duty for at least one year after the date of purchase. The replacement of the shoes shall be limited to once every year.
12. After the 90 day probation period, the District will provide for each employee 5 short sleeve and 5 long sleeve shirts. No later than July 1 of each year, orders will be placed for uniforms. Each employee has the option to mix and match shirts and other District clothing up to a maximum of \$175.00; provided, however, each employee must maintain at least 5 work shirts. The shirt will bear an emblem identifying the wearer as an employee of School District No. 61. Replacement of the clothing will be provided at the discretion of the Director of Building and Grounds provided the damaged clothing is turned into his/her office. Damage of the clothing could occur either from accident or hard wear. Employees shall wear the work uniform while on duty. Such shall be the employee's personal property. Deliberate alteration of the work clothing issued is not allowed.
13. Prior to being assigned duties that require utilization of job-specific equipment, the affected custodians will be trained on the proper use and operation of said equipment.

## **ARTICLE XII**

### **DEFINITION OF FULL-TIME AND PART-TIME EMPLOYEES, SAFETY COMMITTEE & VOCATIONAL STUDENTS**

#### **1. DEFINITION**

- A. A full-time employee is one who works eight (8) or more hours daily and is employed twelve (12) months per year. Full-time employees are eligible for full vacation, holiday and insurance benefits provided by the School District as specified in this Agreement.
- B. A part-time employee is one who works less than eight (8) hours per day but is employed on a continuous basis for the number of weeks required for the position. Part-time employees are eligible for vacation, sick leave and holiday benefits calculated on a basis that is consistent with the time they are employed. Part-time employees shall have seniority within their category.

- C. A substitute is an individual employed on a day to day basis to replace a full or part-time custodian on a temporary basis.

It is understood and agreed that no individual presently employed by the School District as a custodian will be dismissed by the Board of Education for the purpose of replacing the employee with a part-time employee.

## 2. SAFETY COMMITTEE

- A. A Safety Committee will be established composed of two custodians and one administrator or supervisor and shall meet on a bi-monthly basis. These meetings may be waived by mutual agreement of the parties. Meetings may be held more often if the parties deem it necessary.
- B. The purpose of the Safety Committee will be to formulate operation procedures which ensure safe working conditions, encourage all employees to perform their work in a manner that promotes safety, and investigate any reports of unsafe working conditions.
- B. The Safety Committee will be responsible to the Director of Buildings and Grounds and will make their reports to him/her.
- C. Safety issues brought forth to the Supervisor of Custodians and not addressed shall be brought to the Director of Buildings and Grounds.
- D. Any safety issue brought forth to the Director of Building and Grounds and not corrected will be subject to the grievance procedure.

## 3. VOCATIONAL STUDENTS

Vocational students will be allowed to participate in work experience programs so long as no custodian is displaced as a result. The wage rate for vocational students shall be established by the Board of Education. The vocational student will work under the general guidance of a custodian.

# **ARTICLE XIII**

## **LIMITATIONS**

- 1. If any portion of this Agreement is in violation of any law of the State of Illinois, that portion in disagreement shall be considered null and void. Both parties to this Agreement must comply fully with all applicable state and federal laws.

2. During the term of this Agreement or any renewal or extension thereof, there shall be no strike, work stoppage, slowdown or refusal to perform job functions and responsibilities. The officers of the Union or Agents of the Union shall not authorize, institute, instigate or encourage any such activities.
3. During the term of this Agreement or any renewal or extension thereof, the Board will not lock out bargaining unit members. In the event of any picketing, strike, work stoppage, slow down or other concerted activity by any other labor organization; the employees agree to fully perform their job functions and responsibilities.

## **ARTICLE XIV**

### **APPROVAL OF AGREEMENT**

The provisions of this Agreement will continue and remain in full force and effect from year to year until such time as both parties agree to a change or modification. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties and no departure from a provision of this Agreement by either party, or by their officers, agents or representatives, or by members of the negotiating committees, shall be construed to constitute a continuing waiver of the right to enforce such provisions.

## **ARTICLE XV**

### **MEDIATION**

Within five (5) days from the declaration of impasse, the Board and Local #73, SEIU, shall jointly initiate a letter to the Federal Mediation and Conciliation Services requesting assignment of a member of their staff to mediate the dispute. Both parties shall jointly share in the cost of mediation.

## **ARTICLE XVI**

### **PERSONNEL FILE**

The official personnel file for bargaining unit members will be maintained in the personnel office. When any disciplinary document is placed in an employee's official personnel file, the Board shall furnish the employee a copy of such document. Employees will be permitted to review their official personnel file pursuant to the provisions of the *Personnel Records Review Act*.

## APPENDIX A

### Custodial Interview Rating Form Decatur Public Schools #61

Instructions: Rate each candidate in each of the following categories using the points assigned. Add points from each category for a total raw score. Candidates receiving 80 points or more in the raw score section will be considered qualified for the position. The candidates scoring 80 or more points should be listed in rank order on the Qualifying Candidate Section. Place the custodial Seniority Rank of each Qualifying Candidate in the space provided in the Qualifying Candidate Section. The Qualifying Candidate with the highest Seniority Ranking will be awarded the position.

		Candidates					
Category	Points	1	2	3	4	5	6
Ability	0-15	_____	_____	_____	_____	_____	_____
Quality of Work	0-20	_____	_____	_____	_____	_____	_____
Attitude	0-15	_____	_____	_____	_____	_____	_____
Communication	0-15	_____	_____	_____	_____	_____	_____
Dependability/Attendance	0-20	_____	_____	_____	_____	_____	_____
Technical Knowledge	0-15	_____	_____	_____	_____	_____	_____
Total Raw Score		_____	_____	_____	_____	_____	_____

	<u>Qualifying Candidates</u>	<u>Seniority Rank</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Qualifying Candidate with Highest Seniority Rank

\_\_\_\_\_ Selected for Position



## APPENDIX B

### Wage Schedule — Custodians

Over the life of this contract, Eligible employees shall annually receive a step increase on July 1; however, for those employees hired during the prior fiscal year, only those hired prior to October 1 shall receive a step increase.

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
New employee — first 90 worked days	\$19.25	\$18.85	\$18.45	\$18.05
One custodian school	\$ 0.57	\$ 0.57	\$ 0.58	\$ 0.58
Head custodian — Additional	\$ 1.02	\$ 1.02	\$ 1.04	\$ 1.04

<u>Night Shift Differential</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Second shift employees, both full time indicated) per hour and third shift employees, both full time and part time, an extra (as indicated) per hour in addition to regular pay for all work performed on such shifts.	\$ 0.54	\$ 0.54	\$ 0.55	\$ 0.55

### HOURLY RATE OF PAY FOR 2016—2017

FY 17 Steps	Years of Experience	Rate of Pay
1	0	\$21.10
2	1	\$21.72
3-6	2-5	\$21.96
7-11	6-10	\$22.01
12-16	11-15	\$22.06
17-21	16-20	\$22.11
22-30	21+	\$22.16

### HOURLY RATE OF PAY FOR 2017—2018

FY 18 Steps	Years of Experience	Rate of Pay
1	0	\$20.70
2	1	\$21.50
3	2	\$22.13
4-6	5	\$22.38
7-11	8-10	\$22.43
12-16	11-15	\$22.48
17-21	16-20	\$22.53
22-30	21+	\$22.58

### HOURLY RATE OF PAY FOR 2018—2019

FY 19 Steps	Years of Experience	Rate of Pay
1	0	\$20.30
2	1	\$21.09
3	2	\$21.91
4	3	\$22.55
5-6	4-5	\$22.81
7-11	6-10	\$22.86
12-16	11-15	\$22.91
17-21	16-20	\$22.96
22-30	21+	\$23.01

### HOURLY RATE OF PAY FOR 2019—2020

FY 20 Steps	Years of Experience	Rate of Pay
<u>1</u>	<u>0</u>	<u>\$19.90</u>
<u>2</u>	<u>1</u>	<u>\$20.69</u>
<u>3</u>	<u>2</u>	<u>\$21.49</u>
<u>4</u>	<u>3</u>	<u>\$22.33</u>
<u>5</u>	<u>4</u>	<u>\$22.98</u>
<u>6</u>	<u>5</u>	<u>\$23.24</u>
<u>7-11</u>	<u>6-10</u>	<u>\$23.29</u>
<u>12-16</u>	<u>11-15</u>	<u>\$23.35</u>
<u>17-21</u>	<u>16-20</u>	<u>\$23.40</u>
<u>22-30</u>	<u>21+</u>	<u>\$23.45</u>

	2020-21	2021-22	2022-23	2023-24
New employee - first 90 worked days	\$18.00	\$18.00	\$18.00	\$18.00
One-custodian school	\$ 0.59	\$ 0.60	\$ 0.61	\$ 0.62
Head custodian - Additional	\$ 1.06	\$ 1.08	\$ 1.10	\$ 1.12

Night Shift Differential	2020-21	2021-22	2022-23	2023-24
Second shift employees, both full-time indicated) per hour and third shift employees, both full-time and part-time, an extra (as indicated) per hour in addition to regular pay for all work performed on such shifts.	\$ 0.57	\$ 0.59	\$ 0.61	\$ 0.63

Yrs Exp	Step		FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
<u>0</u>	<u>1</u>	<u>-</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>
<u>1</u>	<u>2</u>	<u>-</u>	<u>21.13</u>	<u>20.55</u>	<u>20.50</u>	<u>20.50</u>
<u>2</u>	<u>3</u>	<u>-</u>	<u>21.93</u>	<u>21.71</u>	<u>21.06</u>	<u>21.01</u>
<u>3</u>	<u>4</u>	<u>-</u>	<u>22.76</u>	<u>22.53</u>	<u>22.25</u>	<u>21.59</u>
<u>4</u>	<u>5</u>	<u>-</u>	<u>23.62</u>	<u>23.39</u>	<u>23.09</u>	<u>22.81</u>
<u>5</u>	<u>6</u>	<u>-</u>	<u>24.29</u>	<u>24.27</u>	<u>23.97</u>	<u>23.67</u>
<u>6</u>	<u>7</u>	<u>-</u>	<u>24.56</u>	<u>24.96</u>	<u>24.88</u>	<u>24.57</u>
<u>7</u>	<u>8</u>	<u>-</u>	<u>24.61</u>	<u>25.24</u>	<u>25.58</u>	<u>25.50</u>
<u>8</u>	<u>9</u>	<u>-</u>	<u>24.61</u>	<u>25.29</u>	<u>25.87</u>	<u>26.22</u>
<u>9</u>	<u>10</u>	<u>-</u>	<u>24.61</u>	<u>25.29</u>	<u>25.92</u>	<u>26.52</u>

<u>10</u>	<u>11</u>	-	<u>24.61</u>	<u>25.29</u>	<u>25.92</u>	<u>26.57</u>
<u>11-15</u>	<u>12-16</u>	-	<u>24.67</u>	<u>25.35</u>	<u>25.98</u>	<u>26.63</u>
<u>16-20</u>	<u>17-21</u>	-	<u>24.72</u>	<u>25.40</u>	<u>26.04</u>	<u>26.69</u>
<u>21+</u>	<u>22+</u>	-	<u>24.77</u>	<u>25.45</u>	<u>26.09</u>	<u>26.74</u>

### Overtime

Overtime rate for all classifications shall be paid at time and one half of their respective daily hourly basic rate for all overtime hours worked in excess of eight (8) hours per day or forty (40) hours per week. Overtime required on holidays and Sundays shall be paid at twice the respective hourly rate. All time over forty (40) hours per week in paid status shall be paid at the overtime rate according to the Wage Schedule. Except by mutual consent the work week shall not be shortened in order to avoid overtime nor lengthened beyond eight (8) hours. Overtime required on holidays and Sundays shall be paid at twice the respective hourly rate.

## Effective Date of Wage Schedule

This contract will be a four year contract July 1, 2016~~20~~ through June 30, 2020~~4~~.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016~~20~~

SERVICE EMPLOYEES INTERNATIONAL  
UNION LOCAL NO. 73  
CUSTODIANS "A" TEAM

BOARD OF EDUCATION  
DECATUR PUBLIC SCHOOL  
DISTRICT NO. 61

\_\_\_\_\_  
SEIU #73 President

\_\_\_\_\_  
President

\_\_\_\_\_  
~~SEIU #73 Vice President~~Union Representative

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chief Steward

\_\_\_\_\_  
Board Chief Negotiator

\_\_\_\_\_  
~~Custodian Team Member~~Chief Negotiator

\_\_\_\_\_  
~~Custodian Team Member~~Steward

\_\_\_\_\_  
~~Custodian Team Member~~Steward

\_\_\_\_\_  
Custodian Team Member

\_\_\_\_\_  
Custodian Team Member

\_\_\_\_\_  
Custodian Team Member

\_\_\_\_\_  
~~Custodian Team Member~~

AGREEMENT

WORKING CONDITIONS  
AND WAGE SCHEDULE

BETWEEN

DECATUR PUBLIC SCHOOLS  
BOARD OF EDUCATION  
DISTRICT NO. 61

AND

SERVICE EMPLOYEES  
INTERNATIONAL UNION  
LOCAL NO. 73  
CUSTODIANS "A" TEAM

July 1, 2020 through June 30, 2024

## Table of Contents

ARTICLE I .....	3
RECOGNITION .....	3
ARTICLE II .....	5
GRIEVANCE PROCEDURE.....	5
ARTICLE III.....	7
SENIORITY .....	7
ARTICLE IV .....	9
DISCIPLINE, DISCHARGE AND SUSPENSION .....	9
ARTICLE V .....	12
COMPENSATION AND INSURANCE.....	12
ARTICLE VI .....	13
OVERTIME.....	13
ARTICLE VII.....	14
VACATION AND HOLIDAYS.....	14
ARTICLE VIII.....	16
SICK, FUNERAL, COURT LEAVE & PERSONAL DAY .....	16
ARTICLE IX .....	18
LEAVES OF ABSENCE, MATERNITY, .....	18
DISABILITY & EXTENDED ILLNESS.....	18
ARTICLE X.....	19
INJURY COMPENSATION .....	19
ARTICLE XI .....	19
WORKING CONDITIONS.....	19
ARTICLE XII.....	21
DEFINITION OF FULL-TIME AND PART-TIME EMPLOYEES, .....	21
SAFETY COMMITTEE & VOCATIONAL STUDENTS .....	21
ARTICLE XIII.....	22
LIMITATIONS.....	22
ARTICLE XIV.....	22
APPROVAL OF AGREEMENT.....	22
ARTICLE XV .....	23

MEDIATION .....	23
ARTICLE XVI.....	23
PERSONNEL FILE .....	23
APPENDIX A.....	24
Custodial Interview Rating Form.....	24
APPENDIX B .....	25
Wage Schedule – Custodians.....	25
Effective Date of Wage Schedule .....	27



# ARTICLE I

## RECOGNITION

1. This is a statement of wage schedule and working conditions, hereafter referred to as Agreement, between the Decatur Public School District No. 61 Board of Education and the Service Employees International Union Local #73, covering wages and general working conditions of employees affiliated with Local #73 who are employed in Decatur Public Schools, hereafter referred to as the School Board. This Board recognizes Local #73 for the classification of employees known as Custodians "A" Team.
2. The contents of this Agreement shall continue from year to year unless either party notifies the other in writing at least ninety (90) days prior to the contract's June 30 expiration, of their desire to change, alter, or modify the contents of the Agreement. Both parties shall meet at least sixty (60) days prior to the June 30 contract's expiration to discuss the proposed modifications.
3. Both parties hereby agree that this Agreement covers all work performed by the custodians as scheduled and that for the purpose of clarification of any clause that might hereafter be in question, a statement covering the intent of such clause should be agreed upon by both parties, attached hereto, and made a part of this Agreement.
4. Dues Deduction
  - A. Upon receipt of a signed authorization card from an employee employed in the bargaining unit the employer shall deduct the amount of Union dues set forth by the Union and any authorized increase therein, and shall remit such deductions monthly to the Secretary-Treasurer of the Union at the address designated by the Union in accordance with the law of the State of Illinois until such time as the Union advises the District that the employee's deductions should cease. The Union shall advise the employer of any increase in dues, in writing, at least fifteen calendar days prior to its effective date.
  - B. CHECKOFF DEDUCTIONS. The Employer agrees to deduct each month, union dues, assessments, and union sponsored benefit program contributions from the pay of those employees who are union members covered by this Agreement and who individually, on a form provided by the union, request in writing that such deductions be made. The union shall certify the current amount of union deductions. A union member desiring to revoke their union membership, may do so by written notice to the Employer and the Union during the thirty (30) day period prior to the expiration date of this contract.
  - C. COPE. The Employer agrees to deduct from the pay of those members who individually request it voluntary contributions to the SEIU Local 73 COPE Fund. The Union shall notify the Employer of the pay period amount that is to be

deducted, and shall provide proof of the employee's request for deduction. Such amounts shall be remitted to the Union every pay period until the employee directs the Employer that such deductions discontinue.

- D. Web-Based and Electronic Sign-Ups. The Union shall provide to the Employer verification that dues deductions have been authorized by the employee. Employees may express such authorization by submitting to the Union a written membership application form, through electronically recorded telephone calls, by submitting to the Union an online deduction form authorization, or by another means of indicating agreement allowable under state and federal law. The parties acknowledge and agree that the term "written authorization" and any similar term used in this Agreement include authorizations created and maintained by the use of electronic records and electronic signatures consistent with state and federal law. The Union, therefore, may use electronic records to verify Union membership, authorization for voluntary deduction of the Union dues and fees from wages or payments for remittance for the union, and authorization for voluntary deductions from wages or payments for remittance to COPE Funds, subject to the requirements of state and federal law.
  - E. HOLD HARMLESS. In the event of any legal action against the Employer or its agent(s) is brought in a court or administrative agency because of Employer's compliance with this Article, Union agrees to defend such action, at its own expense through its own counsel, provided the Employer or its agent(s) gives timely notice of such action in writing to Union and permits Union intervention as a party if it so desires. The Union agrees that in any action so defended, it will indemnify and hold harmless the Employer and its agent(s) from any liability for damages and costs imposed by a final judgment of a court of administrative agency as a direct consequence of the Employer's good faith compliance or attempted compliance with this Article.
- 5. The School Board and Local #73 have a common and sympathetic interest in the Decatur Public School system; therefore, harmonious relations are necessary to improve and maintain efficient organization in the school system. Confidence and mutual understanding between the respective parties will help to promote more efficient operation of the school system.
  - 6. The School Board, through its appointed representative, shall negotiate with Local #73 custodians represented by a bargaining committee designated as "A" Team.

## ARTICLE II

### GRIEVANCE PROCEDURE

1. A grievance shall mean a written complaint by a member of the bargaining unit that there has been an alleged violation, misinterpretation, or misapplication of working conditions, fringe benefits, or wages, specified in this Agreement.
2. The purpose for this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise.
3. All grievance proceedings, but not necessarily the grievance itself, shall be kept confidential, and the proceedings shall be informal, as is mutually agreeable. Records shall be kept by all parties to the grievance. The number of days indicated in each step listed below shall be considered the maximum allowable to all parties, and every effort shall be made to expedite the proceedings. Time restrictions herein may be extended by mutual agreement. The employee(s) and the employer agree to follow the procedures outlined in the following steps:

Step 1. Any claim shall first be presented orally to the most immediate supervisor (foreman or principal, whichever is applicable), within five (5) working days of event, or five (5) working days of employee's knowledge of event. The Supervisor of Custodians will respond to the oral grievance within five (5) working days from notice of the oral grievance.

Step 2. Failing to reach a satisfactory agreement, the employee shall discuss the grievance with the Chief Steward or his/her designated representative. The Chief Steward may designate an assistant steward for each shift to handle grievances in his/her absence. If the Chief Steward has a grievance, the Business Agent may represent him/her.

Step 3. If a satisfactory resolution of the claim cannot be reached orally through the Chief Steward, then a formal written grievance shall be presented by the Chief Steward or his/her designate to the Director of Buildings and Grounds within ten (10) working days of the oral discussion. The formal grievance and the administrator's reply shall be in writing in duplicate (2) on the forms provided.

In stating his/her grievance the employee must specify the Article and Section of this Agreement which was allegedly violated, and give pertinent evidence in support of his/her grievance.

Step 4. All copies of the grievance must be signed by the employee. The Director of Buildings and Grounds shall certify with his/her signature the date and hour of

receipt of the grievance. This certification shall be witnessed by the Chief Steward, or his/her designate.

Step 5. The Director of Buildings and Grounds shall within five (5) working days of receipt of grievance present his/her reply to the Chief Steward or his/her designate. The Chief Steward shall certify with his/her signature the date and hour of receipt of the reply. This certification shall be witnessed by the Director of Buildings and Grounds.

Step 6. The grievance shall be regarded as settled and closed five (5) working days after receipt of the reply from the Director of Buildings and Grounds, providing the employee has not signed and presented to the Director of Human Resources the form for appeal.

4. If the employee wishes to appeal the reply of the Director of Buildings and Grounds, he/she shall within five (5) working days request a meeting with the Director of Human Resources. The Director of Human Resources or his/her representative will then schedule a meeting with the claimant, Chief Steward, and/or Business Agent, and/or Union President, and other District representatives so designated by the Director of Human Resources at a time convenient to all parties. The decision of the Director of Human Resources shall be sent to the Chief Steward within five (5) days following the meeting.
5. If the union wishes to appeal the decision of the Director of Human Resources, he/she must request within five (5) working days of receipt of the decision of the Director of Human Resources that the grievance be referred through the Superintendent of Schools to binding arbitration.

#### BINDING ARBITRATION

Upon request of the grievant and the Union, the unresolved grievance will be referred to binding arbitration. The arbitration shall be conducted by an arbitrator to be selected by the Board and the Union. If the parties are unable to agree upon an arbitrator within seven (7) days, the parties shall jointly request the American Arbitration Association to provide a list of arbitrators. Each party will strike unacceptable names from the list and number the remaining names in the order of preference. The American Arbitration Association will select an arbitrator receiving the lowest composite ranking. If no name was preference by both parties, then both parties will proceed in accordance with the rules of the American Arbitration Association.

The decision of the arbitrator will be binding on both parties. The arbitrator shall have no power to alter the terms of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board and the Union. His/her decision must be based only upon his/her interpretation of the meaning or application of the language of this Agreement. Expenses for the arbitrator's services will be borne equally by the Board and the Union.

## ARTICLE III

### SENIORITY

1. Custodians shall have seniority dating from their first date of continuous service as a custodian. For purposes of this Article, seniority will accrue on a District-wide level within the bargaining unit. Should a reduction of force or abolishment of a job be necessary, the custodian with the least seniority shall be the first to be laid off. The last employee laid off shall be the first employee to be recalled. Should a job be abolished, the employee who held the job will be assigned temporarily to any vacancy which may exist until the bidding process is exhausted. If a head custodian is laid off because of a reduction of force, the job will be rebid. Part-time employees will be dismissed before full-time employees. The full-time employee with the shorter length of continuing service with the district, within the respective category of position, shall be dismissed first.

If the Board has any vacancies for the following school term, or within 18 months from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employee so removed or dismissed.

Full-time probationary employees will be considered full-time when reduction in force is implemented.

2. A job shall be considered vacant only for the following reasons: (For bidding purposes, a job is considered to be an established position with assigned job duties.)
  - A. Resignation or discharge of employee from a job.
  - B. Death of employee holding a job.
  - C. Jobs that are left vacant by an employee bidding another vacancy within the District.
  - D. Creation of a new job.
  - E. Job declared vacant due to retirement of an employee.

Any current custodian who is awarded the job through the established bidding process, shall be entitled to a trial period of ninety (90) calendar days during which he/she may be disqualified if he/she is unable to show enough ability to continue on the job. Any disqualification shall be subject to grievance (except probationary employees).

All head custodial openings shall be posted for bid and filled by the most senior applicant scoring eighty percent (80%) on the custodial rating form, a copy of which is attached hereto as Appendix A. There shall be a minimum of two scorers with knowledge of the applicant who complete the custodial rating form. The interview process shall be conducted by custodian foreman, at the employer's discretion, or other buildings and grounds department representatives and the receiving building's administrator who is knowledgeable of the building or facility to be cleaned. The Union may designate an

observer to participate in the interview process. The Union observer may be present during the interviews and may offer oral input to the scoring, but shall not score applicants. Interviews shall be held with the three most senior applicants, provided, however, there may be fewer than three interviews if there are fewer than three applicants. Interviews should be held within one (1) week after the vacancy occurs and employees shall be allowed five (5) calendar days to bid on openings. All bids shall be filed electronically with the Director of Buildings and Grounds. Members transferred by written application to a classification other than their own shall be paid the minimum rate for the classification to which transferred.

3. Custodians desiring a maintenance position shall make written application for maintenance openings. Any custodian who is disqualified for a maintenance position shall return to whatever vacant equivalent position he/she left or he/she shall bump the custodian with the least seniority in said classification providing the custodian has more seniority than the member he/she bumps. All non-head custodial openings shall be posted for bid and filled according to seniority. This should be done within one week after the vacancy occurs and employees shall be allowed five (5) calendar days to bid on openings. All bids shall be filed electronically and shall be filed as follows: one copy to the Director of Buildings and Grounds, one copy to the Union Chief Steward and one copy to the Director of Personnel. Members transferred by written application to a classification other than their own shall be paid the minimum rate for the classification to which transferred.
4. Members transferred via the bidding process are limited to two awarded transfers per fiscal year.
5. Probationary members. All new employees shall be considered as probationary employees for the first ninety (90) calendar days of their employment. The School Board, through its appointed representative, shall have the right to discharge any employee in such status and no grievance shall arise there from. After members have completed their probationary period, their names shall be placed on the seniority list and seniority shall start from the date of hiring.
6. Before employing new people, the Board must recall any member who has been laid off for lack of work. Said member, upon being notified by registered mail, must report his/her intention to return within seven (7) calendar days to retain his/her seniority and must report for work within one (1) week from date of filing his/her intention to return. Failing to comply, he/she will waive all right of employment. A member on disability shall report for work on the first work day following his/her release by the attending physician, and failing to report he/she will waive all right to employment.
7. The District shall comply with the Family Military Leave Act and the associated leave requirements of 820 ILCS 151/1 et. seq. Covered employees shall not suffer loss of seniority rights or other privileges due to service as defined in the Act.

8. All non-bargaining unit positions shall be posted and currently employed personnel, who are qualified, will be considered and interviewed for that position.
9. Vacancies shall be posted on the District's electronic hiring system, and it is the responsibility of the members to monitor the status of vacancies throughout the District.
10. All job bids and notifications shall be done through the District's electronic application process. The District will provide training to all employees on the use of electronic applications. The successful bidder for any position shall be placed in such position within fourteen (14) calendar days of the expiration of the bid notice. The fourteen (14) calendar day limit can be extended by mutual agreement.
11. Members may be transferred from one shift to another without bidding. A shift transfer shall take into consideration the efficiency of the department. Any position that remains open after the bidding process has been completed will be offered to volunteers by seniority.
12. Prior to implementing any change in job assignments, the Director of Building and Grounds or his or her designee shall meet with the representatives of the Union to discuss the reason(s) for the change and other possible solutions. A mutual agreement between the parties will be reached prior to any changes taking effect.

## **ARTICLE IV**

### **DISCIPLINE, DISCHARGE AND SUSPENSION**

#### **PERFORMANCE OF DUTIES**

1. It is hereby agreed that all members of Local #73 shall comply with all working rules and perform in a satisfactory manner the duties assigned and in the manner prescribed by their supervisors in accordance with approved custodial job descriptions.
2. At its option the School Board, through its appointed representatives, may suspend rather than discharge an employee if in their opinion the situation warrants such action. The maximum period of such suspension shall be ninety (90) days. In determining whether an employee should be discharged or suspended, the School Board will consider the employee's employment record and any other pertinent information, and their decision shall be final.
3. The discharge or suspension of an employee shall be handled in the following manner:
  - A. When the School Board or its representative determines to discharge or suspend an employee for just cause, he/she shall be suspended immediately and subsequently given a written notice indicating either discharge or suspension.

- B. Grievances involving suspension or termination shall be filed directly at the 4<sup>th</sup> level of the grievance procedure with the Director of Human Resources bypassing all prior steps of the grievance process. The Department of Human Resources will, within 48 hours, schedule a grievance meeting to be held within 5 working days of receipt of the written grievance, and the parties shall proceed as outlined in Article II Sections 4 and 5.
4. Any letter of reprimand or of negative content included in a personnel file shall be subject to administrative review upon written request by the employee after three (3) years following the occurrence, unless otherwise agreed to by both parties. Any letter regarding an offense under Section 5.B. hereof or any offense for which an employee has been suspended will remain in the employee's file. Any reprimand or negative notation which does not expose the District to long-term liability shall be removed from the personnel file. Written warnings removed from a personnel file which were issued three (3) years or more prior to a current related disciplinary action will not be considered in such current related disciplinary action provided that the employee has received no form of discipline during this three (3) year period.
5. Discipline
- A. Definition. The Board understands that progressive discipline may be applicable to certain disciplinary situations. Employee shall be notified of their right to representation when discipline is contemplated by the employer. Progressive discipline, where applicable, is intended to correct employee deficiencies and shall consist of any or all of the following:
    - 1. Written Warning
    - 2. Written Reprimand
    - 3. Suspension
    - 4. Discharge

Discipline will be issued for just cause and will be issued as soon as practicable after the Employer becomes aware of the event or action giving rise to the discipline. An effort will be made to administer such discipline within thirty (30) days of the time the Employer becomes aware of the event or action giving rise to the discipline. In the event the board is unable to obtain evidence to support its charges due to matters beyond its control, the employee will be notified within the thirty (30) day period that discipline may be administered at a later time when the evidence becomes available to the Board.
  - B. The School Board, through its appointed representative, shall not discharge or suspend employee(s) without just cause and in respect to discharge shall give at least one (1) warning notice of the complaint against such employee to the employee in writing and a copy of the same to Local #73, except that no warning notice need be given to an employee before he/she is discharged if the cause of the discharge is:



1. Willfully causing or a viable threat as determined by the administration intending to cause bodily injury to any person upon the school premises.
  2. Possession or use of intoxicants or drugs and/or being intoxicated or under the influence of drugs on school premises or by not keeping a good moral standard.
  3. Stealing school property or property of others.
  4. Willful destruction of school property or damage to school property because of carelessness, neglect, or not following instructions pertaining to the care and operation of such property and equipment.
  5. Willful insubordination or sleeping on the job. Refusal or failure to perform work assigned. Use of abusive or threatening language, or action toward the foreman, supervisor, or other employees.
  6. Employees who accept regular employment during the work week in addition to their assignment with the Decatur Public Schools and it interferes in any way with their job with the Decatur Public Schools.
  7. Any employee who leaves a job during regular employment hours without consent of the Director of Buildings and Grounds, his assistant, or the school principal is subject to disciplinary action unless the employee is required to leave due to an imminent emergency. If an employee must leave due to an imminent emergency he/she shall call the Buildings and Grounds office during the day shift or a foreman during second shift as soon as possible. The employee will explain the nature of the emergency. The employer shall advise all employees of the appropriate manner of contacting the foreman on duty.
  8. Use of school vehicles, machines, tools, etc., for personal or private use without the proper approval of the Superintendent of Schools or his/her designated representative.
  9. Applicants for new jobs or transfers to new classifications shall sign a statement certifying to correctness of date on the application. Should it be found that the applicant knowingly falsified the report, it shall be grounds for dismissal.
- C. Manner of Discipline Issuance. Discipline will be issued to an employee with a reasonable expectation of privacy so as not to cause unnecessary embarrassment to the employee.
- D. Pre-Disciplinary and Fact Finding Meeting and Notification. When the Board is contemplating administering discipline, a pre-disciplinary fact finding meeting

will be held. The Board will provide written notice to the employee of said meeting, except in cases of emergency, which the Board alone may define. Such notice shall contain the reason, date, time and location of the meeting and shall inform the employee of his/her right to Union representation. At the meeting the employee or his/her Union representative shall be given the opportunity to provide evidence and/or statements relative to the issue being investigated.

- E. Written Warning. In case of written warnings the supervisor must provide the employee a letter explaining the reason for the discipline.
- F. Notification of Disciplinary Action. In the event disciplinary action is taken against an employee the Board shall promptly furnish the Union through its designated representative, and the employee with written notice of such disciplinary action and the reason therefore.

## ARTICLE V

### COMPENSATION AND INSURANCE

#### COMPENSATION

- 1. The wage rates of all employees covered by this Agreement are set forth in Appendix B which is attached hereto and made a part hereof.
- 2. Staff members shall be paid via electronic direct deposit into the bank account of their choosing. Payroll statements reflecting deposits shall be sent to all employees at their individual District email accounts according to the District's established payroll schedule.
- 3. Pension

Staff members who participate in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings according to the following schedule:

<u>Years of District Experience</u>	<u>Percentage</u>
15-17	0.5%
18	1.0%
19	1.5%
20	2.0%
21	2.5%
22	3.0%
23	3.5%
24	4.0%
25	4.5%

4. End of Career Bonus

The X-step is intended as a one (1) year end of career bonus to be paid post-retirement to qualifying retiring employees in recognition of the many years of faithful and dedicated service the employee has given to the school district. The bonus shall be paid not earlier than thirty-one (31) days following issuance of the final paycheck to the employee and shall not be counted as or credited toward IMRF creditable earnings. In order to qualify for an X-step salary rate for the final year of employment, an employee must be eligible for IMRF retirement criteria and have been employed at least 8-15 years (\$500.00), 16-20 years (\$1,000), 21-25 years (\$2,000), 26 plus years (\$4,000) with the Decatur Public School District 61. No later than sixty (60) days prior to the stated retirement date, the employee must have notified the Director of Human Resources in writing that he/she will be retiring upon the specified date.

INSURANCE

1. The Board of Education shall provide for each employee the health insurance plan in effect for the Teachers (DEA contract) Any regular employee who works as much as four (4) hours per day but not five (5) hours will be provided the same coverage if they elect to pay one-half (½) of the premium. The premium will include the same subsidy as provided in the Decatur Education Association contract (Teachers). An employee may elect to participate in the employer plan post retirement provided the employee pays the entirety of the relevant premium. Coverage shall end when the retiree or dependent reaches 65, whichever comes first.
2. The Board will provide for each full-time employee paid life insurance in the amount of \$20,000. Any regular employee who works as much as four (4) hours per day but not five (5) hours will be provided the same coverage if they wish to pay one-half (½) of the premium.

**ARTICLE VI**

**OVERTIME**

1. When overtime is required only employees qualified to perform work will be assigned. However, those disqualified for a certain overtime job will not be charged as time worked or turned down. The decision as to whether an employee is qualified for a particular assignment is the responsibility of the Director of Buildings and Grounds or his/her designated representative. Overtime shall be divided as equally as possible, according to the requirements of the overtime work. When overtime is offered, the employee must accept or reject the overtime before the end of the current shift.
2. An up to date list showing overtime hours shall be kept within the building and shall be made available to those employees working within that building or department, upon

request. The overtime board will be maintained on the basis of hours of overtime worked in order to divide as equally as possible overtime work. When a new employee begins work he/she will be placed at the bottom of the overtime list and charged with the highest amount of overtime of any employee on the overtime board. When overtime is required, the person with the least number of overtime hours shall be asked first in an attempt to equalize overtime hours. The first overtime offered will be considered the first to be worked and will not be reassigned. Refusal of overtime work on the part of an employee will result in crediting the employee with the hours refused, just as if he/she had worked the hours.

Filling overtime and keeping an updated list of overtime hours is the responsibility of management and no bargaining unit employee will be placed in a position of offering overtime or keeping overtime lists. Employees who do not answer or return the call before the work is assigned shall be charged the amount of overtime being offered.

3. In the event of an emergency, overtime may be assigned to persons as necessary.
4. Any errors made in maintaining the overtime board will be corrected and subsequent assignment of overtime will be made on the basis of the corrected overtime board. No employee will be paid for any overtime which he/she may have temporarily lost because of an error in the overtime board.
5. Overtime records will be zeroed at the beginning of each fiscal year.
6. When overtime work is required overtime will be filled by a low hour, high seniority basis. Seniority will be based on the date of employment with the district. When overtime exists in a certain building, the employee's normally assigned to that building will be offered that overtime prior to other employees.

## **ARTICLE VII**

### **VACATION AND HOLIDAYS**

#### **1. VACATION**

- A. Employees with one (1) year seniority (hired after July 1) shall receive one (1) week vacation with pay; those with two (2) through five (5) years seniority shall receive two (2) weeks with pay; those with six (6) through eleven (11) years seniority shall receive three (3) weeks vacation with pay; and those with twelve (12) or more years seniority shall receive four (4) weeks vacation with pay. Part-time employees will receive prorated vacation.
- B. An employee shall be employed on or before October 1 in order to receive the above benefits. An employee hired after October 1 shall receive pro-rated vacation entitlement. Subject to the need to maintain an adequate work force to

ensure that the services of the department will not be impaired, vacation may be scheduled at any time during the fiscal year as needed but preferably in one-week increments. All vacation dates shall be subject to the approval of the Director of Buildings and Grounds.

Requests for vacation shall be submitted at least one (1) week in advance. Requests for vacation will be answered within one (1) week of the receipt of the request. Vacation requests submitted with less than (1) one week notice will be answered in a timely fashion and subject to the staffing needs of the department and the approval of the Director of Buildings and Grounds.

Once a vacation has been approved no changes will be made except in an emergency. For purposes of determining vacation entitlement, seniority shall be based on the last date of employment with the district. If more than one request is received for the same vacation dates, seniority will prevail.

Two weeks of carryover vacation will be granted upon request. The maximum carryover shall be two weeks beyond the normal vacation entitlement.

- C. After a full year of employment with District No. 61, any building service employee who voluntarily terminates his/her employment shall be awarded, upon termination, the prorated earned vacation days.
- D. An employee must have worked a minimum of sixty (60) percent of his/her scheduled working days in the twelve (12) months preceding June 1 of the vacation year in order to be eligible for any vacation. Any authorized use of sick days will be counted as part of the 60% scheduled working days.
- E. Vacation pay is to be based upon normal work shift rate during the school year.
- F. There will be no dock days except those noted in Article IX. Administration shall retain exclusive discretion to grant dock days based upon exceptional circumstances.

## 2. LEGAL HOLIDAYS

- A. When the following legal holidays fall within a work week (Monday through Friday), there will be no deduction of pay. If the holiday falls on Saturday or Sunday and is not granted on the preceding Friday, succeeding Monday or on another date during the current fiscal year, that holiday will be added to the employee's vacation entitlement.

New Year's Day	Columbus Day
President's Day	Veterans Day
Friday before Easter	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve

Labor Day  
Casmir Pulaski Day

Christmas Day  
Martin Luther King, Jr. Holiday

An employee must be in pay status the day before and the day after a holiday to be paid for the holiday. If ill the day before or after a holiday, the employee must have and use benefit time in order to be paid for the holiday.

Should any above listed Holidays be determined by the School District to be a day of work, the School District will contact the Union as soon as it becomes aware of the change to discuss a possible alternative day for the Holiday. Any changes in the Holiday schedule shall only be by mutual agreement.

## **ARTICLE VIII**

### **SICK, FUNERAL, COURT LEAVE & PERSONAL DAY**

#### **1. SICK LEAVE**

- A. Each full-time employee shall be allowed during each fiscal year fifteen (15) days leave without loss of pay for his/her own illness or quarantine, or for death in the immediate family or in his/her own home. The immediate family as defined by Illinois statue 105 ILCS 5/24-6: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. If an employee is absent for illness other than his/her own, a doctor's statement will be required. If personal illness is claimed, a doctor's statement may be required after an employee has been absent three days. A doctor's statement may be required in certain other cases by the School District where the absence of the employee is less than three days. In this case, the cost of obtaining this certificate shall be borne by the District and the District may require in this instance the employee to see a doctor of its own choosing. If an employee is absent for serious illness or for hospitalization, a doctor's release for regular duties must be presented before returning to work.
- B. Employees hired after July 1 shall be credited with a proportionate number of sick leave days rounded off to the nearest one-half (1/2) day.
- C. If the employee does not use the full amount of sick leave during the fiscal year, the amount unused may accumulate to a total of 2,040 hours exclusive of the current year. Unused sick days will be reported to IMRF for the purpose of service credit allowed by law.
- D. Accumulated sick leave shall automatically terminate on the date that an employee's employment terminates. Employees reduced in force who are re-employed within one calendar year following termination due to elimination of a position, shall receive the sick leave entitlement held prior to termination.

- E. If an employee is released by his/her physician for light duty, and the Board's doctor concurs, with the consent and on the conditions set forth by the Director of Building and Grounds, an employee may be assigned to light duty if an available position exists.
- F. Any unused vacation days beyond the two (2)-week carryover, up to five (5) such days, shall roll over to sick leave on June 30 of each year. Upon request a Bargaining Unit employee may take vacation days as sick days, waiving the seven (7) day preapproval, at the discretion of the Director of Buildings and Grounds.

2. FUNERAL LEAVE

- A. Absence for attendance at funerals shall be allowable under accrued sick leave.
- B. If an employee is requested to serve as a pall bearer and, to do so he/she must be absent from work, the absence shall be considered time off without pay unless the employee elects to have it charged to his/her sick leave.

3. COURT LEAVE

Any employee summoned for jury duty or issued a court subpoena shall be paid his/her full salary for each working day of absence, provided that the employee pays the District the jury fee or witness fee and further provided the employee returns to work after being excused from such duty. A statement of hours actually served may be required. This provision is not applicable if the staff member is a witness against the School District, the Board of Education or its representative(s) as a result of any legal actions commenced by or on behalf of the parent organization(s) of Service Employees International Union, Local #73, its agents or members, or as the result of any legal actions arising from collective negotiations between the Service Employees International Union, Local #73 and the Board of Education.

4. PERSONAL DAY

Each full-time employee shall be allowed during the fiscal year four (4) personal days with such to be deducted from sick leave. Personal leave days shall be requested in accordance with current sick time call-in policy. The employee shall inform the office of the Director of Buildings and Grounds that such days shall be designated as personal days. No personal days will be taken the day before or after a holiday unless permission is granted by the Director of Buildings and Grounds.

## **ARTICLE IX**

### **LEAVES OF ABSENCE, MATERNITY, DISABILITY & EXTENDED ILLNESS**

#### **1. LEAVES OF ABSENCE**

To obtain a leave of absence the person desiring the leave must have at least one year continuous and satisfactory service with the Decatur School District No. 61. The leave of absence shall be for a specified period, not to exceed one (1) year. The purpose of the leave of absence shall be to further the employee's education. In most cases, the purpose for leave of absence shall be directly related to the requestor's job. The time on leave shall accrue to the employee's seniority and he/she shall return to the job held at the time the leave of absence began. The employee desiring leave of absence shall submit his/her request in writing to the Director of Buildings and Grounds and the Superintendent of Schools at least thirty (30) days prior to the starting date of the requested leave of absence. Should a Business Agent's union work require him/her to take a leave of absence not to exceed one year, he/she shall not lose any seniority and shall return to his/her original job at his/her earliest convenience. Leave shall be requested in writing to the Board of Education.

#### **2. FAMILY AND MEDICAL LEAVE ACT**

The Board shall comply with the Family and Medical Leave Act.

#### **3. DISABILITY & EXTENDED ILLNESS**

Any staff member whose disability or personal illness extends beyond the period compensated under Article VIII and after the expiration of any Family and Medical Leave Act leave as provided in Paragraph 2 will be granted a leave of absence without pay or increment until such time as a physician certifies the staff member is capable of returning to work. The Board may request an examination by a Board-appointed physician or psychiatrist. Members must use all accrued benefit time (sick, vacation or personal) prior to beginning extended leave and in no case shall disability or extended illness leave extend beyond one (1) calendar year. The member shall retain seniority upon returning to work. During the period of disability or extended illness, the District will continue to pay its portion of health insurance premiums.

#### **4. UNION LEAVE**

Union Stewards needing time off for Union functions (not related to district activities) such as, but not limited to, conferences, trainings, meetings etc. will be granted the time off without pay upon written request provided the number of days does not exceed twenty (20) days total in a year for all stewards and such additional days for Executive



Board members. Written notification will be provided to the Director of Buildings and Grounds or his designated representative at least one week in advance.

## **ARTICLE X**

### **INJURY COMPENSATION**

Compensation for injury or sickness shall be continued in accordance with the Illinois Worker's Compensation Act and Article VIII of this Agreement.

## **ARTICLE XI**

### **WORKING CONDITIONS**

1. Custodians will be under the general supervision of the Department of Buildings & Grounds. While school is in session, they will work under the collective direction of the building principal, the Supervisor of Custodians, and the Custodian Foreman. Emergency jobs may be assigned by the principal or assistant principal, Supervisor of Custodians, the Custodian Foreman or the Director of Buildings & Grounds. All disciplinary actions will be administered with input from both the building principal and the Supervisor of Custodians.
2. In the case of absences, the Supervisor of Custodians or his/her designee will assign the replacement custodians as required to meet operational requirements. If a custodian is assigned to temporarily replace a head custodian, the employee will receive head custodian pay and any differential pay that may apply in accordance with the Wage Schedule.
3. The Director of Buildings and Grounds and/or his/her designated representative will schedule hours and shifts. For the day shift the work day shall be considered the first eight hours worked, regardless of time of starting if 5:00 a.m., or after. For second shift the work day shall be the first eight hours worked regardless of time of starting if 12:00 noon or after. For the third shift the work day shall be the first eight hours worked regardless of time of starting if 11:00 p.m. or after. All time over forty (40) hours per week in paid status shall be paid at the overtime rate according to the Wage Schedule. Except by mutual consent the work week shall not be shortened in order to avoid overtime nor lengthened beyond eight (8) hours. Overtime required on holidays and Sundays shall be paid at twice the respective hourly rate.
4. The work hours for day shift shall be nine (9) hours (eight hours on duty and one hour for lunch). The regular work week shall be Monday through Friday. The regular work hours for the night shift shall be eight and one-half (8-1/2) hours (eight hours on duty and one-half hour for lunch). The work hours and work week for part-time employees will be established by the Director of Buildings and Grounds or his/her representative.

5. When an employee is recalled for extra work, he/she shall be paid a minimum of two (2) hours pay at the overtime rate. A foreman or head custodian shall take after-hour police calls concerning open buildings, lights left on, etc., and return to the building to meet police and secure the building. If the building was properly secured at the close of the work day, additional pay for the return call and for work necessary to secure the building would be paid at the overtime rate.
6. In case of emergency any employee may be transferred from his/her regular duties to take care of the emergency as long as the emergency might exist. An emergency is defined as an unforeseen occurrence, a sudden and urgent occasion for action.
7. From the day after school closes for students for the summer vacation, until the day before school opens in the fall and Christmas vacation, a one-half (½) hour lunch period shall be in effect, making an eight and one-half (8-1/2) hour working day (eight hours work and one-half hour lunch).
8. Except in cases of grievance, employees shall not do union work during work hours. This includes by telephone or by employees on other shifts or employees laying off work or anyone working for the union calling on other employees during their work hours. When it is necessary for the Business Agent to conduct business of Local #73 which does not involve the time of other Decatur School District employees, he/she may request a reasonable time off without pay to conduct the business. The Chief Steward or his designee shall be allowed time to settle grievances or conduct grievance investigations during working hours without loss of pay subject to the advance approval of the Director or Buildings and Grounds or his/her designated representative.
9. The foreman shall be classified as an administrative and supervisory position. No supervisor shall perform duties which will replace a regular employee.
10. Private cars of employees may be used to transport custodians from one job to another within the School District during the work day. Mileage for this purpose shall conform to the prevailing district rate.
11. For employees choosing the option of District purchased shoes, the District will pay up to \$170.00 of the initial or replacement purchase of a pair of safety toe work shoes of the employee's choice or the repair of eyewear damaged during the course of work or a combination of both. Safety toe work shoes shall meet or exceed ANSI Z41PT99, I/75 C/75 standards. In the event the District pays for such safety toed shoes, the employee must wear the same while on duty for at least one year after the date of purchase. The replacement of the shoes shall be limited to once every year.
12. After the 90 day probation period, the District will provide for each employee 5 short sleeve and 5 long sleeve shirts. No later than July 1 of each year, orders will be placed for uniforms. Each employee has the option to mix and match shirts and other District clothing up to a maximum of \$175.00; provided, however, each employee must maintain

at least 5 work shirts. The shirt will bear an emblem identifying the wearer as an employee of School District No. 61. Replacement of the clothing will be provided at the discretion of the Director of Building and Grounds provided the damaged clothing is turned into his/her office. Damage of the clothing could occur either from accident or hard wear. Employees shall wear the work uniform while on duty. Such shall be the employee's personal property. Deliberate alteration of the work clothing issued is not allowed.

13. Prior to being assigned duties that require utilization of job-specific equipment, the affected custodians will be trained on the proper use and operation of said equipment.

## **ARTICLE XII**

### **DEFINITION OF FULL-TIME AND PART-TIME EMPLOYEES, SAFETY COMMITTEE & VOCATIONAL STUDENTS**

#### **1. DEFINITION**

- A. A full-time employee is one who works eight (8) or more hours daily and is employed twelve (12) months per year. Full-time employees are eligible for full vacation, holiday and insurance benefits provided by the School District as specified in this Agreement.
- B. A part-time employee is one who works less than eight (8) hours per day but is employed on a continuous basis for the number of weeks required for the position. Part-time employees are eligible for vacation, sick leave and holiday benefits calculated on a basis that is consistent with the time they are employed. Part-time employees shall have seniority within their category.
- C. A substitute is an individual employed on a day to day basis to replace a full or part-time custodian on a temporary basis.

It is understood and agreed that no individual presently employed by the School District as a custodian will be dismissed by the Board of Education for the purpose of replacing the employee with a part-time employee.

#### **2. SAFETY COMMITTEE**

- A. A Safety Committee will be established composed of two custodians and one administrator or supervisor and shall meet on a bi-monthly basis. These meetings may be waived by mutual agreement of the parties. Meetings may be held more often if the parties deem it necessary.
- B. The purpose of the Safety Committee will be to formulate operation procedures which ensure safe working conditions, encourage all employees to perform their

work in a manner that promotes safety, and investigate any reports of unsafe working conditions.

- B. The Safety Committee will be responsible to the Director of Buildings and Grounds and will make their reports to him/her.
- C. Safety issues brought forth to the Supervisor of Custodians and not addressed shall be brought to the Director of Buildings and Grounds.
- D. Any safety issue brought forth to the Director of Building and Grounds and not corrected will be subject to the grievance procedure.

3. VOCATIONAL STUDENTS

Vocational students will be allowed to participate in work experience programs so long as no custodian is displaced as a result. The wage rate for vocational students shall be established by the Board of Education. The vocational student will work under the general guidance of a custodian.

## **ARTICLE XIII**

### **LIMITATIONS**

- 1. If any portion of this Agreement is in violation of any law of the State of Illinois, that portion in disagreement shall be considered null and void. Both parties to this Agreement must comply fully with all applicable state and federal laws.
- 2. During the term of this Agreement or any renewal or extension thereof, there shall be no strike, work stoppage, slowdown or refusal to perform job functions and responsibilities. The officers of the Union or Agents of the Union shall not authorize, institute, instigate or encourage any such activities.
- 3. During the term of this Agreement or any renewal or extension thereof, the Board will not lock out bargaining unit members. In the event of any picketing, strike, work stoppage, slow down or other concerted activity by any other labor organization; the employees agree to fully perform their job functions and responsibilities.

## **ARTICLE XIV**

### **APPROVAL OF AGREEMENT**

The provisions of this Agreement will continue and remain in full force and effect from year to year until such time as both parties agree to a change or modification. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties and no departure from a provision of this Agreement by either party, or by their

officers, agents or representatives, or by members of the negotiating committees, shall be construed to constitute a continuing waiver of the right to enforce such provisions.

## **ARTICLE XV**

### **MEDIATION**

Within five (5) days from the declaration of impasse, the Board and Local #73, SEIU, shall jointly initiate a letter to the Federal Mediation and Conciliation Services requesting assignment of a member of their staff to mediate the dispute. Both parties shall jointly share in the cost of mediation.

## **ARTICLE XVI**

### **PERSONNEL FILE**

The official personnel file for bargaining unit members will be maintained in the personnel office. When any disciplinary document is placed in an employee's official personnel file, the Board shall furnish the employee a copy of such document. Employees will be permitted to review their official personnel file pursuant to the provisions of the *Personnel Records Review Act*.

## APPENDIX A

### Custodial Interview Rating Form Decatur Public Schools #61

Instructions: Rate each candidate in each of the following categories using the points assigned. Add points from each category for a total raw score. Candidates receiving 80 points or more in the raw score section will be considered qualified for the position. The candidates scoring 80 or more points should be listed in rank order on the Qualifying Candidate Section. Place the custodial Seniority Rank of each Qualifying Candidate in the space provided in the Qualifying Candidate Section. The Qualifying Candidate with the highest Seniority Ranking will be awarded the position.

		Candidates					
Category	Points	1	2	3	4	5	6
Ability	0-15	_____	_____	_____	_____	_____	_____
Quality of Work	0-20	_____	_____	_____	_____	_____	_____
Attitude	0-15	_____	_____	_____	_____	_____	_____
Communication	0-15	_____	_____	_____	_____	_____	_____
Dependability/Attendance	0-20	_____	_____	_____	_____	_____	_____
Technical Knowledge	0-15	_____	_____	_____	_____	_____	_____
Total Raw Score		_____	_____	_____	_____	_____	_____

	<u>Qualifying Candidates</u>	<u>Seniority Rank</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Qualifying Candidate with Highest Seniority Rank

\_\_\_\_\_ Selected for Position

## APPENDIX B

### Wage Schedule – Custodians

Eligible employees shall annually receive a step increase on July 1; however, for those employees hired during the prior fiscal year, only those hired prior to October 1 shall receive a step increase.

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
New employee - first 90 worked days	\$18.00	\$18.00	\$18.00	\$18.00
One-custodian school	\$ 0.59	\$ 0.60	\$ 0.61	\$ 0.62
Head custodian - Additional	\$ 1.06	\$ 1.08	\$ 1.10	\$ 1.12

<u>Night Shift Differential</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Second shift employees, both full-time indicated) per hour and third shift employees, both full-time and part-time, an extra (as indicated) per hour in addition to regular pay for all work performed on such shifts.	\$ 0.57	\$ 0.59	\$ 0.61	\$ 0.63

<b>Yrs Exp</b>	<b>Step</b>		<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
0	1		20.00	20.00	20.00	20.00
1	2		21.13	20.55	20.50	20.50
2	3		21.93	21.71	21.06	21.01
3	4		22.76	22.53	22.25	21.59
4	5		23.62	23.39	23.09	22.81
5	6		24.29	24.27	23.97	23.67
6	7		24.56	24.96	24.88	24.57
7	8		24.61	25.24	25.58	25.50
8	9		24.61	25.29	25.87	26.22
9	10		24.61	25.29	25.92	26.52
10	11		24.61	25.29	25.92	26.57
11-15	12-16		24.67	25.35	25.98	26.63
16-20	17-21		24.72	25.40	26.04	26.69
21+	22+		24.77	25.45	26.09	26.74

### Overtime

All time over forty (40) hours per week in paid status shall be paid at the overtime rate according to the Wage Schedule. Except by mutual consent the work week shall not be shortened in order to avoid overtime nor lengthened beyond eight (8) hours. Overtime required on holidays and Sundays shall be paid at twice the respective hourly rate.



## Effective Date of Wage Schedule

This contract will be a four year contract July 1, 2020 through June 30, 2024.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal this \_\_\_\_ day of \_\_\_\_\_, 2020

SERVICE EMPLOYEES INTERNATIONAL  
UNION LOCAL NO. 73  
CUSTODIANS "A" TEAM

BOARD OF EDUCATION  
DECATUR PUBLIC SCHOOL  
DISTRICT NO. 61

\_\_\_\_\_  
SEIU #73 President

\_\_\_\_\_  
President

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chief Steward

\_\_\_\_\_  
Board Chief Negotiator

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Steward

\_\_\_\_\_  
Steward

\_\_\_\_\_  
Custodian Team Member

\_\_\_\_\_  
Custodian Team Member

\_\_\_\_\_  
Custodian Team Member



**Decatur  
Public  
Schools**

*Educating for Success*



**CELEBRATING SUCCESS · JUNE 23, 2020**

# **CONTRACT RATIFICATION**



# NEGOTIATION PROCESS

## Timeline

- **February 3, 2020:** Negotiations began
- **Feb. 20, March 5, May 5, May 14, May 21, June 2:** Negotiations continued
- **June 8, 2020:** Teams came to an agreement
- **June 13, 2020:** Contract ratified by members of SEIU Local #73 Custodians “A” Team

## Highlights

- Virtual negotiations went smoothly during a nationwide pandemic
- SEIU members continued to work through negotiations
- Collaborative input from both sides
- All parties willing to work through sticking points
- Agreement reached before end of current contract





# CONTRACT HIGHLIGHTS

**For 62 members of SEIU Local #73 Custodians “A” Team**

- Four-year agreement, effective July 1, 2020 – June 30, 2024
- Wage increases each of the next four years
  - Years 1 & 2: 2.75%
  - Years 3 & 4: 2.5%
- Same standard health insurance plans as provided to teachers; maintenance and security staff; Teamsters; and all non-union groups, including principals and administrators
- SEIU members will be part of interview panel for new head custodial hires



# THANK YOU, TEAMS!

## SEIU Negotiating Team

- Ricky Baldwin
- Scott Johnson
- Mark Rankin
- Amanda Francis
- Jake Dellert
- Skott Herron
- Joe Brown
- Rob Lane

## DPS Negotiating Team

- Beth Creighton
- Dr. Todd Covault
- Deanne Hillman
- Steve Kline
- Mary Ann Schloz
- Jennifer Sommer
- Diana Hotwick





**Decatur  
Public  
Schools**

*Educating for Success*



**CELEBRATING SUCCESS · JUNE 23, 2020**

# QUESTIONS?







**CALLING ALL**

*DPS MIDDLE SCHOOL  
& HIGH SCHOOL  
STUDENTS*

*JOIN THE*

# **TEACHING & LEARNING STUDENT TASK FORCE**

**As DPS makes plans for Fall 2020, we want middle school and high school students to join our planning task force.**

**STUDENTS: IF YOU WANT TO PARTICIPATE,  
JUST LET YOUR SCHOOL'S PRINCIPAL  
KNOW YOU'RE INTERESTED!**



# ***WORKOUT WEDNESDAYS***

**WITH ASST. SUPERINTENDENT JEFF DASE**

**EVERY WEDNESDAY: JULY 1 - AUGUST 5  
FAIRVIEW PARK STAIRS @ 7:11 P.M.**

## **61 MINUTE WORKOUT**

- 33 Ups & Downs on Stairs or Grass
- 112 Push-Ups + 176 Sit-Ups

**Work at your own pace for 61 mins.**

***SUMMER ENGAGEMENT  
FOR ALL AGES***

**For more information, text  
Jeff Dase at (217) 521-6591**

**Also invite him to your community events,  
block or park parties, neighborhood meetings,  
celebrations, etc.**





# Athletics Update

- First Read: Middle School Athletics Parent/Student Guide

2020-21 School Year



**Decatur  
Public  
Schools**

*Educating for Success*

# First Read: Middle School Athletics Parent/Student Guide

## Overview

- **Audience:** Middle School Parents/Students
- **Purpose:** Key information and forms for parents and student athletes
- **Review:** Annually by Middle School Athletic Directors, Coaches and Administration
- **Status:** Updated Version Pending Approval

## Key Information:

- |   |         |
|---|---------|
| • Philosophy of the Decatur Public Schools Athletic Program | Page 3  |
| • Student Code of Ethics                                    | Page 5  |
| • DPS 61 Athletic Code                                      | Page 5  |
| • IESA Penalty: Ejections for Unsportsmanlike Conduct       | Page 7  |
| • Tryouts/Cutting   | Page 8  |
| • Participation Fees  | Page 9  |
| • Dual Participation  | Page 9  |
| • Transfer Rules  | Page 9  |
| • Academic Eligibility                                      | Page 10 |
| • Policy Regarding Parental Concerns                        | Page 11 |
| • Gate Prices   | Page 12 |

# First Read: Middle School Athletics Parent/Student Guide

## Key Forms:

- Middle School Interscholastic Permission Form
- Agreement to Participate
- Emergency Contact
- IESA Physical Form
- Policy Regarding Parental Concerns
- Concussion Protocol and Consent Form

## Financial Impact:

- *\$0 Total*

# Questions



# **Middle School Athletics Parent/Student Guide**

## **2020-2021 School Year**

## TABLE OF CONTENTS

<b>Philosophy of the Decatur Public Schools Athletic Program</b>	<b>3</b>
<b>Statement of Purpose for the Athletic Program of School District 61</b>	<b>4</b>
<b>Student Code of Ethics</b>	<b>5</b>
<b>DPS 61 Athletic Code</b>	<b>5</b>
<b>Procedures</b>	<b>5</b>
<b>Offenses in Violation</b>	<b>6</b>
<b>Disciplinary/Enforcement</b>	<b>6</b>
<b>Out- of- School Suspension/Care-Transition Room Placement</b>	<b>6</b>
<b>IESA Affiliation</b>	<b>7</b>
<b>IESA Penalty: Ejections for Unsportsmanlike Conduct</b>	<b>7</b>
<b>Conference Affiliation</b>	<b>8</b>
<b>Tryouts/Cutting</b>	<b>8</b>
<b>Participation Fees</b>	<b>9</b>
<b>Dual Participation</b>	<b>9</b>
<b>Transfer Rules</b>	<b>9</b>
<b>Academic Eligibility</b>	<b>10</b>
<b>Daily Attendance/Athletic Contest Participation</b>	<b>11</b>
<b>Policy Regarding Parental Concerns</b>	<b>11</b>
<b>Gate Prices</b>	<b>12</b>
<b>Forms:</b>	
<b>Middle School Interscholastic Permission Form</b>	<b>13</b>
<b>Agreement to Participate</b>	<b>14</b>
<b>Emergency Contact</b>	<b>15</b>
<b>IESA Physical Form</b>	<b>16</b>
<b>Policy Regarding Parental Concerns</b>	<b>20</b>
<b>Concussion Protocol</b>	<b>21</b>

## **PHILOSOPHY OF THE DECATUR PUBLIC SCHOOLS ATHLETIC PROGRAM**

The athletic program is an integral part of the education of all students who attend the Decatur Public Schools. Our goals and objectives are consistent with and comparable to those of the school district. All students have an equal opportunity to participate in athletic programs. No student shall be deprived of the right to participate because of lack of financial resources, nationality, race, color, religion, or sex, sexual orientation, disability, or marital status.

The athletic program will be broad based and as extensive as the facilities, staff, and finances can adequately support.

The leadership shall be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic program.

The measurement of success of the leadership is not limited to win/loss records. It includes the success experienced in helping each participant develop his/her talents and desirable personal characteristics to their fullest.

The athletic program is a laboratory where students experience many of life's situations. Participation in this laboratory activity offers students the opportunity to improve character, dignity, self-worth, and concern for others. Students may learn to develop these human traits and grow as individuals to the extent of their capacity.

## **STATEMENT OF PURPOSE FOR THE ATHLETIC PROGRAM OF DPS #61**

- A. Participation helps develop character, social competence, cooperation, and moral and ethical values that are an everyday part of our society.
- B. Participation develops a mutual respect for all who are involved in the competition: teammates, opponents, coaches, and officials.
- C. Participants must learn to abide by the rules, regulations, and decisions of officials, just as we all must abide by the laws that govern our society.
- D. Participation leads to a better understanding of our democratic ideals, social and economic well-being, and the spirit of fair play.
- E. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of teamwork, if the end result is to be accomplished.
- F. Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.
- G. Participation provides valuable lessons which are learned in the course of competition; for example, winning, as well as losing, reflects team effort.
- H. Competition helps to develop the fundamental processes that lead to emotional maturity and self-control.
- I. Participation in the athletic program will cause participants and spectators to look forward to attending school, resulting in an improved student attitude toward school and school-related activities.
- J. Participation in athletic competition will give students an opportunity to achieve, not only for themselves, but for their team and school community and receive their just rewards in return.
- K. The individual school administration must provide adequate control and safety measures for the participants, officials, and spectators in order to insure the proper atmosphere for interscholastic events.
- L. Members of the athletic staff shall abide by the rules and regulations and officials' decisions which govern each sport, maintain the highest standard of ethics, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities, and develop the kind of rapport with the total school community that will improve the total educational program.

### **STUDENT CODE OF ETHICS**

**Decatur Public Schools 61 considers the welfare of the student our priority consideration.**



A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Decatur Public Schools Administration and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords.

Any conduct that results in dishonor to the athlete, the team, the school, or Decatur Public Schools will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

The student's first responsibility is to acquire a quality education. Out athletic programs are co-curricular activities, and the students first priority must be academic achievement.

Athletes are representatives of their school, and their actions and behavior must be such as to reflect a respected image of themselves, fellow students, parents, school, and community. They will spend a great amount of time and effort in participation with their respective sport, but hopefully, they will find it to be a rewarding and enjoyable experience that will be important to them now and in the years to come.

### **DPS #61 ATHLETIC CODE PROCEDURES**

1. Coaches' rules shall be written and distributed so all participants and parents may read and review them. Rules will be shared through mandatory parent meetings.
2. Each coach will hold a team meeting to review team rules with the participants at the beginning of the sport season to make sure the participants are aware of them. A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to the parents, or available online, attached to a participation permission form.
3. Coaches' rules must also include consequences for students who violate the rules.
4. Any student accused of violating a rule and subject to a consequence of a suspension of greater than three (3) games shall be informed of the nature of the offense and may request a hearing before the Principal and Athletic Director.

### **PROCEDURAL OFFENSES IN VIOLATION OF THE ATHLETIC CODE**

A student found in violation of the Athletic Code may receive consequences up to and including dismissal from the team/activity for the remainder of the season or school year. Such violations include, but are not limited to:

- Use, possession, transfer, attempted transfer, sale or attempted sale of alcohol, tobacco products, e-

cigarettes and/or any controlled/illegal substances or any lookalike, including any substance held out to be a drug, alcohol or tobacco product.

- Violations of individual coaches' rules, insubordination, poor sportsmanship, conduct detrimental to the team and to school spirit.
- Violations of academic integrity and ethics.
- Violations of the DPS 61 Student Code of Conduct.

## **DISCIPLINARY ACTION / ENFORCEMENT**

Participation in athletics is a privilege.

A student who violates the Athletic Code and who has been provided a hearing and assessed a consequence cannot avoid the consequence by transferring to another Decatur Public High School. The penalty will be enforced at the student's new school before the student can become eligible for participation.

When a student is dropped from his/her team for disciplinary reasons, it is important that he/she receive a fair notice and that he/she be given a hearing.

All coaches are responsible for reviewing the athletic code, individual school rules, and rules for their respective sport during the first week of practice with the Athletic Director, assistant coaches, students, and parents.

## **OUT-OF-SCHOOL SUSPENSION / CARE – TRANSITION ROOM PLACEMENT**

Any situation where a student athlete is receiving an out-of-school suspension for disciplinary reasons by the Building Administrator automatically deems said student unable to practice and/or compete in any athletic events scheduled for the duration of the suspension. The student and parent/legal guardian shall be notified by the Building Administrator as such.

This includes the date the suspension is issued, and any weekends/ school holidays, throughout the time until the student returns to regular class attendance status. The appropriate sport Coach(s) and Athletic Director shall be notified by Building Administration upon any student athlete being suspended from school.

In example, a student athlete is suspended on Friday morning for a disciplinary infraction and is out of school for the suspension through Monday... successfully returning to classes Tuesday morning. This student CANNOT participate in any school-sponsored athletic event, nor practice, beginning Friday thru Monday night... They may resume activities Tuesday morning.

In the case where a student athlete is placed in the school's Care Room or Transition Room for disciplinary action reasons by the Building Administrator, resulting in a 1/2 day placement or more, the same denial of athletic participation and notification shall occur - as indicated for an out-of-school suspension. *\*Placements less than the individual school's "½ day bell schedule" will not result in any suspension of participation in athletics.*



American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori Academy of Peace, Robertson Charter, and Stephen Decatur are members of the state association which determines the overall pattern for inter-school athletics in Illinois.

The Association shall be known as the Illinois Elementary School Association (IESA) The Association shall be registered with the State of Illinois as a not -for -profit corporation.

- The Association through the employment of the instrumentalities hereinafter established shall:
  - Regulate all the interscholastic activities in which its member schools may engage; and
  - Perform such other functions related to interscholastic activities as may from time to time be approved and adopted by the Board of Directors.
- In the performance of these functions, the ultimate educational objectives of the Association are:
  - To elevate standards of sportsmanship
  - To encourage the growth of responsible citizenship; and
  - To encourage academic excellence

### **IESA Penalties: Ejections for Unsportsmanlike Behavior**

***The IESA Board of Directors approved a change to the penalties assessed to players, coaches, and now fans who are removed from a contest for unsportsmanlike behavior. These changes will become effective with the start of the 2020-21 school year.***

A player who is ejected from a contest will now be required to miss the next two contests at the level at which the ejection occurred, and all contests in the interim, and complete the National Federation of State High School Associations Sportsmanship course. A second ejection by the same player in any sport will result in a five-game suspension and a \$100 fine. *Previously, a player who was ejected was only required to miss one contest for the first offense and two games for a second offense.*

For coaches who are ejected, the automatic two game suspension for the first offense and five game suspension for the second offense was not changed. Coaches who are ejected will still serve a two game suspension at the level at which the ejection occurred and all other contests in the interim, but will now be required to complete the NFHS Sportsmanship course and pay a \$100 fine. A second offense will result in a five-game suspension and a \$250 fine.

A fan who is ejected will be required to watch the NFHS Sportsmanship course before he/she can return to watch contests.

*"These changes to the penalties assessed to players, coaches, and fans are a direct attempt to change the behavior and culture at the junior high/middle school level regarding proper sportsmanship at the interscholastic level," said IESA Executive Director Steve Endsley. "In particular, a coach who is ejected one time will continue to serve a two-game suspension but will now have to pay a fine of \$100 and watch a sportsmanship video. A second ejection will result in a five-game suspension and a \$250 fine. We have been saying for years that coaches are role models and there is no reason for a coach to be ejected at our level. We hope this revised penalty helps coaches to understand that their behavior should reflect the values of education-based activities. Further, **schools will be held responsible** for any **fan** that is **ejected** by requiring that fan to watch the NFHS Sportsmanship video prior to returning to watch contests and **provide proof to the IESA Office that the video was viewed**. The number of ejections by players, coaches, and fans during the 2019-20 school year totaled exactly 100. That is simply unacceptable at the junior high/middle school level. I hope these new penalties change those numbers dramatically."*

### **CONFERENCE AFFILIATION**

The following schools: American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori Academy of Peace, Robertson Charter, and Stephen Decatur are members of the Soy City Conference.

No conference commitments shall be made which would be inconsistent with the athletic policies of the Decatur Public Schools.

### **Participating School / Sports Offered**

**American Dreamer:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer (Co-Op), Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Dennis Lab:** Baseball, Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Hope Academy:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Johns Hill Magnet:** Baseball (Co-Op), Softball (Co-Op), Cross Country, Soccer, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Montessori Academy of Peace:** Baseball, Softball, Cross Country, Girls Basketball, Boys Basketball, Cheerleading, Wrestling (Co-Op), Girls Volleyball, Track & Field

**Stephen Decatur:** Baseball, Softball, Cross Country, Girls Basketball, Boys Basketball, Cheerleading, Wrestling, Girls Volleyball, Track & Field

### **Tryouts / Team Roster Cuts**

In all sports/activities where there are “roster limitations”, there is a chance that the school’s coaching staff might have to hold tryouts and make roster cuts to meet these limits due to the number of students trying out. The IESA and/or DPS restricts roster numbers in the following sports/activities: Softball, Baseball, Soccer, Girls Basketball, Boys Basketball, Cheerleading, and Volleyball.

The District requires a minimum of a 3-day tryout in Middle School sports/activities where cuts are deemed necessary. The try-out schedule will be designated by the coach and Athletic Director. A current physical MUST be on file with the office, nurse, or Athletic Director prior to try-out for an activity. A pre-season informational meeting will be held (in addition to in-school announcements and/or fliers and online notifications) as to when a specific sport/activity will begin tryouts or practices. Coaches will determine (with the assistance of the school’s Athletic Director) a practice schedule utilizing the availability of the school’s athletic facilities. Every effort will be made to notify all students (prior to the beginning of a sport season) as to when tryouts/practices will begin.

Team roster cuts may be based upon (but not limited to) the student’s: ability in the sport; age/academic status; disciplinary/behavior issues in school; attendance at tryouts/practices/contests; and their ability to work cooperatively with other team athletes and coaches in the sport.

### **ACTIVITY / PARTICIPATION FEES:**

Every student athlete is expected to pay a participation fee of \$10.00 per sport prior to the first seasonal competition. There is a \$50 maximum per family / building. If a parent/guardian writes a check, it must be made out to the School/District 61.

### **Dual Participation in MS Sports**

In DPS61, Middle School students may participate in more than one athletic activity at a time throughout the school year. Due to the various calendar dates over which DPS/IESA sports seasons occur, there might be a situation where a student wishes to try-out for/participate in more than 1 sport and/or activity at the same time (dual participation). In the instances where this occurs, the student athlete must determine, in writing, which sport/activity is their primary activity at the beginning of the seasons in conflict. Their commitment of a “primary” sport/activity will indicate their 1<sup>st</sup> area priority (choice) in the event of a scheduling conflict between 2 or more co-existing athletic events. \*A copy of the athlete’s choice of their primary sport/activity will be on file with the school Athletic Director and given to all coaches involved.

The precedent for attendance at/participating in the primary sport/activity is as follows:

- Games over Practices
- Primary choice Games over secondary choice Games
- Games/Practices over Open Gyms
- Primary practices over secondary practices.
- In the event where there are overlapping /conflicting practices the coaches shall get together to work out a shared time schedule so that the student might be able to attend both sports where the overlap might occur.
- No coach may penalize a student athlete participating in multiple overlapping activities for missing a practice or contest when following the precedent set above.

### **IESA Transfer Rules 2.060**

A transfer student is defined as one who transfers from one school to another school after the first day of classes at his/her school.

Effective with the start of the 2020-21 school year, a student who transfers after the first day of practice in a given activity will be allowed to join the team for his or her new school only if he/she did not tryout, practice, or participate in a contest for the previous school. They would still need to sit 11 days before participating in a contest for the new school.

A student who transfers from one school to another is eligible immediately if the school from which he/she transfers is involved in a co-op with the school to which he/she is transferring.

### **ACADEMIC ELIGIBILITY**

The IESA requires that a weekly grade check is completed for every athlete who is on a competition athletic roster. This report must be completed on the same day of each week and athletes must be notified of any failing grade. The IESA determines eligibility considering all grades that are reported on the quarterly report card. The athlete must pass each class in which he or she is enrolled with a grade of D or better. If an athlete has a failing grade in any of his or her classes, the athlete is ineligible the next week and will continue to be ineligible until all failing grades have been raised to at least a D.

Eligibility can be recorded in one of two methods: Skyward computer program printouts or Teacher/Athletic Director hard copy checklists. Coaches may address grade issues with individual athletes who are showing signs of grade trouble in classes. In some cases, the coach will request a parent conference to help the student athlete improve his or her grades.

Most schools run grades the day before a week concludes, which in most weeks, is Thursday. Some weeks, however, are shorter due to in-service days and holidays. Those weeks' grades must be submitted the day before the week concludes.

The element of eligibility that confuses athletes and their parents is that the measure is always a week behind the week of the contests. The athlete can be showing passing grades after the weekly grade check has been recorded, but is still excluded from participation due to the failing grades that were recorded at the end of the prior week.

***The grade recorded on the weekly eligibility check is final and cannot be changed at a later date.***

*Ex: Grades are turned in Thursday and show that a student athlete is failing a subject, but when the parent looks on Skyward on Friday afternoon, it shows as a passing grade. That athlete is still ineligible for any event the following week.*

**The cutoff day must be the same each week and reporting must be consistent.**

Once the grades are turned in and the computer grade check run, print the weekly report and retain (in files) as proof of grades. Notify the athlete, coach, teachers and athletic administration. A report of ineligibility should be delivered to an ineligible athlete before he or she leaves the building on the last day of each week.

## **2.040 SCHOLASTIC STANDING**

2.041 All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.

2.042 A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

2.045 For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.046 In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade

eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

### **Daily Attendance / Athletic Contest Participation:**

District policy states that a student must be “in attendance” at school at least ½ day on the day of an athletic contest in order to be allowed to participate in that day’s contest.

*Each individual school’s “1/2 day” is determined by their actual bell schedule... \*i.e.: a ½ day at an “early dismissal school” might be 10:45 AM, whereas at a “later dismissal school” their ½ day might be 12:05 PM.*

Items such as “doctor/dentist appointments, funerals, and court appearances.” are all excused providing that the parent/legal guardian signs the student in/out at the school office for said events.

\*School-sponsored events, such as off-campus field trips and performances are also excused.

### **Policy Regarding Parental Concerns**

A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have mandatory parent meeting before the start of the sport season and review their rules and schedules. Parents are expected to be role models of good sportsmanship and support for the sport that their student participates.

In the event that a parent has a concern involving a coach or sport program that their student participates; the following guidelines shall be followed:

1. Concerns such as playing time, player positions, coaching philosophy and/or game strategy are **NOT** items warranting individual coach/parent discussion.
2. Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution.
3. If the meeting between the parent and coach does not resolve the concern, the parent may request a meeting with the Athletic Director and the coach to further discuss the concern and reach a resolution.
4. If this meeting does not resolve the concern, a final meeting between the Principal, the Athletic Director, the coach and the parent will be scheduled to discuss the concern.
5. The Principal is the administrative head of all inter-scholastic activities in the school and is the IESA District Representative for the District. The final decision and appeal for a resolution of the concern will be made by the Principal after the final meeting.

### **ADMISSION PRICES PER EVENT**

Soccer, Baseball / Softball, Cross Country, Track & Field = FREE

Boys & Girls Basketball, Volleyball =	\$2	K – 8 <sup>th</sup>
	\$3	9 <sup>th</sup> - Adults
	Free	Seniors

**Decatur Public Schools**  
**Middle School Interscholastic –Extramural Information and Permission Form**

**General**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Present Age \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_

School Attending \_\_\_\_\_

Person to Notify in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Participation Fee**

A \$10 fee per activity will be paid by the participant when the final rosters in athletics and cheerleading are determined.  
**(\$50.00 max per family/per building)**

**Disclaimer of Liability**

The Decatur Public Schools, its athletic department, and its staff do not assume any liability for any injuries incurred while a student is participating in athletics, or while student is in route to or from any athletic contest.

Students participating the athletic program and using the equipment and facilitates of Decatur Public Schools do so at their own risk. Sports are physical in nature, and those who elect to participate must recognize that injuries may occur which could be crippling for life. Two sports, which have a greater potential for injury because they are contact sports are football and wrestling.

The Decatur Public Schools and its staff shall not be liable for any damages arising from personal injury sustained by the participant. The participant and his/her parents assume full responsibility for any damages or injuries which may occur during practice, games, travel to and from athletic contests, and so hereby fully and forever exonerate and discharge the Decatur Public Schools, its athletic department, its staff, its Board of Education employees, and agents from any and all claims, demands, damages, rights of action, causes of action present or future whether the same be known, anticipated, or unanticipated results from or arising out of participation in athletics and the use of school district facilities while a member of an athletic team.

**PERMISSION TO PARTICIPATE AND CONFIRMATION OF RECEIPT OF AHTLETIC CODE, SEASONAL ACTIVITY PARTICIPATION AND TRAM RULES**

I have reviewed the attached athletic code, seasonal activity participation, and team rules with the student listed above. We agree that he/she will abide by them. The above student has my permission to take part in all sports offered in the interscholastic and/or extramural program.

I have reviewed this document carefully, and I understand and agree to abide by the information. I confirm that my son or daughter is covered by insurance.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Sign and Return this Copy to the Coach**

**DPS #61: AGREEMENT TO PARTICIPATE**



**Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed *Agreement* shall be returned to the Coach.**

**Student name (printed)**

1. I wish to participate in the following interscholastic sport(s): \_\_\_\_\_ (fill in blank)
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness (if participating in interscholastic sport(s), the Pre-Participation Physical Examination Form serves this purpose), and complete any forms required by the Illinois Elementary School Association (IESA)
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer and subject to all District return-to-play and return-to-learn protocols.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and, in all travel, involved. I agree to hold the District, its employees, agents, coaches, school board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

**Student Signature:** \_\_\_\_\_

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

### **Parent Permit**

To be read and signed by the parent/guardian of the student: \_\_\_\_\_

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.

2. I acknowledge having received the attached Concussion Information Sheet.

3. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian signature: \_\_\_\_\_

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

Emergency Contact Information

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_



## ■ PREPARTICIPATION PHYSICAL EVALUATION

### MEDICAL ELIGIBILITY FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

- ☐ Medically eligible for all sports without restriction
- ☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of
- ☐ Medically eligible for certain sports
- ☐ Not medically eligible pending further evaluation
- ☐ Not medically eligible for any sports

Recommendations: \_\_\_\_\_

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

### SHARED EMERGENCY INFORMATION

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Other information: \_\_\_\_\_

Emergency contacts: \_\_\_\_\_



## ■ PREPARTICIPATION PHYSICAL EVALUATION

### HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex assigned at birth (F, M, or intersex): \_\_\_\_\_ How do you identify your gender? (F, M, or other): \_\_\_\_\_

List past and current medical conditions. \_\_\_\_\_

Have you ever had surgery? If yes, list all past surgical procedures. \_\_\_\_\_

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional).

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects).

#### Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of  $\geq 3$  is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.		

HEART HEALTH QUESTIONS ABOUT YOU (CONTINUED)	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		

BONE AND JOINT QUESTIONS	Yes	No
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?		
15. Do you have a bone, muscle, ligament, or joint injury that bothers you?		
MEDICAL QUESTIONS	Yes	No
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
17. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?		
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant <i>Staphylococcus aureus</i> (MRSA)?		
20. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?		
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you or does someone in your family have sickle cell trait or disease?		
24. Have you ever had or do you have any problems with your eyes or vision?		

MEDICAL QUESTIONS (CONTINUED)	Yes	No
25. Do you worry about your weight?		
26. Are you trying to or has anyone recommended that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of foods or food groups?		
28. Have you ever had an eating disorder?		
FEMALES ONLY	Yes	No
29. Have you ever had a menstrual period?		
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

Explain "Yes" answers here.

**I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.**

Signature of athlete: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

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

© 2019 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

**Keep for Personal Records**



## ■ PREPARTICIPATION PHYSICAL EVALUATION

### PHYSICAL EXAMINATION FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

#### PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height:	Weight:	
BP: / ( / )	Pulse:	Vision: R 20/ L 20/ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)</li> </ul>		
Eyes, ears, nose, and throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>		
Lymph nodes		
Heart <sup>a</sup> <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)</li> </ul>		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none"> <li>Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis</li> </ul>		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional <ul style="list-style-type: none"> <li>Double-leg squat test, single-leg squat test, and box drop or step drop test</li> </ul>		

<sup>a</sup> Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of health care professional: \_\_\_\_\_, MD, DO, NP, or PA

## **Policy Regarding Parental Concerns**

A copy of the team rules, seasonal activity participation, and the Athletic Code will be distributed to parents and attached to the permission form. Coaches shall have mandatory parent meeting before the start of the sport season and review their rules and schedules. Parents are expected to be role models of good sportsmanship and support for the sport that their student participates.

In the event that a parent has a concern involving a coach or sport program that their student participates; the following guidelines shall be followed:

6. Concerns such as playing time, player positions, coaching philosophy and/or game strategy are **NOT** items warranting individual coach/parent discussion.
7. Other parent concerns shall be addressed by the parent making an appointment with the coach for a private parent/coach conversation to discuss the concern and reach a resolution.
8. If the meeting between the parent and coach does not resolve the concern, the parent may request a meeting with the Athletic Director and the coach to further discuss the concern and reach a resolution.
9. If this meeting does not resolve the concern, a final meeting between the Principal, the Athletic Director, the coach and the parent will be scheduled to discuss the concern.
10. The Principal is the administrative head of all inter-scholastic activities in the school and is the IESA District Representative for the District. The final decision and appeal for a resolution of the concern will be made by the Principal after the final meeting.

I, \_\_\_\_\_, have received and reviewed the **Parent**  
(Print Name Here)

**Guide & Handbook** for DPS #61 activities/athletics.

Parental  
Signature\_\_\_\_\_ Date\_\_\_\_\_

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays in coordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>	



### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

### **Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions.

#### **Student**

Student Name (Print): \_\_\_\_\_

Grade: \_

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

Date: \_

#### **Parent or Legal Guardian**

Name (Print): \_\_\_\_\_

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

Date: \_

Relationship to Student: \_\_\_\_\_

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.



# STANDARDS-BASED GRADING

*Board of Education Meeting  
June 23, 2020*

# WHAT IS STANDARDS-BASED GRADING?

2

*A standards-based approach focuses on what a student knows, not how long it takes to get there. It measures how well a student understands the material and how they are progressing on their learning goals.*

*It is based on a specific set of standards that students need to meet for each grade level.*

*Teachers gather evidence to determine what each student has learned and how that student is progressing towards end of year expectations.*

# WHAT WE'VE ACCOMPLISHED

3

1. District Rollout for Grades 1-6  
(Kindergarten implemented 2018-2019 as the pilot)
1. Grade level feedback sessions on proficiency rubric usage
3. Addressed 6th Grade concern aligned to Standards Based Grading



# PROFICIENCY RUBRIC CONTENT

## 3+ Exceeds Grade Level Standards

The student may occasionally exceed grade level standard.

## 3 Consistently Meets Grade Level Standards

The student understands and applies grade level concepts and skills.

## 2 Progressing Toward Grade Level Standards

The student demonstrates partial understanding and application of skills and concepts taught in class.

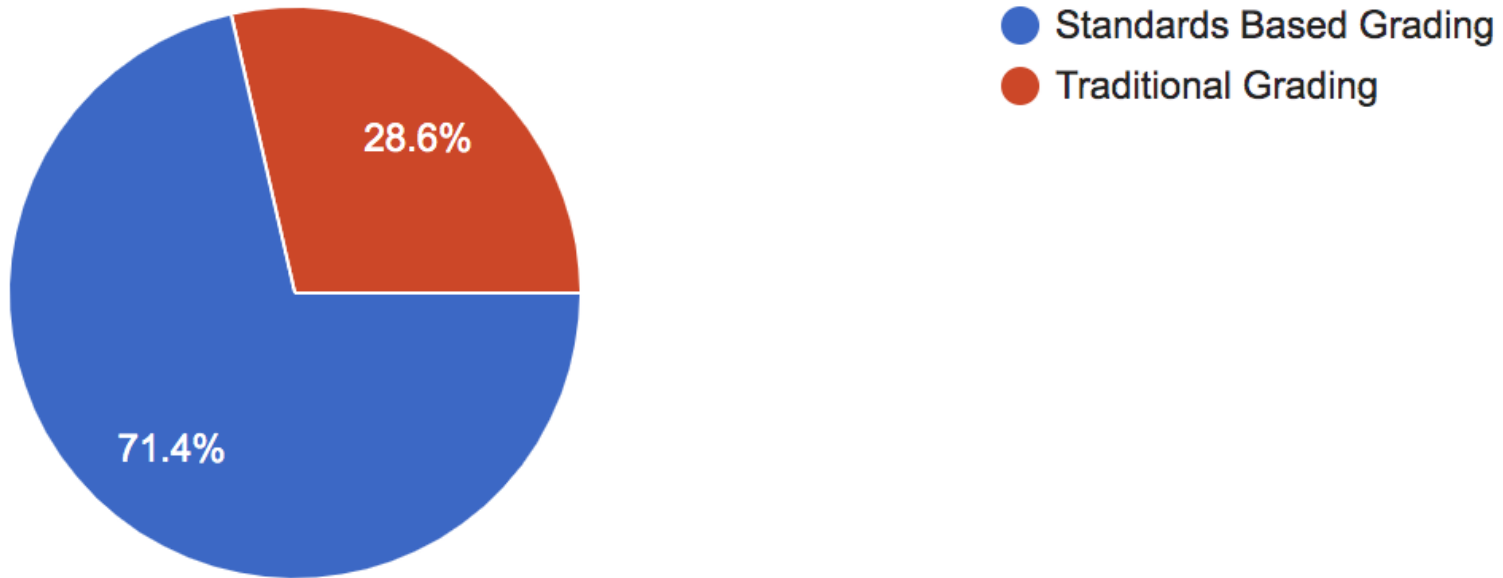
## 1 Limited Progress of Grade Level Standards

The student demonstrates a limited understanding and application of skills and concepts even with teacher support. Could potentially indicate an area of concern.

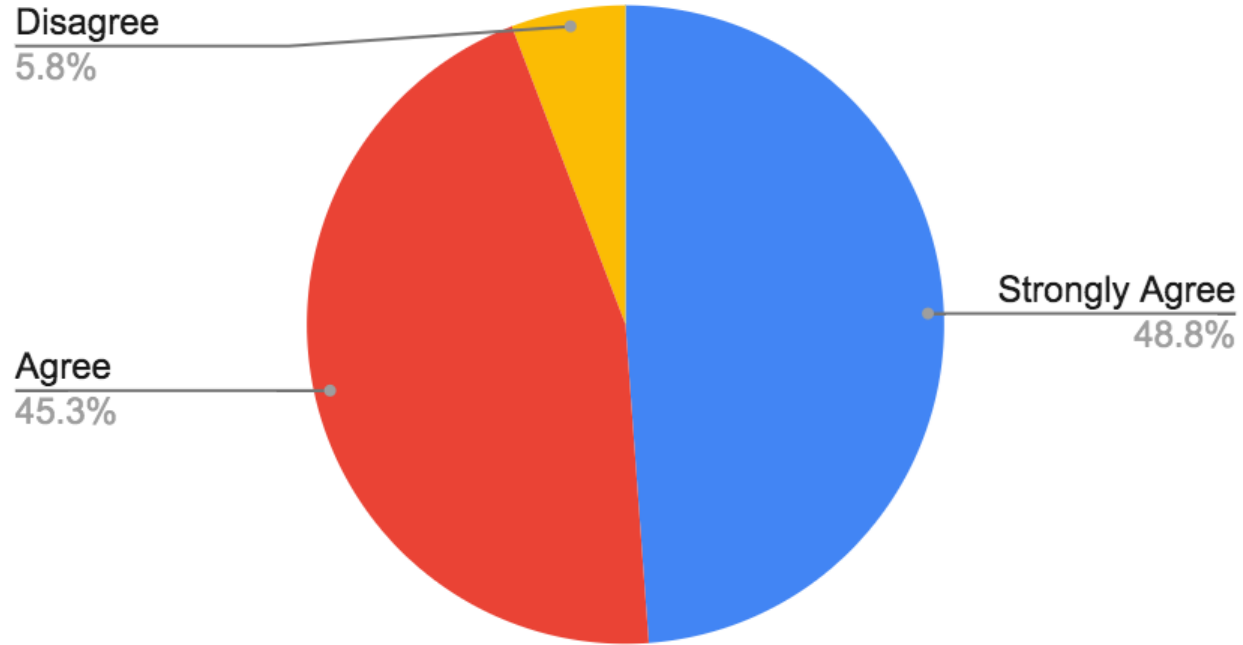
# COMMUNICATION PLAN

- Parent Handbook/ Parent Quick Guide- Revised for 2020-2021
- Staff Handbook
- Standards Based Grading Video/Social Media Outlets
- Face to Face meetings in the fall for staff training and rollout
- Quarterly Teacher Feedback sessions- this is a work in progress and needs to remain ongoing
- Surveyed K-6 teachers

# HAVING DONE STANDARDS BASED GRADING FOR A YEAR, WHICH DO YOU PREFER?



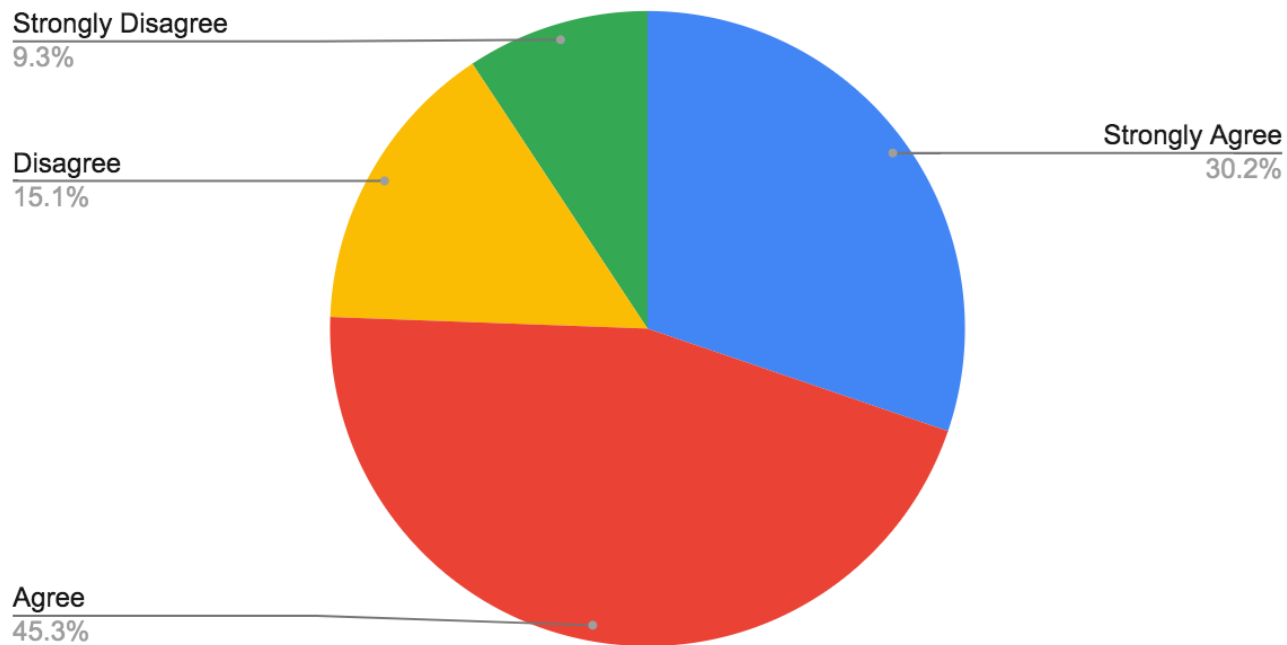
## I understand the philosophy of SBG



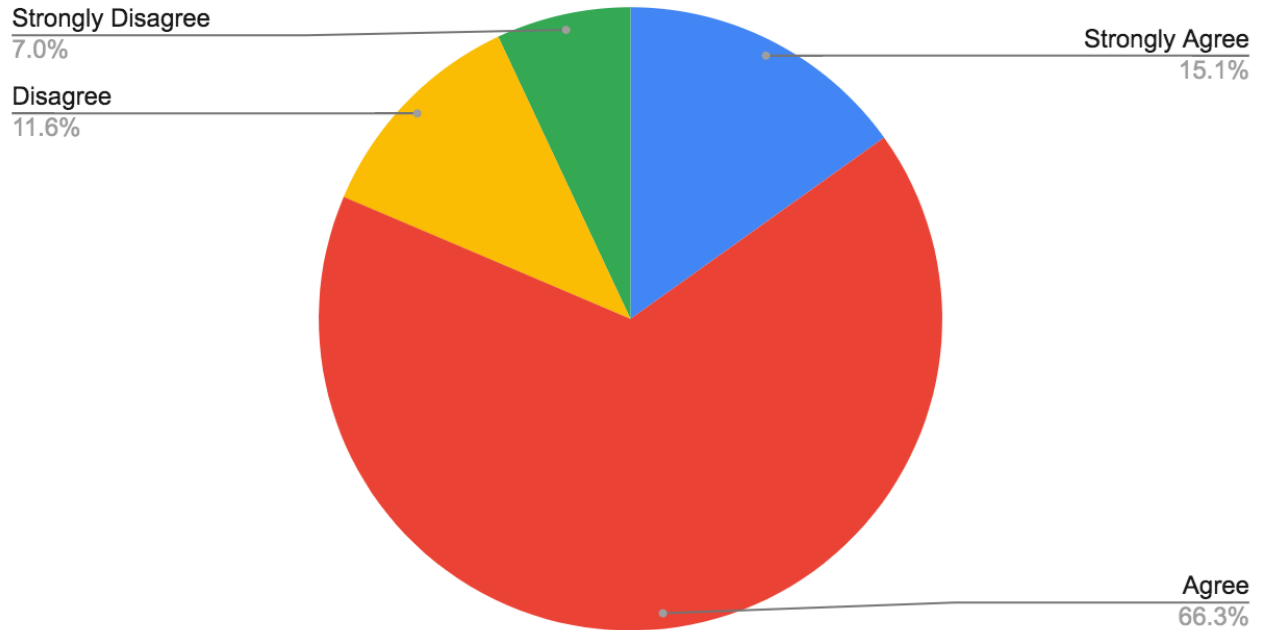
*Standards Based Grading - a grading system in which students are evaluated based on their proficiency in meeting a clearly-articulated set of course objectives*



## A standards based grade is more reflective of student-based knowledge and skills

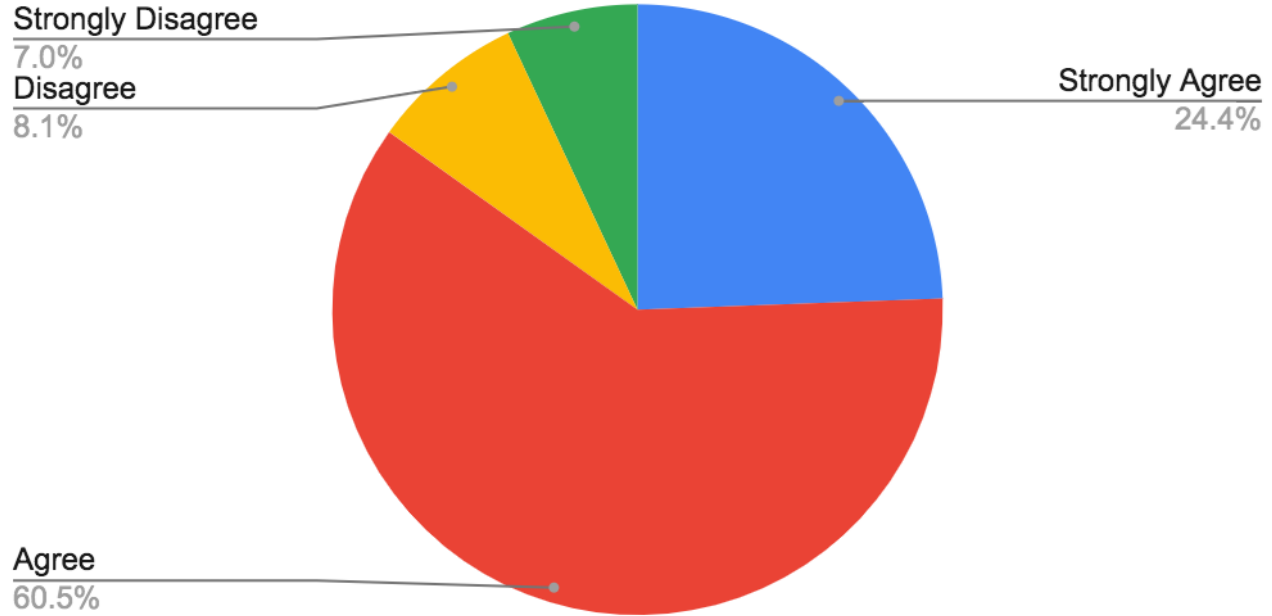


The Proficiency Rubric helped me to clearly assign the student grade as a 1, 2, 3 or in some cases, a 3+



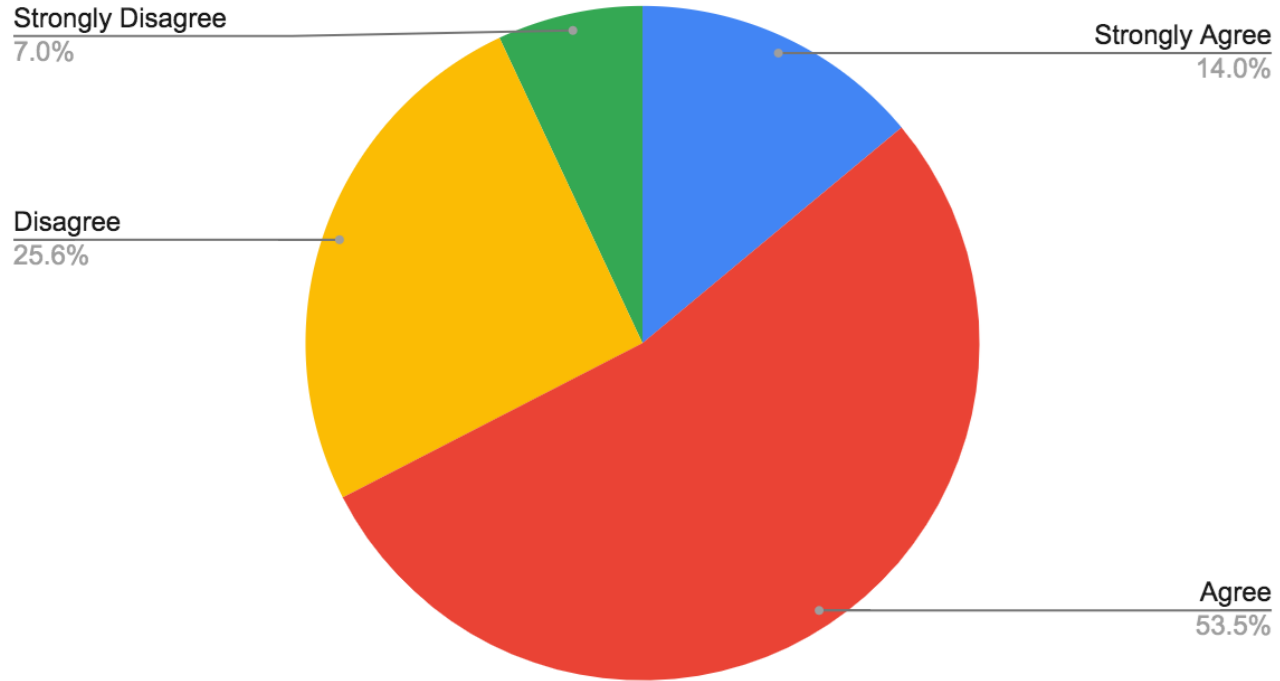
*The Proficiency Rubric provides guidance to teachers on how to assign the grade for each standard.*

## The new Standards Based report card helped me know what to teach each quarter



*The Standards Based Report Card has specific standards to assist teachers with what should be taught each quarter.*

## I have resources that align with SBG



*This should be enhanced with the recent approval of our English Language Arts Program adoption. Thank you Decatur Board of Education.*



QUESTIONS?



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Personnel Action
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources, and the Human Resources Department	<b>Attachments:</b> 8 Pages of Personnel Action
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

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

**CURRENT CONSIDERATIONS:**

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

**FINANCIAL CONSIDERATIONS:**

These positions are in the budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve all personnel action items as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**To: Board of Education**  
**From: Deanne Hillman**  
**Human Resources Director**  
**Date: June 18, 2020**  
**Board Date: June 23, 2020**  
**Re: Personnel Action**

**EMPLOYMENT RECOMMENDATIONS**

**TEACHERS:**

Name	Position	Effective Date
Janarra Beals	Cross Categorical .6FTE , Montessori Academy for Peace	August 10, 2020
Jihye Han	Art, Hope Academy ( <i>Pending Licensure</i> )	August 10, 2020
Timothy Koslofski	Grade 6, Hope Academy	August 10, 2020
Crystal Lyons	English, Eisenhower ( <i>Pending Licensure</i> )	August 10, 2020
Kathryn Rodgers	Grade 4, Parsons	August 10, 2020
Ciara Walker	Grade 2, Dennis Lab	August 10, 2020
Kim Vy Williams	Math, MacArthur	August 10, 2020
Christina Woo	Cross Categorical, Parsons ( <i>Pending Licensure</i> )	August 10, 2020

*Pending Licensure- will begin as a Substitute Teacher in the position until Illinois Teacher Licensure is received.*

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Rhonda Tyler	Secretary to the K-8 Principal, Johns Hill	June 22, 2020

**ADMINISTRATIVE SUPPORT:**

Name	Position	Effective Date
Hannah Elliott	Educational Media Support 1, IT	July 1, 2020

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Cindy Cannon	Library Media Assistant, Oak Grove, 5 hours per day	August 10, 2020
Shelbi Collins	Special Ed Assistant, Dennis Lab, 6 hours per day	August 10, 2020
Sydnee Sturdivant	Care(Calm)/Recovery Room Assistant, Hope Academy, 6.5 hours per day	August 10, 2020
Shannon Suhl	Care(Calm)/Recovery Room Assistant, Oak Grove, 6.5 hours per day	August 10, 2020

**TEMPORARY SUMMER ASSIGNMENT (NOT TO EXCEED MORE THAN 600 HOURS)****MAINTENANCE:**

Name	Position	Effective Date
Donald Fuiten	Temporary Maintenance Worker, Buildings & Grounds	June 11, 2020
Gary McMillin	Temporary Maintenance Worker, Buildings & Grounds	June 11, 2020
Steve Stolle	Temporary Maintenance Worker, Buildings & Grounds	June 11, 2020

**SUMMER SCHOOL 2020:****TEACHERS:**

Name	Position	Effective Date
Charisse Brown	Summer Camp Special Education Teacher, Professional Development Institute	June 12, 2020

**CORRECTION****TEACHER:**

Name	Position	Effective Date
Carla Giberson	Grade 3, Hope Academy	August 10, 2020



**TRANSFERS****TEACHERS:**

Name	Position	Effective Date
Heather Groves	From Grade 1, Hope Academy to Grade 4, Franklin	August 10, 2020

**TEACHING ASSISTANTS:**

Name	Position	Effective Date
Tina Harper	From SEAP Assistant, SEAP/Harris Learning Academy, 6 hours per day to Special Ed Assistant, MacArthur, 6.5 hours per day	August 10, 2020
Sharon Stapleton	From Pre-K Assistant, Pershing at RCC, 6.5 hours per day to Pre-K Assistant, Pershing at Baum, 6.5 hours per day	August 10, 2020

**RESIGNATIONS****TEACHERS:**

Name	Position	Effective Date
Jessica Brinkoetter	Grade 3, Baum	June 16, 2020
Ashley Minton	Grade 5, Baum	June 16, 2020
April Parpart	Grade 5, Oak Grove	June 17, 2020
Cheryl Vandevoorde	Pre K, Baum	August 10, 2020

**TEACHING ASSISTANT:**

Name	Position	Effective Date
Tiffanee Jelks	KDG/1st Instructional Assistant, Hope Academy	June 10, 2020

**OFFICE PERSONNEL:**

Name	Position	Effective Date
Ramie Weisser	Secretary to the Elementary Principal, Parsons	July 10, 2020

**SCHEDULE B:**

Name	Position	Effective Date
Christina Angle	Elementary Cross Country Coach, American Dreamer STEM Academy	June 4, 2020
Michael Phillips	Assistant Boys Basketball Coach, Eisenhower	May 29, 2020
Michael Phillips	Assistant Girls Track Coach, Eisenhower	May 29, 2020
Michael Phillips	Assistant Football Coach, Eisenhower	May 29, 2020

### **LEAVE OF ABSENCE**

#### **TEACHING ASSISTANT:**

Name	Leave	Effective Date
Raymond Hoffman	Study Leave	For the 2020-2021 School Year

### **RETIREMENTS**

#### **MAINTENANCE:**

Name	Position	Effective Date
Paul Karas	Maintenance Worker, Buildings & Grounds	August 11, 2020

### **COMPENSATION RECOMMENDATIONS:**

- The following staff members should be compensated **\$17.00** for participating in HMH Grades 3-5 on June 1, 2020 at Muffley:

Vanessa Kelson  
Jessica Meier  
Stephanie Meis

Hilda Nicholls  
Julie Comerford  
Ann Akers

- The following staff members should be compensated for participating in Number Talks with HMH the week of June 8, 2020 at Muffley:

Angela Guernsey	\$17.00	Megan Noel	\$17.00
Ashley Atchason	\$17.00	Kim Decesaro	\$34.00
Tressa James	\$17.00	Kristy Watrous	\$17.00
Vanessa Kelson	\$17.00	Diane Orr	\$17.00
Jobeth Sweeney	\$17.00	Susan Barnes	\$17.00
Jared Staples	\$17.00	Libby Kirkland	\$17.00
Jodi Folmsbee	\$17.00	Julie Comerford	\$17.00
Melissa Prasun	\$17.00		

- The following staff member should be compensated **\$400.00** for participating in Summer School Math Support from May 27-June 1, 2020 at PDI:  
Kelli Murray

- The following staff members should be compensated **\$50.00** for participating in SEL Training w/CEC on June 1, 2020 at Stephen Decatur:

Debbie Boerger	Shelby Hawkshaw
Audrey Bohannon	Justin Hayes
Matt Grossman	Julie Lauper
Anne Cooper	Yolanda Minor
Julie Dahlke	Amy Neal
Sarah DeVore	April Parks
Crystal Eilers	Wendy Ragsdale
Heather England	Ashlee Smith
Bette Felstead	Ashley Swanson
Stacy Goodman	

- The following staff members should be compensated **\$50.00** for participating in SEL Training w/CEC on June 2, 2020 at Stephen Decatur:

Debbie Boerger	Matt Grossman
Audrey Bohannon	Shelby Hawkshaw
Evan Briar	Justin Hayes
Ashley Swanson	Julie Lauper
Anne Cooper	Holly Lewis
Julie Dahlke	Yolanda Minor
Sarah DeVore	Amy Neal
Crystal Eilers	April Parks
Heather England	Wendy Ragsdale
Bette Felstead	Ashlee Smith
Stacy Goodman	

- The following staff members should be compensated for participating in Daily 5 on May 14, 2020 at Hope Academy:

Molly Miller	\$100.00	Michelle Nixon	\$50.00
Alyssa Conrad	\$50.00	Kristina Sommer	\$50.00
Susan Conway	\$50.00	Rajillia Sullivan	\$50.00
Kristina Donley	\$50.00	Stacey Williams	\$50.00
Ann Downey	\$50.00	Michelle Holsapple	\$50.00
Heather Groves	\$50.00	Tonyan Young	\$50.00
Lyndsay Lemanczyk	\$50.00	Nicole Jones	\$50.00
Kandice Michener	\$50.00	Terri Ellis	\$50.00
Erin Miller	\$50.00		

- The following staff member should be compensated **\$330.00** for participating in ELA Pacing Guides on May 29, 2020 at PDI:  
Julie Turner
- The following staff members should be compensated **\$24.99** for participating in ILT Meeting w/CEC on June 8, 2020 at Stevenson:
 

Roxann Kennedy	Taryn Diaz
Tessa Meinders	Kelly Bailey
Olivia Mannlein	Elizabeth Case
Leslie Woolsey	Peter Brown
Carrie Sager	Rebecca Harman
Stacey Wilson	Olivia Wernecke
- The following staff members should be compensated **\$24.99** for participating in ILT Meeting w/CEC on June 11, 2020 at Stevenson:
 

Roxann Kennedy	Olivia Mannlein
Linda Cole	Leslie Woolsey
Tessa Meinders	
- The following staff members should be compensated **\$24.99** for participating in ILT Meeting w/CEC on June 4, 2020 at Stevenson:
 

Roxann Kennedy	Olivia Mannlein
Linda Cole	Leslie Woolsey
Tessa Meinders	
- The following staff members should be compensated for participating in Curriculum Planning Kindergarten on June 15, 2020 at PDI:
 

Tammy Carver	\$99.00	Melissa Schulz	\$99.00
Jodi Folmsbee	\$99.00	Kimberly Taylor	\$99.00
Nicole Genet	\$99.00	Juanita Williams	\$99.00
Paula Gruen	\$99.00	Stacey Williams	\$99.00
Tonya Kates	\$99.00	Robert Winters	\$99.00
Julie Mower	\$99.00	Rachelle Rico	\$99.00
Melissa Prasun	\$99.00	Lori Shimizu	\$33.00
Amanda Roberts	\$99.00		
- The following staff members should be compensated **\$99.00** for participating in Curriculum Planning 1st Grade on June 15, 2020 at PDI:
 

Taryn Diaz	Roxann Kennedy
Rhonda Ganley	Libby Kirkland
Heather Groves	Linda Stubblefield
Sarah Hott	Megan Noel

- The following staff members should be compensated **\$41.68** for participating in HMH PD Training on June 16, 2020 at Dennis:

Rebekah Novak	Brianna Fink
Jennifer Parks	April Bacon
Brittney Acree	Allyson Washburn
Sarah Smith	Maria Bohnsack
- The following staff members should be compensated for participating in Curriculum Planning HS Math on June 16, 2020 at PDI:

Casey Hannah	\$99.00	Krystal Reyes	\$99.00
Andrew Jones	\$99.00	Jason Vicich	\$99.00
Hannah Lybarger	\$99.00	Kelli Murray	\$198.00
Brett Palmer	\$99.00		
- The following staff members should be compensated **\$33.32** for participating in Learning Partner ESSA on March 30, 2020 at American Dreamer STEM Academy:

Tara Pitt	Ben Steele
Tisha Neeley	Jennifer Theis
Linda Stubblefield	Carissa Craven
- The following staff members should be compensated for participating in Curriculum Planning HS ELA on June 17, 2020 at PDI:

Justin Baer	\$198.00	Stephanie Koster	\$99.00
Ron Lybarger	\$198.00	Brandon Phillips	\$99.00
Alexandra Daggett	\$99.00	Ann Zuehkle-Denoyer	\$99.00
Jennifer Young	\$99.00	Kelsey Dyke	\$99.00
Rick Koetje	\$99.00		
- The following staff members should be compensated for participating in Curriculum Planning Grades 6-8 From June 15-16, 2020 at PDI:

Ben Steele	\$132.00	Rachelle Rico	\$165.00
Melissa Goede	\$99.00		
- The following staff members should be compensated for participating in Curriculum Planning Grades 4 on June 17, 2020 at PDI:

Abigail Cohlmeier	\$99.00	Rachelle Rico	\$132.00
Carolynn Keizer	\$99.00		
- The following staff members should be compensated for participating in Library Merger Work from June 8- June 12, 2020 at Montessori Academy for Peace:

Amy Edrington	\$825.00	Elizabeth Brinkoetter	\$643.50
Megan Holt	\$660.00	Megan Flanigan	\$594.00

- The following staff members should be compensated for participating in Library Merger Work from June 15- June 17, 2020 at Montessori Academy for Peace:

Amy Edrington	\$594.00	Elizabeth Brinkoetter	\$396.00
Megan Holt	\$594.00	Megan Flanigan	\$594.00

- The following staff members should be compensated **\$16.66** for participating in PD w/CEC June 17, 2020 at Oak Grove:

Sabrina Barnett	Melissa Schulz
Abigail Cohlmeier	Brooke Segelhorst
Taylor Hathcoat	Madison Stark
Carolynn Keizer	Amanda Reeve
Jessica Niebrugge	Charles Durst
Blair Paulson	Mary Taylor
Tamara Schmitt	

- The following staff members should be compensated **\$500.00** for participating in PATI TA to Teacher UIS on June 18, 2020 at PDI:

William Derek Spates	Kaelee Queary
----------------------	---------------

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

Paul J Karas

Retraction as previously mentioned in the BOE packet dated June 9, 2020:

- The following staff member should be compensated **\$750.00** for the X-Step for her years of service to Decatur Public Schools:

Jennifer Godfrey

To: Dr Paul Fregeau, Superintendent  
From: Deanne Hillman, Director of Human Resources  
Date: June 23, 2020  
Re: Administrative Recommendation

The following person is recommended for the position of the K-8 Assistant Principal at Hope Academy.

Kamra Meador  
186 N. 35<sup>th</sup> Court  
Apt #5  
Decatur, Illinois 62521

Education:

2016	MS	Educational Leadership, Eastern Illinois University, Charleston, IL
1990	BS	Education, Culver-Stockton College, Canton, MO

Experience:

2014-present	Curriculum & Instruction Coordinator, Decatur Public School District 61, Decatur, IL
1990-2014	Elementary/Middle School Teacher, Argenta Oreana School District #1, Oreana IL

---

For payroll purposes only

Effective: July 27, 2020

Pro-rated Yes: No: X Level 14 Step 15

Base: \$78,526.00 Number of full contract days: 195

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

Certified Number: 310616

Account Number:

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

Date \_\_\_\_\_

To: Dr Paul Fregeau, Superintendent  
From: Deanne Hillman, Director of Human Resources  
Date: June 23, 2020  
Re: Administrative Recommendation

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

Heidi Beck  
114 S Four Bridges Rd  
Niantic IL 62551

Education:

2014	MS	Educational Leadership, Eastern Illinois University, Charleston, IL
1999	BS	Business Administration, Eastern Illinois University, Charleston, IL

Experience:

2017-present	FACS Teacher-Springfield Public School District 186, Springfield, IL
2016-2017	FACS Teacher-Athens School District CUSD #213, Athens, IL
2014-2016	FACS Teacher-Warrenburg Latham/Marion Forsyth School Districts, Warrensburg, IL
2012-2014	FACS Teacher-Springfield Public School District 186, Springfield, IL
2008-2009	FACS Teacher-Mt Zion Community School District, Mt Zion, IL
2007-2008	FACS Teacher-Decatur Public School District 61, Decatur, IL
2005-2007	FACS Teacher-Atwood-Hammond School District, Atwood, IL

---

For payroll purposes only

Effective: July 27, 2020

Pro-rated Yes: No: X Level 13 Step 7

Base: \$70,335 .00 Number of full contract days: 195

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

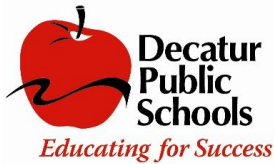
Certified Number: 671180

Account Number:

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

Date \_\_\_\_\_





## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Jerry J. Dawson Civic Leadership Institute - Coordinator's Contract
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources	<b>Attachments:</b> Jerry J. Dawson Civic Leadership Institute - Coordinator's Contract
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

The Jerry J. Dawson Civic Leadership Institute is an enrichment program provided to the Decatur Public School District by private funding through the Decatur Public Schools Foundation. The 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 Institute Coordinator for FY21.

The FY21 Contract includes a FY21 salary of \$90,000.00. The contract reflects a year end date of June 30, 2021.

### FINANCIAL CONSIDERATIONS:

Per guidance from the private funder, the Decatur Public Schools Foundation will reimburse the District for the full cost of the employee wages and single-employee benefits. There is no direct cost to the District for the salary or those benefits. If the employee elects full family benefits the District agrees to cover that additional cost.

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Jerry J. Dawson Institute Coordinator's FY21 Contract as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

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

### **Fiscal Year 2020-2021**

This Contract made and entered into this 23rd day of June, 2020 by and among the Board of Education of Decatur Public School District No. 61, Decatur, Illinois (hereinafter "the Board"), The Decatur Public Schools Foundation and Juanita Morris, (hereinafter "the Coordinator"), ratified at the meeting of the Board held on June 23, 2020 as found in the minutes of that meeting.

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

**1. Employment.** The Coordinator is hereby hired and retained from July 1, 2020 to June 30, 2021, as Coordinator of the Jerry J. Dawson Civic Leadership Institute (hereinafter "the Institute"), a special program funded and managed by the Decatur Public Schools 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 Decatur Public Schools 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 (May 12, 2020). 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 2020-2021 year the amount of the Coordinator's salary shall be not less than Ninety-Thousand Dollars (\$90,000.00). 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. 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 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 (May 12, 2020).

**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 (May 12, 2020).

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

**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 (May 12, 2020).

**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. 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)

**21. 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.

**22. 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.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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:**

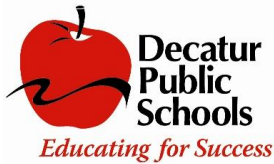
\_\_\_\_\_  
**Secretary**

**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 23, 2020	<b>Subject:</b> Decatur Public Schools Foundation Director's Contract
<b>Initiated By:</b> Deanne Hillman, Director of Human Resources	<b>Attachments:</b> Education Foundation - Director's Contract
<b>Reviewed By:</b> Dr. Paul Fregeau, 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 FY21.

The FY21 Contract renewal includes a wage increase of \$3101.04 (4%) over the prior year providing a FY21 salary of \$80,627.04. In addition, the contract provides a performance bonus for FY20 of \$10,000. The contract reflects a year end date of June 30, 2021.

### 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 Director's FY21 Contract with a FY20 bonus as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

## **EXECUTIVE DIRECTOR'S CONTRACT**

### **Fiscal Year 2020-2021**

This Contract made and entered into this \_\_\_\_\_ day of June, 2020 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 23, 2020 as found in the minutes of that meeting.

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

**1. Employment.** The Director is hereby hired and retained from July 1, 2020 to June 30, 2021, 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 a representative from 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 (May 12, 2020). 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 2020-2021 year the amount of the Director's salary shall be not less than Eighty Thousand Six Hundred Twenty-Seven Dollars and 04/100 (\$80,627.04). 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 20 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. 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 (May 12, 2020).



**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 (May 12, 2020).

**16. Life Insurance.** Director shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (May 12, 2020).

**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 (May 12, 2020).

**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. 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)

**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 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.

**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.

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

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

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

**ATTEST:**

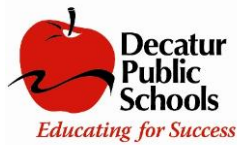
\_\_\_\_\_  
**Secretary**

**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 23, 2020	<b>Subject:</b> RESOLUTION authorizing the issuance of general obligation alternate revenue bonds of the District in an aggregate principal amount not to exceed \$67,500,000 for the purpose of refunding certain outstanding obligations of the District
<b>Initiated By:</b> Dr. Todd Covault, Chief Operational Officer	<b>Attachments:</b> Bond Resolution
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

On March 24, 2020, the Board approved a similar resolution and held a Bond Issuance and Notification Act hearing for the intended purpose of refunding the alternative revenue (sales tax) bonds. During the spring, the Covid-19 pandemic caused market dislocation.

### **CURRENT CONSIDERATIONS:**

With the significant loss of sales tax collections through this pandemic, the District is considering other options with the refunding that are not currently available under the resolution previously approved. Following approval of this second resolution, the District will reinstate the petition process.

### **FINANCIAL CONSIDERATIONS:**

The refunding is market driven based upon the timing of the bonds placement and the rates available in the market at that time. The District anticipates that the rates will be substantially less than the current rates from the original 2011 bond issuance.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Resolution Authorizing the Issuance of General Obligation Alternate Revenue Bonds of Decatur School District Number 61, Macon County, Illinois, in an Aggregate Principal Amount not to Exceed \$67,500,000 Pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended, for the Purpose of Refunding Certain Outstanding Obligations of said School District as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

RESOLUTION authorizing the issuance of general obligation alternate revenue bonds of Decatur School District Number 61, Macon County, Illinois, in an aggregate principal amount not to exceed \$67,500,000 pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended, for the purpose of refunding certain outstanding obligations of said School District.

\* \* \*

WHEREAS, Decatur School District Number 61, Macon County, Illinois (the “*District*”), is a duly organized and existing school district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the School Code of the State of Illinois, as amended (the “*School Code*”); and

WHEREAS, the District has issued and has outstanding General Obligation School Bonds (Alternate Revenue Source), Series 2011A, dated October 11, 2011 (the “*2011A Bonds*”); and

WHEREAS, the Board of Education of the District (the “*Board*”) has determined that it is advisable, necessary and in the best interests of the District to refund all or a portion of the 2011A Bonds (the “*Refunding*”) in order to restructure the debt burden of the District or realize debt service savings; and

WHEREAS, the Board has further determined that the 2011A Bonds were issued for a “school facility purpose” within the meaning of the County School Facility Occupation Tax Law of the State of Illinois, as amended (the “*Sales Tax Law*”); and

WHEREAS, the Board has further determined the estimated costs of the Refunding, including legal, financial, bond discount, capitalized interest, printing and publication costs and other expenses, to be not less than \$67,500,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, the Board has further determined that it is advisable and necessary that the Refunding be undertaken and, in order to raise the funds required to pay such costs, that the District borrow the sum of \$67,500,000 and, in evidence thereof, issue general obligation alternate revenue

bonds in an aggregate principal amount of \$67,500,000 (the “*Bonds*”), in accordance with the provisions of Section 15 of the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the principal of and interest on the Bonds will be payable from collections distributed to the District from those taxes imposed by The County of Macon, Illinois, pursuant to the Sales Tax Law (the “*Pledged Revenues*”); and

WHEREAS, if the Pledged Revenues are insufficient to pay the Bonds, ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount are authorized to be extended to pay the principal of and interest on the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Decatur School District Number 61, Macon County, Illinois, as follows:

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

*Section 2. Determination to Issue Bonds.* It is necessary and in the best interests of the District to undertake the Refunding, and the Bonds are hereby authorized to be issued and sold for that purpose.

*Section 3. Publication.* This Resolution, together with a notice in the statutory form, shall be published in the *Herald & Review*, the same being a newspaper of general circulation in the District, and if no petition, signed by 3,114 electors, the same being equal to the greater of (i) 7.5% of the number of registered voters in the District or (ii) 200 of those registered voters or 15% of those registered voters, whichever is less, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the

date of the publication of this Resolution and said notice, then the Bonds shall be authorized to be issued.

*Section 4. Additional Resolutions.* If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional resolutions or proceedings supplementing or amending this Resolution providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Resolution is not exceeded and there is no material change in the Refunding or the purposes described herein. Such additional resolutions or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This Resolution, together with such additional resolutions or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

*Section 5. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

*Section 6. Repealer.* All resolutions or orders, or parts thereof, in conflict herewith be and the same are hereby repealed, and that this Resolution be in full force and effect forthwith upon its adoption.

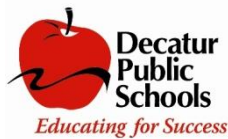
Adopted June 23, 2020.

---

President, Board of Education

---

Secretary, Board of Education



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Workers' Compensation Excess Insurance Renewal
<b>Initiated By:</b> Todd Covault, EdD, Chief Operational Officer	<b>Attachments:</b> Renewal Quote
<b>Reviewed By:</b> Dr. Paul Fregeau, 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 2019-20, the Self-Insured Retention (SIR) was \$500,000; aggregate was \$1,927,792 with a \$2,000,000 limit. That is, the District pays the first \$500,000 on any individual claim before insurance takes effect. Once individual claims add up to \$1,927,792 excess insurance covers claims up to \$2,000,000 in excess insurance payments.

The self-insured plan is administered by York Risk Services. FY 2020-21 is the second year of a three-year commitment.

### **CURRENT CONSIDERATIONS:**

The District's broker, Dansig, sought renewal quotes from Safety National, Midwest Employers Casualty Company, Sunz, Brickstreet, CCMSI, IPRF, and Bridge Excess Solutions.

Safety National provided the lowest quote. The expiring premium from Safety National for the FY 2019-20 year was \$82,876 (\$500,000 SIR/\$1,927,792 Aggregate) and the renewal premium for the FY 2020-21 year is \$90,511 (\$500,000 SIR/\$1,945,038 Aggregate).

### **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 Safety National in the amount of \$90,511 as presented.

### **RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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



**EXPIRING EXCESS INFO**

Estimated Annual Payroll	\$64,371,620
Length of Pol Period (Years)	1
Est Annual Normal Prem	\$389,453
Insurance Company	Safety National
W.C. Limit	STATUTORY
E.L. Limit	\$1,000,000
SIR	\$500,000
Aggregate Limit	\$2,000,000
Agg Loss Fund % or Factor	495.00%
Est Agg LF Attachment	\$1,927,792
Rate as % of Normal Premium	21.28%
Annual Premium	\$82,876

# york.

Proposal for **Excess Workers Compensation**Today **5/5/2020**Policy **AGC4060605**Insured **Decatur School District  
No. 61 Board of Education**Effective Date **7/1/2020**State(s) **Illinois****RENEWAL EXCESS INFO**

Estimated Annual Payroll	\$67,495,000	\$67,495,000	\$67,495,000
Length of Pol Period (Years)	1	1	1
Est Policy Period Normal Prem	\$392,937	\$392,937	\$392,937
Insurance Company	Safety National Option 7435210868	Safety National Option 7435210760	Safety National Option 7264731256
W.C. Limit	STATUTORY	STATUTORY	STATUTORY
E.L. Limit	\$1,000,000	\$1,000,000	\$1,000,000
SIR	\$600,000	\$550,000	\$500,000
Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000
Agg Loss Fund % or Factor	515.00%	505.00%	495.00%
Est Agg LF Attachment	\$2,023,626	\$1,984,332	\$1,945,038
Minimum Agg LF Attachment	\$2,023,626	\$1,984,332	\$1,945,038
Aggregate Loss Limitation	\$2,000,000	\$2,000,000	\$2,000,000
Rate as % of Normal Premium	20.75%	22.12%	23.34%
Policy Period Minimum Prem	\$77,457	\$82,572	\$87,125
Annual Deposit Premium	\$81,534	\$86,918	\$90,511
Incl Annual Terrorism Act	0.05%	0.05%	0.05%

Note	- Quotes DO NOT Include Claim Service Fees, State Fees or Assessments
Policy Endorsements (SAME AS EXPIRING)	1061 15 0519 (XWC) POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INS CO ILLINOIS MANDATORY ENDORSEMENTS, if applicable
Additional Conditions	- Safety National must receive a currently valued large loss listing from 2010 to present prior to binding Updated transportation exposures must be received by Safety National prior to issuance of Policy



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> License Agreement between Decatur Public School District 61 and Innovation Learning, LLC for the Before and After School Childcare Program for 2020-2021 School Year
<b>Initiated By:</b> Ashley Grayned, Executive Director of Innovative Programs and Strategic Planning	<b>Attachments:</b> Contract
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

In response to the positive feedback from Decatur Public Schools families and staff, this proposal serves as a continuation of the before and after school childcare programming for the 2020-21 school year.

### **CURRENT CONSIDERATIONS:**

Decatur Schools District is recommending Innovative Learning as the selected partner to provide before and after school childcare for the second consecutive year.

Innovative Learning will provide on-site before and after school services and programs for pre-k through 8<sup>th</sup> grade aged students in 3 of the district's school buildings (Dennis Lab - Kaleidoscope Campus, Johns Hill Magnet and Montessori Academy for Peace). Transportation will be provided (pm only) for students at our Tier 1 schools to be transported to one of the three Innovative Learning programming sites, beginning in school year 2020. Innovative Learning will deliver a safe, secure, on-site before and after school environment that delivers an enriching, enjoyable after-school program format that blends childcare, homework assistance, extracurricular activities, enrichment, music, recreation, physical activities, and the arts.

### **FINANCIAL CONSIDERATIONS:**

Innovation Learning will pay District 61 for the costs it will incur as a result of this Agreement (including custodial costs and administrative overhead). Innovation Learning shall pay District 61 a license fee based upon the number of students in the afternoon program. The licensing fee will be determined by site. An additional 3% of all revenue will be set aside for full and partial scholarships for those in need.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve this License Agreement between Decatur Public School District 61 and Innovation Learning, LLC for the Before and After School Childcare Program for 2020-2021 School Year as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**LICENSE AGREEMENT  
BY AND BETWEEN  
THE BOARD OF EDUCATION OF DECATUR SCHOOL DISTRICT 61 AND  
INNOVATION LEARNING, LLC**

**THIS LICENSE AGREEMENT** (“Agreement”) is made as of this June 23, 2020, by and between the Board of Education of Decatur School District 61, Macon County, Illinois (collectively, the “Board”), and Innovation Learning, LLC (“Innovation Learning”), a Delaware Limited Liability Corporation.

**W I T N E S S E T H:**

**WHEREAS**, the Board is the owner of certain real properties as identified on Exhibit A hereto (“Schools”), each of which includes a building that is operated as a public school; and

**WHEREAS**, Innovation Learning is a corporation that operates before and after school programs for school age children; and

**WHEREAS**, the Board issued a request for proposals, dated April 5, 2019 for interested entities to license a portion of the Schools for the purpose of providing before school and after school childcare, including academic assistance and enrichment, in each of the Schools (“RFP”), which is attached hereto as Exhibit B and incorporated herein by reference; and

**WHEREAS**, Innovation Learning submitted a proposal in response to the RFP, dated April 30, 2019 (“Response to RFP”), which is attached hereto as Exhibit C and incorporated herein by reference; and

**WHEREAS**, after careful evaluation of all proposals received, the Board determined that Innovation Learning was best suited to fulfill the RFP requirements; and

**WHEREAS**, the Board has determined that use of a portion of the Schools by Innovation Learning will further the Board’s educational mission and will not interfere with or impede normal operations of the Board; and

**WHEREAS**, the parties desire to enter in a written license agreement defining their rights, duties and liabilities with respect to Innovation Learning’s license of a portion of the Schools.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the parties hereto as follows:

- 1. Incorporation of Preambles.** The preambles are incorporated into and made a part of this Agreement.
- 2. Grant of License.** The Board hereby grants to Innovation Learning an exclusive license to use space in each of the Schools at the discretion of the Board and Schools (collectively, the “Premises”) for the purpose of operating a before and after school program (“Program”), on days

and at times when the Program is in operation (as stated in Paragraph 5 below). Incident to said license, Innovation Learning shall also be permitted reasonable ingress and egress to and from the Premises, as well as use of the parking lots, the Schools' common areas such as bathrooms and hallways, and sufficient storage space at the Schools. Innovation Learning shall also have access to the Premises during the thirty (30) minutes immediately prior to each session of the Program and the thirty (30) minutes immediately after each session of the Program, for the purposes of set up and take down. Access to the Premises during other times or to additional space in the Schools may be provided under the same terms and conditions as contained herein, subject to the approval of School administrators. The Premises shall only be used for operating the Program. During the term of this Agreement, Innovation Learning will be the exclusive provider of before school, after school, and vacation day programming at the Schools.

**3. Term.** The term of this Agreement shall commence on July 1, 2020 and continue in effect until June 30, 2021 ("Initial Term"). Thereafter, this Agreement may be renewed, at the Board's option, and at Innovation Learning's discretion for up to four (4) additional one (1) year periods (each a "Renewal Term"). Either The Board or Innovation Learning may terminate this Agreement for its convenience by providing at least ninety (90) days advanced written notice thereof. Upon termination of this Agreement, Innovation Learning shall immediately vacate the Premises and shall have no further right of access thereto. Upon vacating the Premises, Innovation Learning shall ensure the Premises are in as good a condition as existed when it first gained rights to access the Premises, reasonable wear and tear accepted.

**4. License Fee.** To reimburse the Board for the costs it will incur as a result of this Agreement (including custodial costs and administrative overhead), Innovation Learning shall pay the Board a license fee based upon the number of students in the afternoon program. The licensing fee will be determined by site, using the following schedule:

<b>PM Student #s</b>	<b>% of PM Revenue</b>
0-15 students	0
16-20 students	4.0%
21-25 students	5%
26-34 students	5.5%
35-44 students	6%
45-54 students	7%
55+ students	8%

For purposes of calculating this fee, the net total revenue shall include all net fees received by Innovation Learning as a result of the afternoon Program, after reduction for any discounts or scholarships provided by Innovation Learning. Such fee shall be payable to the Board on a monthly basis beginning on September 20, 2020 and will be distributed on or around the 20th of each month during the ten (10) month period (September – June) that the Program is in operation.

**5. Operation of Program.** Innovation Learning shall comply with all terms and conditions contained in the RFP and Response to RFP, even if not enumerated in this Agreement. In addition, and for the avoidance of doubt, but not by way of limitation, the following terms shall apply to Innovation Learning's operation of the Program:

**A. *Staffing.*** Innovation Learning shall ensure that at least one (1) supervisory employee is present at each of the Schools for every fifteen (15) student participants at any one time. Overall across all of the Schools, Innovation Learning shall employ at least one (1) employee for every twelve (12) student participants in the Program. Innovation Learning shall employ Area Director(s) who must fulfill the responsibilities and meet the qualifications described in the Response to RFP. Innovation Learning shall also employ Site Coordinators for each of the Schools, who must fulfill the responsibilities and meet the qualifications described in the Response to RFP. Innovation Learning shall make a commercially reasonable effort to employ at least one (1) licensed teacher to provide academic support and instruction at each of the Schools.

**B. *Parent Communication.*** In addition to the parent communication requirements described in the RFP and Response to RFP, Innovation Learning will provide parents and School administration with updates about the Program via regular newsletters, emails and through social media. Innovation Learning will make a reasonable attempt to ensure that communication intended for parents is delivered to School administration at least 24 hours prior to disseminating to parents. Innovation Learning will conduct periodic surveys/interviews of parents to assess satisfaction and to evaluate the success of the Program. Any communication that is sent to parents will be provided to School administration ahead of time and any data collected will be shared with the Board.

**C. *Enrollment.*** Innovation Learning will operate at three (3) district sites, as follows:

<b>IL Site 1:</b> <b>Dennis Lab Kaleidoscope Campus</b>	<b>IL Site 2:</b> <b>Johns Hill Magnet</b>	<b>IL Site 3:</b> <b>Montessori Academy for Peace</b>
Oak Grove Elementary	Hope Academy	Baum Elementary
American Dreamers STEM Academy	Parsons Elementary	South Shores Elementary
Franklin Elementary	Stevenson Elementary	Muffley Elementary
Dennis Lab Mosaic Campus	SDMS	
Pershing Early Learning Center 2912 N. University Decatur, IL. 62526	William Harris Learning Academy	Pershing Early Learning – RCC Campus 1 College Park Decatur, IL. 62521

D. The District will provide transportation in the afternoon from Tier 1 and Tier 2 buildings to one of the designated Innovation Learning Sites as indicated above. AM Innovation Learning Programming will only take place at the three Innovation Learning sites.



E. Innovation Learning requires a minimum of at least 10 students on average in each program as a condition of operating at any particular School. Should attendance fall below the 10 student minimum, Innovation Learning will work with the district to develop an alternative plan. Innovation Learning shall be required to operate all components of the Program, at schools that average at least 10 students. Innovation Learning must allow participants to attend on a daily, weekly, or monthly basis, at the participant's option.

F. **Program Fees.** Innovation Learning shall charge program fees as follows:

Decatur School District 61 – 2020-21 Rates		
AM Program – 6:00 – 8:25 am	Daily Rate - \$10.25/day	Weekly Rate - \$50.00/week
PM Program – 2:45 – 5:30 pm	Daily Rate - \$13.50/day	Weekly Rate - \$59.00/week
Drop In Rates	AM Drop-In - \$13.25/day	PM Drop-In - \$16.50/week
Early Dismissal - \$26.95/day	Vacation Day - \$52.50/day	

Innovation Learning will set aside approximately 3% of all revenue for full and partial scholarships (to include sliding scale tuition).

G. **Notice of Injury.** In the event of any injury to any person occurring on the Premises while Innovation Learning is present, Innovation Learning shall provide immediate notice to the Superintendent.

H. **Care of Premises.** The Board shall be responsible for providing routine custodial service and maintaining the Schools. However, Innovation Learning shall be responsible for the cost of any repairs necessitated by acts or omissions of Innovation Learning or its employees, agents or invitees and shall promptly reimburse the Board for the full cost of repair for all such damages or replacement, except for ordinary wear and tear. Innovation Learning will not be permitted to make any alterations or improvements to the Schools, without the explicit written permission of the Board.

I. **Employee Qualifications.** All staff of Innovation Learning shall have the necessary training, licenses and certificates required to provide the services for the Program. All employees, contractors, volunteers and agents of Innovation Learning who provide services for the Program shall submit, at Innovation Learning's expense, to a fingerprint based criminal background check as required by the Illinois Department of Children and Family Services (DCFS). Innovation Learning hereby certifies to the Board that all employees, contractors, volunteers and agents operating the Program undergoing such criminal background checks are employable according to the guidelines set by DCFS.

J. **Hours and Dates of Operation.** Innovation Learning shall operate the Program at the three Innovation Learning sites of the Schools during the hours of 6:00 a.m. to the start of school in the morning and from the end of school to 5:30 p.m. on all weekdays when school is in session (as indicated on the 2020-2021 Board-provided school calendars for subsequent years), except on Early Release Dates and Full Day Dates (as defined herein). Innovation Learning shall operate the Program for extended hours on Early Release Dates

and Full Day Dates, as identified on Exhibit D hereto. The Board shall provide Innovation Learning with school calendars for any Renewal Term, which shall include any Early Release Dates, Full Day Dates, and dates on which the Program is required to be in operation.

**K. Exclusivity.** Innovation Learning will not seek to operate and will not respond to any RFPs in surrounding school districts which compete for students with Decatur School District 61 and will not operate in these districts within a radius of 30 miles from Decatur without the District's permission.

**6. Confidentiality.** To the extent applicable, Innovation Learning shall comply with all state and federal laws related to student privacy, including, but not limited to, the *Illinois School Student Records Act*, the *Illinois Mental Health and Developmental Disabilities Confidentiality Act*, and the federal *Family Educational Rights and Privacy Act*, and all rules and regulations governing the release of student records and medical records. To the extent the Board releases student record information to Innovation Learning in conjunction with the Program, Innovation Learning shall also comply with the outlined terms of such release and receipt. Innovation Learning shall implement and maintain appropriate security protocols to prevent third-party access to information and data provided by the Board or gathered by Innovation Learning during the operation of the Program. In the event the security of student information or data or parent/family personal or financial information is breached, Innovation Learning shall notify the Board of the breach immediately and inform the Board of the information compromised.

**7. Insurance.** Innovation Learning shall provide and maintain, at its sole cost and expense, the following minimum levels and types of insurance for the duration of this Agreement:

A. *Commercial General Liability Insurance* in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Two Million Dollars (\$2,000,000) from the aggregate of all occurrence within each policy year; and

B. *Worker's Compensation Insurance* in the statutory amounts and *Employer's Liability Insurance* with limits of at least \$500,000 each accident for bodily injury by accident and each employee for bodily injury by disease.

Each insurance policy shall be issued in the name of Innovation Learning and shall not be cancelable or reduced without thirty (30) days prior written notice to the Board. Innovation Learning shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance.

**8. Relationship of the Parties.** Neither Innovation Learning nor its employees, contractors, officers, or volunteers shall be deemed employees or agents of the Board, nor shall Innovation Learning represent or hold out any of its programs or activities as being conducted, sponsored or otherwise approved by the Board. The Program is a venture solely of Innovation Learning. Innovation Learning shall remain solely responsible at all times for proper supervision of all activities occurring at the Schools related to the Program.

9. **Sublicense and Assignment.** Innovation Learning shall not sublicense, assign or delegate this Agreement or any part thereof without the prior written consent of the Board, which may be withheld in its sole discretion.

10. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and may be given by personal delivery or by certified mail, return receipt requested, with postage prepaid or by a nationally recognized overnight delivery service; notice shall be deemed given: (i) if given personally, as of the date delivered; (ii) if given by certified mail, on the date of deposit with the United States Postal Service; or (iii) if by overnight courier, the day of deposit with such overnight courier service. Notice shall be sent to the addresses noted below, unless otherwise specified by either Party.

**Board**

Decatur School District 61  
101 W Cerro Gordo St,  
Decatur, IL 62523  
Attn: Chief Financial Officer

**Innovation Learning**

Innovation Learning, LLC  
7332 S. Alton Way, Suite 13D  
Centennial, CO 80112  
Attn: Executive Director

11. **Complete Agreement.** This Agreement contains the entire agreement between the parties and cannot be modified or terminated except by a written instrument subsequently executed by the parties hereto. This Agreement and all terms and conditions herein shall apply to, be binding upon and inure to the legal representatives, successors and assigns of the parties.

12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, notwithstanding its choice of law provisions. Any action to enforce the terms and conditions of this Agreement shall be brought in the Macon County Circuit Court or the United States District Court, Northern District, Eastern Division.

13. **Waiver.** The failure of either party to demand strict performance on any one occasion shall not be deemed a waiver of the party's right to demand strict performance on any future occasion. Any waiver of right by either party shall only be effective in a writing executed by the parties.

14. **Conflict of Terms.** In the event of a conflict between this Agreement and the RFP or the Response to RFP, this Agreement shall prevail. In the event of a conflict between the RFP and the Response to RFP, the RFP shall govern.

**SIGNATURE PAGE TO FOLLOW**



**IN WITNESS WHEREOF**, the parties have entered into this Agreement as of the date stated above.

**INNOVATION LEARNING, LLC**

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

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

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

**BOARD OF EDUCATION OF DECATUR  
SCHOOL DISTRICT 61, MACON  
COUNTY, ILLINOIS**

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

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

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

**ATTEST:**

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

**Its: Secretary**

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



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> FY21 Consolidated District Plan
<b>Initiated By:</b> Mary Ann Schloz, Assistant Director of Finance, Grants, & Special Projects, Kathy Horath, Director of Macon-Piatt Special Education, and Dr. Todd Covault, Chief Operational Officer	<b>Attachments:</b> FY21 Consolidated District Plan
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

Last year ISBE launched a new platform in IWAS for grants management. It is called the Consolidated District Plan, which consolidates and streamlines the federal grant application and management process to reduce the burden on grantees. ISBE requires the initial Consolidated District Plan to be approved by the local Board of Education. The Consolidated District Plan allows grantees to answer one set of planning questions to meet those requirements for the federal formula grants listed below:

- Title I, Part A- Improving Basic Programs
- Title I, Part D- Neglected
- Title I, School Improvement 1003(a)
- Title II, Part A- Preparing, Training, and Recruiting High-Quality Educators
- Title III- English Language Instruction Education Program
- IDEA, Part B Flow-Through
- IDEA, Part B Preschool

### **CURRENT CONSIDERATIONS:**

Decatur Public School District's Consolidated District Plan has been completed under the guidance and direction of those district administrators who administer and manage the various federal grants. It is ready to be submitted to ISBE for approval.

### **FINANCIAL CONSIDERATIONS:**

The Consolidated Grant provides the funding for all major federal grants including Title I, II, III, IV and IDEA.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approves the initial FY21 Consolidated District Plan as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan ▾

Application: 2020-2021 Consolidated District Plan - 00

Cycle: Original Application

[Printer-Friendly](#)[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

**Coordinated and Aligned Funding****Instructions****1. Consolidated planning includes how anticipated programs will be funded. Indicate below for which programs the LEA anticipates receiving funding for school year 2020-2021.\* [1]**

**NOTE: All funding sources should be reviewed after October 1 and the plan should be amended and resubmitted to ISBE if funding sources have been added or removed due to actual grant awards.**

- ☒ Title I, Part A - Improving Basic Programs
- ☒ Title I, Part A - School Improvement Part 1003(a)
- ☐ Title I, Part D - Delinquent
- ☒ Title I, Part D - Neglected
- ☐ Title I, Part D - State Neglected/Delinquent
- ☒ Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- ☒ Title III - Language Instruction Educational Program (LIEP)
- ☒ Title III - Immigrant Education Program
- ☒ Title IV, Part A - Student Support and Academic Enrichment
- ☐ Title V, Part B - Rural and Low Income Schools
- ☒ IDEA, Part B - Flow-Through
- ☒ IDEA, Part B - Preschool

**2. Describe how the LEA will align federal resources, including but not limited to the programs listed above, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.\* [2]** For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*  
 ([count] of 7500 maximum characters used)

The District Executive Committee meets weekly and discusses district goals and strategic priorities. The members of the team are represented by the various departments that manage and oversee the Federal Programs and grants. The district examines the goals of the various Federal programs and ensures alignment with district goals. The district further ensures that the Federal Programs and funding associated with the programming is providing supplementary educational support to students and is not a supplant of district resources.

**Response from the approved FY20 Consolidated District Plan.**

The District Executive Committee meets weekly and discusses district goals and strategic priorities. The members of the team are represented by the various departments that manage and oversee the Federal Programs and grants. The district examines the goals of the various Federal programs and ensures alignment with district goals. The district further ensures that the Federal Programs and funding associated with the programming is providing supplementary educational support to students and is not a supplant of district resources.

**Legislative References:**

[1] Title I, Part A, Reference Section 1112(a) (1)

[2] Title I, Part A, Reference Section 1112(a) (1)

\*Required field, applicable for all funding sources

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	------------------------	----------------------------

**Needs Assessment Impact****1. Indicate which of the instruments below were used in the LEA needs assessment process.\***

- A. ☒ School and/or district report card(s)
- B. ☒ Five Essentials Survey
- C. ☒ Student achievement data (disaggregated by student groups)
- D. ☒ Current recruitment and retention efforts and effectiveness data
- E. ☒ Professional development plan(s)
- F. ☒ School improvement plan(s)
- G. ☒ ESSA site based expenditure data
- H. ☐ ED School Climate Survey (EDSCLS)
- I. ☐ CDC School Health Index
- J. ☐ National School Climate Center
- K. ☐ ASCD School Improvement Tool
- L. ☒ Illinois Quality Framework and Supporting Rubric
- M. ☒ Other

List and describe other instruments and/or processes that were used in the needs assessment. Our cooperative sends out a needs assessment survey to determine special education needs.

**2. For each program for which funding is anticipated, provide a summary of the needs assessment results. Include the program goal(s) identified through the need assessment process, as applicable. \* Writing space appears if a program was selected on the Coordinated Funding page; to make changes in program funding, re to that page, revise, save the page and return to this page.**

- Identify areas of need related to student achievement, subgroup performance, and resource inequities.
- Include any additional information relevant to this planning document. Provide targeted responses where noted.
- Describe how the needs assessment information will be used for identifying program goals and planning grant activities for each program as applicable.

**A. Title I, Part A - Improving Basic Programs**

Based on NSGRA and FastBridge data, reading fluency and comprehension in the early years continues to be an area of need. Our 4-8th grade also struggle achieving grade-level reading skills. Our Kindergarten and first grade students are starting on level on numerous areas in math but are struggling to maintain grade-level growth. This continues into the latter years, as our 2-8th grade students below the national average in general math skills and showing below average growth.

Students lack fundamental skills in basic reading and math. Students start in Kindergarten with skill deficits that continue to grow as they progress through the grades. These skills can be addressed through strong tier 1 instruction, but some additional curricular materials and training is needed. Some students need more intensive interventions in areas such as phonics, phonemic awareness, reading fluency, reading comprehension, fact fluency, number sense, and computation. These needs can be addressed with targeted interventions, but proper curricular materials and additional staff members are needed to effectively provide those interventions.

The balanced literacy approach was introduced during the 2016-2017 year. After analyzing the data and meeting with teachers, it was determined that teachers need some additional curriculum to deliver the standards. More intensive supports for academic instruction are needed. Teachers have been given the basic structure of balanced literacy however, the resources needed to fully implement the strategy are greatly lacking.

Using the structure resources, the Fountas and Pinnell classroom materials, and our grade-level meeting times, we plan to be able to meet the diverse learning backgrounds of all of our students. This is implementing HMH Literacy Solutions in the 20-21 school year. Additional training and supports will be needed throughout the school year.

The district has implemented a new math curriculum - Go Math. Some professional development has been provided for the teachers. Additional training is needed to help the teachers increase their understanding of all the resources within the curriculum and to further develop effective instructional strategies for teaching math.

We need to prioritize a coordinated system of support for the whole child (Social Emotional Learning). The district is piloting SEL programs for the 2020-2021 school year. This needs to be linked to developing knowledge and skills linked to learning and healthy development outcomes for students. We are working with some teachers on the transfer of the utilization of data to adjust strategies to the needs of the whole child. (Lesson planning, data utilization to guide instruction, student engagement, classroom management). Improving and fostering teacher and student leadership within the environment, demonstrate respect for all students and teachers, and to be consistent with challenging students to achieve high expectations. (Classroom management, behavioral supports, instructional supports, mentoring of teachers and students). Strengthen quality and consistency of Tier 2 and Tier 3 interventions to provide more targeted academic support to struggling student groups. Expand trauma-informed training to all staff, including support and specialist staff.

Students are not having their basic needs met at home. They seek that support at the school. They lack the Social Emotional skills in order to socialize and handle conflicts effectively. The district lacks personnel resources in order to address the needs. Our social workers share several buildings. This causes a very stressful environment for teachers and students. It is hard for check-in check-out interventions and keeping track of data consistently without social workers on site full time. Many of our students suffer from trauma in their personal lives and require behavior plans and check-in/c out interventions. A district wide behavioral program and social emotional curriculum needs to be developed and implemented.

**B. Title I, Part A - School Improvement Part 1003(a)**

Out of the 18 district schools, 6 were lowest performing and 6 were found to be underperforming. Multiple designation indicators were used. PARCC ELA and Math, student growth, English learner and absenteeism were among the most prevalent indicators. Designations came from a range of student populations from IEP students, low income, black, to all students. Schools filled out the Illinois Quality Framework Rubrics and used that information to create School Improvement Plans that included SMART goals.

It was found that students lack fundamental skills in basic reading and math. Students start in Kindergarten with skill deficits that continue to grow as they progress through the grades. These skills addressed with strong tier 1 instruction, but some additional curricular materials and training is needed. Some students need more intensive interventions in areas such as phonics, phonemic awareness, reading fluency, reading comprehension, fact fluency, number sense, and computation. These needs can be addressed with targeted interventions, but proper curricular materials and additional staff members are needed to effectively provide those interventions.

The balanced literacy approach was introduced during the 2016-2017 year. After analyzing the data and meeting with teachers, it was determined that teachers need some additional curriculum to deliver the standards. More intensive supports for academic instruction are needed. Teachers have been given the basic structure of balanced literacy however, the resources needed to fully implement the strategy are greatly lacking.

Using the structure resources, the Fountas and Pinnell classroom materials, and our grade-level meeting times, we plan to be able to meet the diverse learning backgrounds of all of our students. This is implementing HMH Literacy Solutions in the 20-21 school year. Additional training and supports will be needed throughout the school year.

The district has implemented a new math curriculum - Go Math. Some professional development has been provided for the teachers. Additional training is needed to help the teachers increase their

understanding of all the resources within the curriculum and to further develop effective instructional strategies for teaching math.

We need to prioritize a coordinated system of support for the whole child (Social Emotional Learning). This needs to be linked to developing knowledge and skills linked to learning and healthy development outcomes for students. We are working with some teachers on the transfer of the utilization of data to adjust strategies to meet the needs of the whole child. (Lesson planning, data utilization to guide instruction, student engagement, classroom management). Improving and fostering teacher and student leadership within the school environment, demonstrate respect for all students and teachers, be consistent with challenging students to achieve high expectations. (Classroom management, behavioral supports, instructional supports, mentoring of teachers and students). Strengthen quality and consistency of Tier 2 and Tier 3 interventions to provide more targeted academic support to struggling student groups. Expanding trauma-informed training to all staff, including support and specialists.

Due to budgeting issues and lack of collaboration time, Professional Development opportunities for many teachers has been limited to what can be provided by the district's Professional Development or within the school. There are no mentors for new teachers to help provide support. The sudden change of administrative leadership has impacted the climate and culture of the school. Establishing and expectations has been impacted by various absences and personnel changes/additions.

Students are not having their basic needs met at home. They seek that support at the school. They lack the Social Emotional skills in order to socialize and handle conflicts effectively. The district lacks personnel resources in order to address the needs. Our social workers share several buildings. This causes a very stressful environment for teachers and students. It is hard for check-in check-out interventions and keeping track of data consistently without social workers on site full time. Many of our students suffer from trauma in their personal lives and require behavior plans and check-in/ check-out interventions. A district wide behavioral program and social emotional curriculum needs to be developed and implemented.

#### **C.Title I, Part D - Delinquent**

#### **D.Title I, Part D - Neglected**

As a side note, the district has opted into Title I Part A- Neglected at this time. However, the residential facility in our district boundaries is now closed. The district is proceeding with opting in to the but may need to seek guidance on a reduction of funding. We are currently serving one student at a facility. This number may fluctuate.

The youth placed at Webster-Cantrell Hall have been identified as emotionally disturbed and have been placed there by the courts, private agencies and/or Department of Children and Family Service. Initial testing, students with appropriate behavior skills are placed in the Decatur Public Schools. An IEP has been written and evaluated for most of the students.

The facility, Webster-Cantrell works with Decatur Public School District to enroll students who are placed based on grade equivalency attend either Eisenhower High School, Special Education Alternatives Program, Thomas Jefferson Middle School, or MacArthur High School.

#### **E.Title I, Part D - State Neglected/Delinquent**

#### **F.Title II, Part A - Preparing, Training, and Recruiting**

***Also identify needs assessment results, including description of strategies for closing any achievement gaps and for key professional development opportunities for teachers and principals.***

The balanced literacy approach continues to be a focus for the district. After analyzing data and meeting with teachers, it was determined that teachers need some additional curriculum to help deliver standards. The district is implementing HMH Literacy Solutions in the 20-21 school year. Additional training and supports will be needed throughout the school year. More intensive supports for academic instruction are needed. Teachers have been given the basic structure of balanced literacy however, the resources needed to fully implement this strategy are greatly lacking. Using the structure resources the Fountas and Pinnell classroom materials, and our grade-level meeting times, we plan to be able to meet the diverse learning backgrounds of all of our students. Additional professional development needed to ensure the resources are implemented with fidelity.

The district has implemented a new math curriculum - Go Math. Some professional development has been provided for the teachers. Additional training is needed to help the teachers increase their understanding of all the resources within the curriculum and to further develop effective instructional strategies for teaching math.

#### **G.Title III - LIEP**

A vast majority of our ELLs struggled to Meet or Exceed expectations on PARCC and SAT/PSAT in the 2018-19 school year. Knowing this information, we know that we have a lot to do in order to grow and enhance our ESL program in Decatur SD 61.

We have a wide array of needs to meet in order for our EL population to be successful. Our EL students come to our district at all levels. Currently, we do not have a phonics program that fully benefits students of all ages. We have purchased a phonics program this year for our K-2 program but still lack the necessary materials to help teach basic English phonics to our older students in grades 3-8. Older students also need continuous help with phonics and vocabulary. Many of our EL students come to our district with limited background knowledge in English, so anything at a basic level to help with connections to text is vital.

We currently have a high number of Spanish and English instructional materials within our main K-8 ESL building, but our Spanish curriculum is starting to become quite outdated. We have a limited amount of instructional materials in alternate languages as well. We would like to continue to specifically increase the amount of Arabic materials we currently have on hand. Updating and expanding these curriculums will help us be more consistent and better prepared to teach students.

Our high school programs have struggled to attain ESL teachers. We have had numerous substitutes and the Rosetta Stone program to help support our EL students at the higher levels. We are continuing our work to try and build our high school EL program.

Knowing all of the information above, and COVID-19, we have been working on going into the 2020-2021 school year with a plan to address many of our deficit areas. This Needs Assessment plan has given us some potential thoughts and ideas on what instructional materials and professional development are necessary in order for our staff to best meet the needs of our EL students.

#### **H.Title III - Immigrant Education Program**

A vast majority of our ELLs struggled to Meet or Exceed expectations on PARCC and SAT/PSTT in the 2018-19 school year. Knowing this information, we know that we have a lot to do in order to grow and enhance our ESL program in Decatur SD 61.

We have a wide array of needs to meet in order for our EL population to be successful. Our EL students come to our district at all levels. Currently, we do not have a phonics program that fully benefits students of all ages. We have purchased a phonics program this year for our K-2 program but still lack the necessary materials to help teach basic English phonics to our older students in grades 3-8. Older students also need continuous help with phonics and vocabulary. Many of our EL students come to our district with limited background knowledge in English, so anything at a basic level to help with connections to text is vital.

We currently have a high number of Spanish and English instructional materials within our main K-8 ESL building, but our Spanish curriculum is starting to become quite outdated. We have a limited amount of instructional materials in alternate languages as well. We would like to continue to specifically increase the amount of Arabic materials we currently have on hand. Updating and expanding these curriculums will help us be more consistent and better prepared to teach students.

Our high school programs have struggled to attain ESL teachers. We have had numerous substitutes and the Rosetta Stone program to help support our EL students at the higher levels. We are continuing our work to try and build our high school EL program.

Knowing all of the information above, and COVID-19, we have been working on going into the 2020-2021 school year with a plan to address many of our deficit areas. This Needs Assessment plan has given us some potential thoughts and ideas on what instructional materials and professional development are necessary in order for our staff to best meet the needs of our EL students.

#### **I.Title IV, Part A - Student Support and Academic Enrichment**

***Also provide information for Title IV-A programs and activities planned as a result of needs assessment that align with the Title IV-A budget.***

The district transfers funds from Title IV, Part A to Title I each year.

#### **J.Title V, Part B - Rural and Low Income Schools**

#### **K.IDEA, Part B - Flow-Through [1]**

Staff responses to the needs assessment survey indicated a variety of topics endorsed for increasing skills/knowledge. Staff would like training to find the function of behavior and develop effective behavior plans. They also endorsed the need to learn more about general disabilities and the impact they have on learning. They want to learn how to modify curriculum and how to collaborate and co-teach to develop more options for students with disabilities. They would like to learn how to teach reading and math to students with disabilities. They will also need to continue their work on writing goals and progress monitoring. Some staff responded they would like support on assistive technology and Apps for tablets, using social stories, learning about executive functioning, legal rights for students and parents.

Parents who responded to the survey endorsed the desire to collaborate with other parents of children with disabilities, how to help at home with IEP goals, how to be more involved in the school and tips for behavior management. Specific responses also include ABA methods at home.

Staff indicated a sense of pride in their schools' special education services but expressed some concern about collaboration and co-teaching with general education. Concern was raised across the district regarding the teacher shortages and the use of retired teachers and long-term subs to teach students. Concern was also raised about the social worker shortages, as well.

Parents indicated positive response to their son/daughter's IEP team but desired more supports for autism and behavior management.

#### **L. IDEA, Part B - Preschool**

Staff responses to the needs assessment survey indicated a variety of topics endorsed for increasing skills/knowledge. Staff would like training to find the function of behavior and develop effective behavior plans. They also endorsed the need to learn more about general disabilities and the impact they have on learning. They want to learn how to modify curriculum and how to collaborate and co-teach to develop more options for students with disabilities. They would like to learn how to teach reading and math to students with disabilities. They will also need to continue their work on writing goals and progress monitoring. Some staff responded they would like support on assistive technology and Apps for tablets, using social stories, learning about executive functioning, legal rights for students and parents.

Parents who responded to the survey endorsed the desire to collaborate with other parents of children with disabilities, how to help at home with IEP goals, how to be more involved in the school and tips for behavior management. Specific responses also include ABA methods at home.

Staff indicated a sense of pride in their schools' special education services but expressed some concern about collaboration and co-teaching with general education. Concern was raised across the district regarding the teacher shortages and the use of retired teachers and long-term subs to teach students. Concern was also raised about the social worker shortages, as well.

Parents indicated positive response to their son/daughter's IEP team but desired more supports for autism and behavior management.

#### **Legislative Requirement:**

[1] IDEA - 23 IAC Section 1.420(q)

\*Required field, applicable for all funding sources selected

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00

Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
----------------------------	--------------	----------------------------------	---------------------------	------------------------	-----------------------	-----------------------------	------------------------------	---------------------------	--------------------------

## Stakeholder Involvement

**INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal**

## ISBE Goals:

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a success attention paid to historic inequities.
- ☒ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the and emotional needs of each and every child.
- ☒ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their effort every child an education that meets their needs.

## District Goal(s):

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

**1. Select the types of personnel/groups that were included in the planning process (required stakeholders for various programs as footnoted below). \* Check all that apply.**

- A. ☒ Teachers (1,7,8)
- B. ☒ Principals (1,7,8)
- C. ☐ Other school leaders (1,8)
- D. ☒ Paraprofessionals (1)
- E. ☐ Specialized instructional support personnel (1,2,3,4,8)
- F. ☐ Charter school leaders (in a local educational agency that has charter schools) (1)
- G. ☒ Parents and family members of children in attendance centers covered by included programs (1,2,3,4,7,8)
- H. ☒ Parent liaisons
- I. ☒ Title I director (1)
- J. ☒ Title II director (1)
- K. ☒ Bilingual director (1,7)
- L. ☐ Title IV director (1)
- M. ☐ Special Education director
- N. ☒ Guidance staff
- O. ☐ Local government representatives (8)
- P. ☐ Community members and community based organizations (7,8)
- Q. ☐ Business representatives (2,3,4)
- R. ☐ Researchers (7)
- S. ☐ Institutions of Higher Education (7)
- T. ☐ Other - specify
- U. ☐ Additional Other - specify

## Program Footnotes:

- 1 = Title I, Part A - Improving Basic Programs
- 2 = Title I, Part D - Neglected
- 3 = Title I, Part D - Delinquent
- 4 = Title I, Part D - State Neglected/Delinquent
- 7 = Title III, including LIEP and Immigrant Education
- 8 = Title IV, Part A - Student Support and Academic Enrichment

**2. Articulate how the LEA consulted with the stakeholders identified above in the development of this plan. \*\* Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file. [1]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The district re-examined the current plan over a series of months through administrative PLC meetings, administrative walk-throughs, parent advisory meetings, building level PLC meetings, instructional coaches PLC meetings and assessment committee meetings. Due to COVID-19, after March 13, meetings went virtual 3/5, 10/3, 11/7, 12/5/19, 1/9, 2/7, 4/11/19, 1/23, 2/6, 2/20, 3/19, 4/2, 4/16, 5/7. : Administrative PLC meetings- Discussed ESSA and Title I updates including School-wide plans, early literacy intervention plans, assessment data for planning for next year, discussions on student discipline practices, and Ripple Effects supports for students

9/19, 10/17, 10/24, 11/21 12/12/19, 1/23, 2/20/20: Learning Walks, administrators walk through buildings with look-fors to review current instructional practices 1/9, 2/6/20: District and Principal School Improvement Team Meetings- district level team planning implementation of School level improvement, review of system

6/13/2020  
and supports, planning, discussed disaggregation of data, best practices, systematic changes  
8/20, 8/21, 8/22, 8/23 11/1, 12/11/19, 1/10, 2/7, 3/6 Literacy Intervention Specialist- planning meetings: discussed identification of students, student supports and planning for implementing Reading recovery  
9/6, 10/16, 11/13, 1/15, 2/19, 3/12, 4/9, 5/7- Literacy Leadership Network- best practices in literacy for Instructional Specialists K-8  
5/28 -5/31/20: Various building level PLC meetings--school-wide school improvement planning, parent involvement, trauma informed practices, literacy supports for students

Response from the FY20 Consolidated District Plan.

The district re-examined the current plan over a series of months through administrative PLC meetings, parent advisory meetings, building level PLC meetings, instructional coaches PLC meetings and assessment committee meetings  
9/6, 10/18,11/8/18,2/7,4/11/19: Administrative PLC meetings-- Discussed ESSA and Title I updates including School-wide plans, early literacy intervention plans, assessment data for planning for next year, discussions on student discipline practices, and Ripple Effects supports for students  
11/19, 1/8, 4/1- Standards Based Grading- whole team meetings Grades 1-6. Met to identify power standards, create the new report card, and create a proficiency scale rubric for each standard. Discussed staff rollout/parent rollout.  
8/20, 8/21, 8/22, 8/23- Literacy Intervention Specialist- planning meetings: discussed identification of students, student supports and planning for implementing Reading recovery  
9/6, 10/16, 11/13, 1/15, 2/19, 3/12, 4/9, 5/7- Literacy Leadership Network- best practices in literacy for Instructional Specialists K-8  
5/28 -5/31/19: Various building level PLC meetings--school-wide school improvement planning, parent involvement, trauma informed practices, literacy supports for students

**3. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations.\*\* [2]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

(({count} of 7500 maximum characters used)

The Title I parent involvement plan includes the employment of family liaisons who work with parents/families in the development of positive school relationships with school staff to address potential barriers to student school success. They assist in the coordination and implementation of parent involvement and student activities as appropriate with an emphasis on reaching at-risk students and families. The family liaisons work with school staff and families to provide/link families with needed support services and to facilitate increased school attendance. They make home visits as deemed necessary and serve as an intermediary between school and home to assist in the elimination of situations which could negatively influence student progress. The family liaisons promote, encourage, facilitate, and document opportunities for parent participation.

Each Title I school hosts a Title I parent meeting to discuss the Title I program at the school. Title I funds are used to host family and community events that promote and encourage parent participation.

The district has a Parent Advisory committee that provides input and consultation regarding Board policies and procedures for student conduct and student discipline. The Parent Advisory committee meets three times each year. Additionally, the parent-teacher advisory committee provides consultation on the parameters of the law enforcement memorandum of understanding, code of conduct book, and bullying prevention strategies.

Response from the FY20 Consolidated District Plan.

The Title I parent involvement plan includes the employment of family liaisons who work with parents/families in the development of positive school relationships with school staff to address potential barriers to student school success. They assist in the coordination and implementation of parent involvement and student activities as appropriate with an emphasis on reaching at-risk students and families. The family liaisons work with school staff and families to provide/link families with needed support services and to facilitate increased school attendance. They make home visits as deemed necessary and serve as an intermediary between school and home to assist in the elimination of situations which could negatively influence student progress. The family liaisons promote, encourage, facilitate, and document opportunities for parent participation.

Each Title I school hosts a Title I parent meeting to discuss the Title I program at the school. Title I funds are used to host family and community events that promote and encourage parent participation.

The district has a Parent Advisory committee that provides input and consultation regarding Board policies and procedures for student conduct and student discipline. The Parent Advisory committee meets three times each year. Additionally, the parent-teacher advisory committee provides consultation on the parameters of the law enforcement memorandum of understanding, code of conduct book, and bullying prevention strategies.

**4. Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable. \*\* [3]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

(({count} of 7500 maximum characters used)

Each school produces monthly newsletters home to parents making them aware of curriculum updates and family events. Each Title I school hosts a Title I parent meeting to discuss the Title I program at the school. Title I funds are used to host family and community events that promote and encourage parent participation.

The district has a Parent Advisory committee that provides input and consultation regarding Board policies and procedures for student conduct and student discipline. The Parent Advisory committee meets three times each year. Additionally, the parent-teacher advisory committee provides consultation on the parameters of the law enforcement memorandum of understanding, code of conduct book, and bullying prevention strategies.

Every school, including the high schools, host open houses annually. Sporting and extra curricular events occur to provide parents with other opportunities to visit the schools and interact with teachers.

Response from the FY20 Consolidated District Plan.

Each school produces monthly newsletters home to parents making them aware of curriculum updates and family events. Each Title I school hosts a Title I parent meeting to discuss the Title I program at the school. Title I funds are used to host family and community events that promote and encourage parent participation.

The district has a Parent Advisory committee that provides input and consultation regarding Board policies and procedures for student conduct and student discipline. The Parent Advisory committee meets three times each year. Additionally, the parent-teacher advisory committee provides consultation on the parameters of the law enforcement memorandum of understanding, code of conduct book, and bullying prevention strategies.

Every school, including the high schools, host open houses annually. Sporting and extra curricular events occur to provide parents with other opportunities to visit the schools and interact with teachers.

In our EL schools there is a Bilingual Parent Advisory Committee that meets to discuss ways to improve parent involvement. They created a Multicultural Dinner Day that invited families to come out and try culturally diverse foods. The district provides multilingual handbooks and newsletters for families as well.

**Title I Requirement:**

An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below.

ESEA section 1112(a)(1)(A).

**Title III Requirement:**

An LEA must develop and implement the plan in consultation with teachers, researchers, school administrators, parent and family members, community members, public or private and institutions of higher education. (Section 3121(b)(4)(C))

**Legislative References:**

[1] Title I, Part A, Section 1112(a) (1) (A and B) and Section 3121 (b) (4)(C)

[2] Title I, Part A, Section 1116(a)(2)

[3] Title I, Part A, Section Section 1116(a)(2) and Section 1112(b)(7)

\*Required field

\*\* Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A





# Consolidated District Plan

SESSION  
TIMEOUT 59:55

Close Printer Friendly Page

## Private School Participation

**File Upload instructions are linked below. Click here for general page instructions**

NOTE: This page may remain blank if no private schools are listed or participating in the programs

NOTE: This page is not applicable to state schools or state-authorized charter schools.

Using the latest available verified data, private schools within the district's boundaries that are registered with ISBE are pre-populated in the table below. Timely and meaningful consultation with these schools is required by legislation for ESEA Titles I, II, and IV, as well as both IDEA grants. Any additional newer schools can be added by selecting Create Additional Entries. See separate sections below for more detailed information on completing the table.

Will Private Schools participate in the Program?

☒ Yes ☐ No

Private School Name	Consultation Date		School Closing
	Titles I, II, IV		
Decatur Christian	5/28/2020		<input type="checkbox"/>
Lutheran School Association	5/26/2020		<input type="checkbox"/>
Prairie Flower Montessori School	6/4/2020		<input type="checkbox"/>
Hillside Bethel Tabernacle	6/4/2020		<input type="checkbox"/>
Antioch Christian Academy	5/26/2020		<input type="checkbox"/>
St Teresa High School	5/26/2020		<input type="checkbox"/>
St Patrick Elem	5/26/2020		<input type="checkbox"/>
Our Lady of Lourdes	5/26/2020		<input type="checkbox"/>
Holy Family School	5/26/2020		<input type="checkbox"/>

## Title Programming Nonpublic Consultation

In addition to private schools within the district boundaries, ESEA also requires timely and meaningful consultation with private schools outside the boundaries of the district if students are known to attend them. Those schools can be added by selecting Create Additional Entries. For each school listed, provide the date of consultation for Titles I, II, IV. If a school has closed, select that option under School Closing. Each school listed in the table requires at least one consultation date or a check in the School Closing column.

For each nonpublic school enrolling public school students from within the district, submit a signed copy of the Nonpublic School Consultation Participation Form (blank form linked below). Forms may be uploaded separately or may be combined into a single scanned PDF document as one upload.

For detailed instructions on how to upload and for naming conventions for uploaded files, **click on the link to Title Funding Upload - NOTE: READ BEFORE IMPORTING link** below.

[Title Funding Upload - NOTE: READ BEFORE IMPORTING - Data Import Instructions](#)  
Consultation Form

[Nonpublic School](#)

Choose File No file chosen

- ☐ [AntiochNonPublic Consultation.pdf](#)
- ☐ [DCSNonPublic Consultation.pdf](#)
- ☐ [Hillside NonPublic Consult.pdf](#)
- ☐ [HolyFamily Consultation.pdf](#)
- ☐ [LSA NonPublic Consultation.pdf](#)
- ☐ [OLOL NonPublic Consultation.pdf](#)
- ☐ [Prairie Flower NonPublic Consult.pdf](#)
- ☐ [St. Pats Title Consultation.pdf](#)
- ☐ [StTNonPublicConsultation.pdf](#)

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
----------------------------	--------------	----------------------------------	---------------------------	------------------------	-----------------------	-----------------------------	------------------------------	---------------------------	--------------------------

**Preschool Coordination**

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal selected.

**ISBE Goals:**

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career and postsecondary education.
- ☐ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the needs of each and every child.
- ☐ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts.

**District Goal(s):**

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

**Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual schools, including plans for the transition of participants in such programs to local elementary school programs.\* [1]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. If the district does not offer early childhood education programs, enter

**No Preschool Programs**

*DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

[[count] of 7500 maximum characters used]

In January of each school year, schools begin to compile a list of students who will be entering kindergarten. The schools use the enrollment forms of current siblings to start the list. Each school year, incoming families and sets up a screening appointment to be held at the home school. Family support personnel screen students who attend the daycare facilities in the area. After the screening is complete, there are several make up sessions when parents call for screenings. This begins in late April, with a follow up in late July.

Students who are currently attending our Preschool For All and PFA Expansion programs are screened there, and screening results are forwarded to their home school in preparation for kindergarten. Response from the approved FY20 Consolidated District Plan.

In January of each school year, schools begin to compile a list of students who will be entering kindergarten. The schools use the enrollment forms of current siblings to start the list. Each school year, incoming families and sets up a screening appointment to be held at the home school. Family support personnel screen students who attend the daycare facilities in the area. After the screening is complete, there are several make up sessions when parents call for screenings. This begins in late April, with a follow up in late July.

Students who are currently attending our Preschool For All and PFA Expansion programs are screened there, and screening results are forwarded to their home school in preparation for kindergarten.

**Title I Requirement**

Coordination of services with preschool education programs

**Legislative References:**

[1] Title I, Part A, Section 1112(b)(8)

\*Required field for Title I and/or IDEA Preschool


Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan 4

Application: 2020-2021 Consolidated District Plan - 00

Cycle: Original Application

Printer-Friendly

[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title Specific Pages	IDEA Specific Requirements
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	----------------------	----------------------------

**Student Achievement and Timely Graduation**

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

**ISBE Goals:**

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career or postsecondary education.
- ☐ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the academic and emotional needs of each and every child.
- ☒ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts in providing a quality education that meets their needs.

**District Goal(s):**

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

**1. Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement the program.**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The district is restructuring the Professional Development Institute (PDI) department to allow for more assistance district wide. There will be a structure to allow teachers to get assistance where they need it most for student instruction. Teaching assistants support a well-rounded education. The teaching assistants work in one-on-one and small group situations with students. The PDI staff assist students and teachers with various activities designed to increase student performance in reading, writing, spelling, mathematics, and speaking. They work collaboratively with teachers in the classroom to perform instructional duties that are focused on evidence-based best practices and data-driven decision-making. PDI staff assist teachers with developing instructional strategies and goals for the classroom. Educational media staff and research and evaluation staff provide support for 1:1 implementation in the classroom, as well as assisting teachers with utilizing up to date student data to make instructional decisions. Professional learning communities allow for communication and data-sharing, as well as providing a forum for providing updates and reviewing implementation of strategies.

Parent/family education about student achievement and active, meaningful involvement drives the activities planned across the district. A parent/family education goal is required as part of each school's continuous school improvement plan. The District and each school will include a parent education column in their newsletters and include information on their webpages. The District will maintain a parent education channel. The District sets the expectation that each school will achieve 100% parent participation in student/parent conferences and at least one parent educator sponsored at the District and/or school level will include open forums, community meetings, and focus groups. Parent liaisons and family community outreach personnel provide the impetus for involvement and participation. Their work addresses communicating policies and expectations (especially concerning attendance and truancy), facilitating support services, and cultivating and strengthening relationships between school, home, and the community.

Professional learning community activities remain the source of collaborative work within the district/school. Professional learning opportunities focus on processes and practices to attain the highest level of student learning. Schools participate in professional learning opportunities (both internally and outside of the district) that promote curricular and instructional excellence. Building-level embedded professional learning data, collected at the classroom and school level.

The district offers summer learning opportunities to students from kindergarten to 8th grade. This includes providing staff (certified and support) to support implementation, transportation for professional learning for staff, and appropriate materials to assure an exemplary program. The District supports kindergarten transition summer programs, summer learning camp and enrichment as a middle school camp experience. Supporting extended learning opportunities through reallocation of resources (financial, materials, and human capital), is essential to student success. Additional programming as outlined in the state and federal guidelines for schools requiring intervention is put into place.

The District has a strong commitment to digital learning and ensuring individual learning devices are being used purposefully to prepare students with 21st Century skills. This includes, but is not limited to, the purchase of individualized learning devices and other technology tools for staff and students, upgrades to the infrastructure to support the learning, and the tools to ensure connectivity to wire the district. Professional learning accompanies the installation and the expected use of each type of new technology. Technology tools are used to enhance instructional practices, facilitate collaboration, and ensure the global classroom. Professional learning is provided to assure appropriate use of devices by staff and students.

Response from the FY20 Consolidated District Plan.

Instructional specialists and teaching assistants support a well-rounded education. The teaching assistants work in one-on-one and small group situations with students. The instructional specialists assist students and teachers with various activities designed to increase student performance in reading, writing, spelling, mathematics, and speaking. They work collaboratively with teachers and perform instructional duties that are focused on evidence-based best practices and data-driven decision-making. Instructional specialists assist teachers with developing instructional strategies and goals for the classroom. Educational media staff and research and evaluation staff provide support for 1:1 implementation in the classroom, as well as assisting teachers with utilizing up to date student data to make instructional decisions. Professional learning communities allow for communication and data-sharing, as well as providing a forum for providing updates and reviewing implementation of strategies.

Parent/family education about student achievement and active, meaningful involvement drives the activities planned across the district. A parent/family education goal is required as part of each school's continuous school improvement plan. The District and each school will include a parent education column in their newsletters and include information on their webpages. The District will maintain a parent education channel. The District sets the expectation that each school will achieve 100% parent participation in student/parent conferences and at least one parent educator sponsored at the District and/or school level will include open forums, community meetings, and focus groups. Parent liaisons and family community outreach personnel provide the impetus for involvement and participation. Their work addresses communicating policies and expectations (especially concerning attendance and truancy), facilitating support services, and cultivating and strengthening relationships between school, home, and the community.

Professional learning community activities remain the source of collaborative work within the district/school. Professional learning opportunities focus on processes and practices to attain the highest level of student learning. Schools participate in professional learning opportunities (both internally and outside of the district) that promote curricular and instructional excellence. Building-level embedded professional learning data, collected at the classroom and school level.

The district offers summer learning opportunities to students from kindergarten to 8th grade. This includes providing staff (certified and support) to support implementation, transportation for professional learning for staff, and appropriate materials to assure an exemplary program. The District supports kindergarten transition summer programs, summer learning camp and enrichment as a middle school camp experience. Supporting extended learning opportunities through reallocation of resources (financial, materials, and human capital), is essential to student success. Additional programming as outlined in the state and federal guidelines for schools requiring intervention is put into place.

The District has a strong commitment to digital learning and ensuring individual learning devices are being used purposefully to prepare students with 21st Century skills. This includes, but is not limited to, the purchase of individualized learning devices and other technology tools for staff and students, upgrades to the infrastructure to support the learning, and the tools to ensure connectivity to wire the district. Professional learning accompanies the installation and the expected use of each type of new technology. Technology tools are used to enhance instructional practices, facilitate collaboration, and ensure the global classroom. Professional learning is provided to assure appropriate use of devices by staff and students.

**2. List and describe the measures the district takes to use and create the identification criteria for students at risk of failure.\* Include criteria for low-income, English language learners, students with disabilities, and students who are economically disadvantaged.**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

Decatur Public Schools uses multiple sources of student data to make decisions about instructional needs. These sources are dependent upon grade levels and content areas and include both formative and summative assessments.

Elementary

- Next Steps in Guided Reading Assessments (NSGRA)
- FastBridge Assessment
- Classroom-Based Assessments
- Intermediate
- NSGRA Assessments
- FastBridge Assessment

- Classroom-Based Assessments
- Illinois Science Assessment (5th Grade)
- Middle School
- FastBridge Assessment
- Illinois Science Assessment (8th Grade)
- Content-Area Assessments

Academic screening will be done three times per year for FastBridge and NSGRA assessments. The Illinois Assessment for Readiness, the Illinois Science Assessments and SAT are all done yearly assessments can be done as frequently as needed.

Collaborative analysis of student data follows the protocols set forth in the DPS Framework and involve the grade-level/content-area team, instructional specialists, and building administrators. analysis results in an instructional plan for meeting the needs of all students. It includes whole-class, small group, and individualized instruction

Response from the FY20 Consolidated District Plan.

Decatur Public Schools uses multiple sources of student data to make decisions about instructional needs. These sources are dependent upon grade levels and content areas and include both n assessments and standards-based local assessments.

Elementary

- Next Steps in Guided Reading Assessments (NSGRA)
- FastBridge Assessment
- Classroom-Based Assessments

Intermediate

- NSGRA Assessments
- FastBridge Assessment
- Classroom-Based Assessments
- Illinois Science Assessment (5th Grade)

Middle School

- FastBridge Assessment
- Illinois Science Assessment (8th Grade)
- Content-Area Assessments

Academic screening will be done three times per year for FastBridge and NSGRA assessments. The Illinois Assessment for Readiness, the Illinois Science Assessments and SAT are all done yearly assessments can be done as frequently as needed.

Collaborative analysis of student data follows the protocols set forth in the DPS Framework and involve the grade-level/content-area team, instructional specialists, and building administrators. analysis results in an instructional plan for meeting the needs of all students. It includes whole-class, small group, and individualized instruction

### 3. Describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic and language proficiency, as applicable.\* [3]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

((count) of 7500 maximum characters used)

The District is moving away from Reading Recovery this year to expand the restructure of PDI. The goal is to have more of a district focus and supports that will be more content specific to help

We utilize Next Steps to Guided Reading district-wide. The Director of Teaching and Learning and the ELA teacher strategists will work closely together to carry out the literacy plan for the district committed to ensuring all students are reading at or above grade level by third grade. To achieve this goal, the District is implementing the necessary structures, supports, and resources at the levels to improve our students' literacy skills.

Title I schools use problem solving teams to identify students who need interventions and additional assistance. The interventions and academic goals are specifically designed for those students deficit skill(s). Targeted assistance is provided in Math and ELA for students that are demonstrating difficulty mastering the curriculum. Targeted interventions are provided both during the school after school. Finally, targeted interventions are provided during summer months to help students be better prepared for the next grade level in both ELA and Math in the middle school grades.

During the 2019-2020 school year, we piloted HMH Literacy Solutions. This will allow for consistent Tier I instruction throughout the district.

The district will provide an EL teacher for summer school to assist with EL students. During Kindergarten Kick-Off, an EL teacher will work to help with families and students going in to kindergarten. materials such as Wilson Language and Scholastic Book Sets for ESL classroom were purchased.

Response from the FY20 Consolidated District Plan.

The District continues to implement Reading Recovery. Reading Recovery is a short-term intervention for first graders having extreme difficulty with early reading and writing. Specially trained individuals work with students in daily 30-minute lessons lasting 12 to 20 weeks. After a full series of lessons, about 75% of these students reach grade-level standard. Reading Recovery teacher training requires long intensive commitment. Teachers in Reading Recovery training engage in a week-long assessment training, complete weekly coursework, and use their coursework to immediately teach. A Recovery trainer observes the teacher in training at least four times during the year.

We utilize Next Steps to Guided Reading district-wide. The Language Arts curriculum coordinator for the district and the Lead Literacy Intervention Specialist will work closely together to carry out the plan for the district. The District is committed to ensuring all students are reading at or above grade level by third grade. To achieve this goal, the District is implementing the necessary structures, supports, and resources at the primary grade levels to improve our students' literacy skills.

Title I schools use problem solving teams to identify students who need interventions and additional assistance. The interventions and academic goals are specifically designed for those students deficit skill(s). Targeted assistance is provided in Math and ELA for students that are demonstrating difficulty mastering the curriculum. Targeted interventions are provided both during the school after school. Finally, targeted interventions are provided during summer months to help students be better prepared for the next grade level in both ELA and Math in the middle school grades.

During the 2018-2019 school year, we piloted Leveled Literacy Intervention (LLI) at 7 school sites. Due to the positive student growth observed in overall reading level, we are purchasing LLI (Level 1) for Kindergarten, LLI Green for 1st Grade, and LLI Blue for 2nd grade for the remaining buildings. This will give us a districtwide Tier II intervention that is consistent across the board.

The district will provide an EL teacher for summer school to assist with EL students. During Kindergarten Kick-Off, an EL teacher will work to help with families and students going in to kindergarten. materials such as Wilson Language and Scholastic Book Sets for ESL classroom were purchased.

### 4. Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning. These are implemented. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.\* [4]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

((count) of 7500 maximum characters used)

Providing instructional support for students is accomplished in several ways in Title I schools. We will utilize staff from PID to provide targeted assistance to teachers and students through modeling, teaching, providing one-on-one support to new teachers as well as providing instructional strategies for implementing technology into the classroom. Title I K/1st grade Teaching Assistants provide support working in one-on-one and small group situations with students. They assist students and teachers with various activities designed to increase student performance in reading, writing, mathematics, and speaking. They work collaboratively with teachers in the classrooms and perform instructional duties that are focused on evidenced-based best practices and data-driven decision-making.

Schools have been implementing Fountas and Pinnell Classroom materials for Interactive Read Aloud and Shared Reading, Reading MiniLessons and Phonics, Spelling, and Word Study. because with our balanced literacy framework. All schools will be implementing HMH Literacy Solutions for the 20-21 school year for grades 3-8.

Response from the FY20 Consolidated District Plan.

Providing instructional support for students is accomplished in several ways in Title I schools. Instructional specialists provide targeted assistance to teachers and students through modeling, teaching, providing one-on-one support to new teachers as well as providing instructional strategies for implementing technology into the classroom. Literacy Intervention Specialists provide Reading Recovery for 1st grade students as well as provides literacy intervention strategies to teachers. Title I K/1st grade Teaching Assistants provide instructional support working in one-on-one and small group situations with students. They assist students and teachers with various activities designed to increase student performance in reading, writing, spelling, mathematics, and speaking. They work collaboratively with teachers in the classrooms and perform instructional duties that are focused on evidenced-based best practices and data-driven decision-making.

During the 2018-2019 school year, two schools piloted Fountas and Pinnell Classroom materials for Interactive Read Aloud and Shared Reading. Due to their alignment with our balanced literacy framework, we will be purchasing for all classrooms K-2 and including additional components of Reading MiniLessons and Phonics, Spelling, and Word Study.

Our district is fully implemented in 1:1 individualized learning devices. Each student has a device to use every day. The district has a strong commitment to integrate technology into daily instruction to better meet the individual needs of students.

Through Title III funds, there will be an EL teacher working during summer school to provide assistance to EL students, as well as an EL teacher during Kindergarten Kick-Off week to help students that may be new to the district. Updated materials will supplement old resources to help meet the needs of our ELs in the district.

**5. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at high other students by ineffective, inexperienced, or out-of-field teachers.\*\*[5]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The district relies on board policy 5:190 Teacher Qualifications and Administrative Procedure 5:190

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

**5:190-AP Administrative Procedure - Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified**

Superintendent or designee

Identify all core academic subjects and non-core subjects.

For core academic subjects, recommend for hiring only teachers who are highly qualified, as defined by Title I of the Elementary and Secondary Education Act and its implementing regulations, School Board policy 5:190, Teacher Qualifications.

Identify any teacher currently employed teaching a core subject who is not highly qualified.

Inform the Building Principal of any teacher in his or her building teaching a core subject who is not highly qualified.

Notify each teacher teaching a core subject and who is not highly qualified that federal law requires that all elementary and secondary teachers be highly qualified.

Complete a roadmap for each not highly qualified teacher describing the specific activities that are appropriate to get the individual to highly qualified status within 2 years, benchmarks, proposed dates, resources necessary, date of completion, and a District contact person. These documents must be kept on file at the District office for ROE Teacher Audits and ISBE random audits.

[www.isbe.state.il.us/accountability/pdf/RMNQT\\_form.pdf](http://www.isbe.state.il.us/accountability/pdf/RMNQT_form.pdf).

Consult with Building Principals and other administrative staff members about methods to ensure that core-subject teachers are highly qualified, such as through incentives for voluntary transfer development, recruiting programs, or other effective strategies.

Appoint a committee to devise methods to: (1) ensure that core subjects are only taught by highly qualified teachers, and (2) assist teachers to become highly qualified.

Ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

Response from the FY20 Consolidated District Plan.

The district relies on board policy 5:190 Teacher Qualifications and Administrative Procedure 5:190

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

**5:190-AP Administrative Procedure - Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified**

Superintendent or designee

Identify all core academic subjects and non-core subjects.

For core academic subjects, recommend for hiring only teachers who are highly qualified, as defined by Title I of the Elementary and Secondary Education Act and its implementing regulations, School Board policy 5:190, Teacher Qualifications.

Identify any teacher currently employed teaching a core subject who is not highly qualified.

Inform the Building Principal of any teacher in his or her building teaching a core subject who is not highly qualified.

Notify each teacher teaching a core subject and who is not highly qualified that federal law requires that all elementary and secondary teachers be highly qualified.

Complete a roadmap for each not highly qualified teacher describing the specific activities that are appropriate to get the individual to highly qualified status within 2 years, benchmarks, proposed dates, resources necessary, date of completion, and a District contact person. These documents must be kept on file at the District office for ROE Teacher Audits and ISBE random audits.

[www.isbe.state.il.us/accountability/pdf/RMNQT\\_form.pdf](http://www.isbe.state.il.us/accountability/pdf/RMNQT_form.pdf).

Consult with Building Principals and other administrative staff members about methods to ensure that core-subject teachers are highly qualified, such as through incentives for voluntary transfer development, recruiting programs, or other effective strategies.

Appoint a committee to devise methods to: (1) ensure that core subjects are only taught by highly qualified teachers, and (2) assist teachers to become highly qualified.

Ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

**6. Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop skills and improve academic achievement.\*\* [6]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

Through the libraries, the district provides access to the following digital database resources: Gale Databases, World Book Encyclopedia Online, EBSCO - Newspaper Source, and EBSCO - Point Cloud Library eBooks and Zinio Digital Magazines are also provided in the libraries. The library staff provides instruction on these resources to students and staff so that they can use them to fill needs.

Using databases, students learn to locate needed information from credible, up-to-date resources for research or other learning. These resources are integrated with other digital tools, including provide access to additional resources within the database suites. Resources are chosen based on curriculum needs within the district and support learning at a variety of levels.

Our goal in the library is to get reading materials in students' hands and encourage reading by any format. Cloud Library eBooks and Zinio Magazines, in addition to our physical resources, offer for students to read during and outside of the school day. Reading practice improves reading skills, and availability of reading material, in a variety of formats, encourages students read as often.

Response from the FY20 Consolidated District Plan.

Through the libraries, the district provides access to the following digital database resources: Gale Databases, World Book Encyclopedia Online, EBSCO - Newspaper Source, and EBSCO - Point Cloud Library eBooks and Zinio Digital Magazines are also provided in the libraries. The library staff provides instruction on these resources to students and staff so that they can use them to fill needs.

Using databases, students learn to locate needed information from credible, up-to-date resources for research or other learning. These resources are integrated with other digital tools, including provide access to additional resources within the database suites. Resources are chosen based on curriculum needs within the district and support learning at a variety of levels.

Our goal in the library is to get reading materials in students' hands and encourage reading by any format. Cloud Library eBooks and Zinio Magazines, in addition to our physical resources, offer for students to read during and outside of the school day. Reading practice improves reading skills, and availability of reading material, in a variety of formats, encourages students read as often.

**7. Describe how the district will identify and serve gifted and talented students by using objective criteria.\*\* [7]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

The district uses the CogAT test given in the 2nd grade to identify gifted and talented students. Instructional specialists provide support to classroom teachers in helping identify differentiation the needs of gifted students. The gifted and talented students are then given the opportunity to attend a four-week summer camp providing opportunities to explore creative problem solving skills.

Response from the FY20 Consolidated District Plan.

The district uses the CogAT test given in the 2nd grade to identify gifted and talented students. Instructional specialists provide support to classroom teachers in helping identify differentiation the needs of gifted students. The gifted and talented students are then given the opportunity to attend a four-week summer camp providing opportunities to explore creative problem solving skills.

**Title I Requirements:**

Ensure that all children receive a high-quality education.

Close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

**Legislative References:**

- [1] Title I, Part A, Section 1112(b)(1)(A)
- [2] Title I, Part A, Section 1112(b)(1)(B); 34 CFR 300.226 and 300.646
- [3] Title I, Part A, Section 1112(b)(1)(C); 34 CFR 300.226 and 300.646
- [4] Title I, Part A, Section 1112(b)(1)(D); 34 CFR 300.226 and 300.646
- [5] Title I, Part A, Section 1112(b)(2)





Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
 Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	------------------------	----------------------------

### College and Career Readiness

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

#### ISBE Goals:

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career or postsecondary education with attention paid to historic inequities.
- ☐ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the needs of each and every child.
- ☐ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts in providing every child an education that meets their needs.

#### District Goal(s):

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

#### 1. Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education if applicable, through:\* [1]

##### ii. Coordination with institutions of higher education, employers, and other local partners;\* and

##### iii. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

([count] of 7500 maximum characters used)

Students study career and industry opportunities while in middle school. There is vertical alignment of areas of focus within careers and industry that we have course opportunities for study. Students begin to have a better idea of what courses they would like to take to continue to develop their interests even prior to entering high school. Middle school students take a course in learning in which they learn various skills to help them be more successful in group work and in their high school coursework.

The freshman counselor and freshman community assistant principal involve students and their parents in a guidance and advisement system that develops positive relationships and ensure program of study with an academic or career/technical concentration. They provide each student with a mentor throughout high school to assist with setting goals, selecting courses, review progress and suggesting appropriate interventions as necessary.

All freshmen are enrolled in Freshman Seminar which is designed to enhance reading and language skills. It provides students with the strategies for improving skills in the areas of comprehension and vocabulary. Students read a variety of materials, including non-fiction, short stories, magazine and newspaper articles, selections from varied academic disciplines, and books. This diverse reading gives students practice with specific strategies for reading more effectively and efficiently. Students are expected to apply these tips and strategies to the reading they do in other classes. It is presented throughout the seminar to address such topics as motivation, goal setting, and study skills. The seminar will also address social issues that affect freshmen as they begin to explore postsecondary planning. Freshman Seminar is designed to help students with academic and personal demands during their transition to high school - and to help ensure their educational success.

Freshmen are provided a structured system of extra help to assist them in completing accelerated courses with high-level academic and technical content. They are supported within the framework to become independent learners by practicing habits of successful learners, including study and literacy skills, time management, and learning with others, is integrated within all their first-year courses. Freshman Seminar teachers are chosen and trained to form nurturing academic relationships with students to improve students' work and achievement.

Students are given various opportunities to gain dual credit through AP coursework as well as dual credit courses provided by our local community college and University. Students have access to programs that help prepare students with the skills to be successful in a two year degree or trade certification program as well.

Response from the approved FY20 Consolidated District Plan.

Students study career and industry opportunities while in middle school. There is vertical alignment of areas of focus within careers and industry that we have course opportunities for study. Students begin to have a better idea of what courses they would like to take to continue to develop their interests even prior to entering high school. Middle school students take a course in learning in which they learn various skills to help them be more successful in group work and in their high school coursework.

The freshman counselor and freshman community assistant principal involve students and their parents in a guidance and advisement system that develops positive relationships and ensure program of study with an academic or career/technical concentration. They provide each student with a mentor throughout high school to assist with setting goals, selecting courses, review progress and suggesting appropriate interventions as necessary.

All freshmen are enrolled in Freshman Seminar which is designed to enhance reading and language skills. It provides students with the strategies for improving skills in the areas of comprehension and vocabulary. Students read a variety of materials, including non-fiction, short stories, magazine and newspaper articles, selections from varied academic disciplines, and books. This diverse reading gives students practice with specific strategies for reading more effectively and efficiently. Students are expected to apply these tips and strategies to the reading they do in other classes. It is presented throughout the seminar to address such topics as motivation, goal setting, and study skills. The seminar will also address social issues that affect freshmen as they begin to explore postsecondary planning. Freshman Seminar is designed to help students with academic and personal demands during their transition to high school - and to help ensure their educational success.

Freshmen are provided a structured system of extra help to assist them in completing accelerated courses with high-level academic and technical content. They are supported within the framework to become independent learners by practicing habits of successful learners, including study and literacy skills, time management, and learning with others, is integrated within all their first-year courses. Freshman Seminar teachers are chosen and trained to form nurturing academic relationships with students to improve students' work and achievement.

Students are given various opportunities to gain dual credit through AP coursework as well as dual credit courses provided by our local community college and University. Students have access to programs that help prepare students with the skills to be successful in a two year degree or trade certification program as well.

#### 2. If applicable, describe the district's support for programs that coordinate and integrate the following:\* [2]

**Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities; skills attainment important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, academic credit.**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

**NOTE: If not applicable because district serves only grades K-8, enter Elementary District**

([count] of 7500 maximum characters used)

DPS serves 15 Title I schools grades K-8 and as such students are not of working age. The district partners with Heartland Technical Academy to provide career classes and programs, we offer opportunities for students throughout the community, and we offer a building trades and career course at the high school building level as well.

Response from the approved FY20 Consolidated District Plan.

DPS serves 17 Title I schools grades K-8 and as such students are not of working age. The district partners with Heartland Technical Academy to provide career classes and programs, we offer opportunities for students throughout the community, and we offer a building trades and career course at the high school building level as well.

#### Legislative References:

[1] Title I, Part A, Section 1112(b)(10)(A and B)

[2] Title I, Part A, Section 1112(b)(12)(A and B)

\* Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title IV, Part A; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan +

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application[Printer-Friendly](#)[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	------------------------	----------------------------

**Professional Development - Highly Prepared and Effective Teachers and School Leaders**

**INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal be selected.\***

**ISBE Goals:**

- ☐ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- ☐ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the academic and social and emotional needs of each and every child.
- ☐ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

**District Goal(s):**

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

**For each program for which funding is anticipated for the 2020-2021 school year, provide a brief description of professional development activities to be funded by program as applicable.\* [1]**

NOTE: - If Professional Development will not be provided for a funded program below, enter **NOT PROVIDING**.

- Be sure to include information on how participating private schools will be included in the professional development plans.
- NOTE - writing space appears only if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page return to this page.

**Program and Description****A. Title I, Part A - Improving Basic Programs**

NOT PROVIDING

**B. Title I, Part A - School Improvement Part 1003(a)**

Professional development will be provided according to school improvement work plans and focused on the student groups identified for support. Learning Partners will be utilized for PD services.

**C. Title I, Part D - Delinquent****D. Title I, Part D - Neglected**

Professional development will be provided to the teachers that provide services to the identified student as needed.

**E. Title I, Part D - State Neglected/Delinquent****F. Title II, Part A - Preparing, Training, and Recruiting**

Professional development will be provided through summer stipends, substitutes during the school year for teachers to attend training as well as conference expenses and consultants, as needed. Nonpublic consultation takes place two times a year. Nonpublic communication is ongoing throughout the year regarding each building's allocation of funds and support for procurement and expense reports.

**G. Title III - LIEP**

Professional development will be provided through summer stipends, substitutes during the school year for teachers to attend training as well as conference expenses and consultants, as needed.

**H. Title III - Immigrant Education**

Professional development will be provided through summer stipends, substitutes during the school year for teachers to attend training as well as conference expenses and consultants, as needed.

**I. Title IV, Part A - Student Support and Academic Enrichment**

NOT PROVIDING

**J. Title V, Part B - Rural and Low Income Schools****K. IDEA, Part B - Flow-Through [2]**

Professional development will be offered to staff of students with IEPs in the topics of behavior management, trauma informed practices, social skills development, as well as content area instruction, progress monitoring, collaborative teaching methods, and disability specific information including adaptations, modifications and accommodations needed.

**L. IDEA, Part B - Preschool**

Professional development will be offered to staff of preschool students with IEPs the topics of teaching early childhood students in blended and instructional settings, behavior management, social skills development.

**Legislative Requirement:**

[1] Title III, Section 3115(c)(2)

[2] 34 CFR 300.207 ; 2122(b)(4-9) of ESSA

\* Required if funding selected for Title I, Part A; Title II, Part A; Title III; Title IV, Part A; Title V, Part B; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool


Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
-------------------------	--------------	-------------------------------	------------------------	---------------------	--------------------	--------------------------	---------------------------	------------------------	----------------------------

**Safe and Healthy Learning Environment**

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal

**ISBE Goals:**

- ☐ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career path.
- ☒ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the needs of each and every child.
- ☐ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts.

**District Goal(s):**

- ☐ Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

**1. Describe the process through which the districts will:****i. reduce incidences of bullying and harassment****ii. reduce the overuse of discipline practices that remove students from the classroom [1]****iii. reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined below**

- each major racial and ethnic group;
- economically disadvantaged students as compared to students who are not economically disadvantaged;
- children with disabilities as compared to children without disabilities;
- English proficiency status;
- gender; and
- migrant status.

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. **DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.**

([count] of 7500 maximum characters used)

(i)Decatur Public schools believe all students should have accessibility to a safe and civil learning environment free from instances of bullying, intimidation, harassment, and adverse behavioral activities include curriculum covering conflict resolution, appropriate social skills, identifying and reporting bullying, retaliation, and bystander skill set building. Interventions are used to meet every tier which includes, social work interventions, check in/check out, problem solving skills interventions, social emotional learning curriculum integration, counseling, and community based support services.

Students and families are encouraged to report instances to school personnel at the first inception. School personnel are required to investigate and report findings within 5 days to the family and gather remedial action and next steps are taken to address concerns with interventions at the building level.

In addition to school based intervention, policies and practices are reviewed by the parent-teacher advisory committee. Policy evaluation consists of frequency of incidents of bullying, assessment needs in response to bullying, reducing cyber-bullying, and providing student, family, staff, and community professional development.

(ii)Restorative practices are a means of interventions and supports that reduce exclusionary discipline and provide a continuum of care for student's needs. Communities of trust, care, and accountability are built by utilizing constructive practices that engage students, teachers, and families with a balanced approach while keeping safety the top priority. Consequences are constructed that focus on repairing the harm done through peace circles, conferencing, affective statements and questions, and formalized conferences.

(iii)Response to Intervention is the practice of providing high quality interventions that match the needs of the student populations, identifying the level of performance and making data based interventions are provided at tier one with consistent classroom behavioral expectations in alignment with school-wide expectations. Supplemental behavioral supports are provided at Tier 2 intervention, classroom consultations, check in/check out, brief FBA/BIP, behavioral modification plan, and counseling. Students needing additional behavioral support services at Tier 3 receive behavioral supports and are identified through the problem solving process.

Response from the FY20 Consolidated District Plan.

(i)Decatur Public schools believe all students should have accessibility to a safe and civil learning environment free from instances of bullying, intimidation, harassment, and adverse behavioral activities include curriculum covering conflict resolution, appropriate social skills, identifying and reporting bullying, retaliation, and bystander skill set building. Interventions are used to meet every tier which includes, social work interventions, check in/check out, problem solving skills interventions, social emotional learning curriculum integration, counseling, and community based support services.

Students and families are encouraged to report instances to school personnel at the first inception. School personnel are required to investigate and report findings within 5 days to the family and gather remedial action and next steps are taken to address concerns with interventions at the building level.

In addition to school based intervention, policies and practices are reviewed by the parent-teacher advisory committee. Policy evaluation consists of frequency of incidents of bullying, assessment needs in response to bullying, reducing cyber-bullying, and providing student, family, staff, and community professional development.

(ii)Restorative practices are a means of interventions and supports that reduce exclusionary discipline and provide a continuum of care for student's needs. Communities of trust, care, and accountability are built by utilizing constructive practices that engage students, teachers, and families with a balanced approach while keeping safety the top priority. Consequences are constructed that focus on repairing the harm done through peace circles, conferencing, affective statements and questions, and formalized conferences.

(iii)Response to Intervention is the practice of providing high quality interventions that match the needs of the student populations, identifying the level of performance and making data based interventions are provided at tier one with consistent classroom behavioral expectations in alignment with school-wide expectations. Supplemental behavioral supports are provided at Tier 2 intervention, classroom consultations, check in/check out, brief FBA/BIP, behavioral modification plan, and counseling. Students needing additional behavioral support services at Tier 3 receive behavioral supports and are identified through the problem solving process.

**2. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act. [3]**

(42 U.S.C. 11301 et seq.):\*

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. **DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.**

([count] of 7500 maximum characters used)

Students identified as Homeless under the McKinney Vento homeless Act are provided multiple supports to minimize barriers to student education. Students receive transportation support enrollment through collaboration with our transportation department, as well as secondary students are provided tokens for public transportation. Additional supports provided are uniform assistance, fee waivers for registration, books, and field trips, connection with community agencies, assistance with obtaining records, and assistance with immunization requirements.

Response from the FY20 Consolidated District Plan.

Students identified as Homeless under the McKinney Vento homeless Act are provided multiple supports to minimize barriers to student education. Students receive transportation support enrollment through collaboration with our transportation department, as well as secondary students are provided tokens for public transportation. Additional supports provided are uniform assistance, fee waivers for registration, books, and field trips, connection with community agencies, assistance with obtaining records, and assistance with immunization requirements.

**Title I Requirement:**

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children meeting such standards

**Legislative Requirements:**

[1] Title I, Part A, Section 1112(b)(11)

[2] Title I, Part A, Section 1111(c)(2); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(6)

\* Required if funding selected for Title I, Part A and/or Title IV, Part A


# Consolidated District Plan

EGMS HOME | ISBE HOME | LOGOUT

SESSION TIMEOUT 59:50

Close Printer Friendly Page

Spell Check

## Attendance Center Designation

Instructions

## Attendance Center Designation

Attendance Center	Schoolwide	Targeted Assistance	Not Served	Closed	Board Approved Date
0036 - EISENHOWER HIGH SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019
0038 - MACARTHUR HIGH SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019
1030 - THOMAS JEFFERSON MIDDLE SCHOOL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	05/28/2019
1034 - STEPHEN DECATUR MIDDLE SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2004 - DENNIS ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2005 - DURFEE ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	05/28/2019
2007 - ENTERPRISE ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2009 - BENJAMIN FRANKLIN ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2010 - MARY W FRENCH ACADEMY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2011 - GARFIELD MONTESSORI SCHOOL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	05/28/2019
2014 - WILLIAM HARRIS ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019
2016 - MUFFLEY ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2017 - OAK GROVE ACCELERATED SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2019 - PARSONS ACCELERATED SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
201C - ROBERTSON CHARTER SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2023 - SOUTH SHORES ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2025 - STEVENSON ACCELERATED SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2031 - MICHAEL E BAUM ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2032 - JOHNS HILL MAGNET SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
2034 - HOPE ACADEMY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05/28/2019
3001 - PERSHING EARLY LEARNING CENTER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019
3004 - Alternative Education Center	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019
3005 - SOUTHEAST LEARNING CENTER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	05/28/2019

<b>Describe anticipated Reorganizations:</b>	We are renovating a larger facility to combine Garfield in to Enterprise and renaming it Montessori Academy for Peace. Dennis Elementary schools is expanding to 1 RCDT code. French Academy is keeping their RCDT code but will be renamed American Dreamer STEM Academy. Thomas Jefferson Middle School will remain close
--	---

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan 4

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Requirements
Title I Specific				Title I Specific Part Two					

## Title I Specific Requirements - Part Two

☐

If Title I funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use Title I funds, Funding page and select Title I, save the page, and return to this page.

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal is required.

## ISBE Goals:

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career. Attention paid to historic inequities.
- ☒ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the needs of each and every child.
- ☒ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts in providing every child an education that meets their needs.

**District Goal(s):** Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

☐

**1. Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and 1111(d).\* (Section 1112(b)(3))**

## Section 1111(d)

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If the district does not have any schools identified as comprehensive or targeted, enter

**No schools identified under this part**

([count] of 7500 maximum characters used)

The District uses needs assessments, the Illinois Quality Framework and Supporting Rubric, a review of individual school data and then creates a Work Plan for School Improvement for each of the ESSA School Designations and the School Report card. Work plans are based upon the student groups identified on the School Designation and School Report card.

Re-display of the approved response from the FY20 Consolidated District Plan.

The District uses needs assessments, the Illinois Quality Framework and Supporting Rubric, a review of individual school data and then creates a Work Plan for School Improvement for each of the ESSA School Designations and the School Report card. Work plans are based upon the student groups identified on the School Designation and School Report card.

**2. Does the district serve eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution? 1112(b)(5))**

☒ Yes

☐ No

**3. Select the poverty criteria below that will be used to rank school attendance centers. A district shall use the same measure(s) of poverty, which measure the children aged 5 through 17 in poverty counted in the most recent census data, with respect to ALL school attendance centers in the LEA.\* (Section 1112(b)(4) Measures of Poverty from 1113(S)(A) and (B))**

☐ School Lunch: the number of children eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.),

☐ TANF: the number of children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act,

☐ Medicaid: the number of children eligible to receive medical assistance under the Medicaid Program,

☒ Direct Certification

**4. Describe, in general, the targeted assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs. Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected children.\* (Section 1112(b)(5))**

## Section 1114 and 1115

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The District operates schoolwide programs at all 15 Title I schools district-wide. There are no targeted assistance programs in DPS.

The schoolwide programs provide supplemental support to students to ensure that they are showing growth, meeting standards, and closing the achievement gap. The goals for the program are meeting or exceeding on the IAR test.

The District receives Title I Part D Neglected funds. The program serves students from Webster Cantrell Hall and provides the students with support.

Re-display of the approved response from the FY20 Consolidated District Plan.

The District operates schoolwide programs at all 17 Title I schools district-wide. There are no targeted assistance programs in DPS.

The schoolwide programs provide supplemental support to students to ensure that they are showing growth, meeting standards, and closing the achievement gap. The goals for the program are meeting or exceeding on the IAR test.

The District receives Title I Part D Neglected funds. The program serves students from Webster Cantrell Hall and provides the students with reading support through the employment of 1 FTE.

**5. In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population. 1112(b)(9))**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If the district does not serve any schools identified as targeted assistance, enter **Schoolwide Program Only**

([count] of 7500 maximum characters used)

Schoolwide Program Only

Re-display of the approved response from the FY20 Consolidated District Plan.

Schoolwide Program Only

**Title I Requirement:**


To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those not meeting such standards.

\*Required Field

[Close Printer Friendly Page](#)

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application[Printer-Friendly](#)[Click to Return to Application Select](#)

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
----------------------------	--------------	----------------------------------	---------------------------	------------------------	-----------------------	-----------------------------	------------------------------	---------------------------	--------------------------

**IDEA Specific Requirements**


If IDEA funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use IDEA funds, r Funding page and select IDEA, save the page, and return to this page.

**INSTRUCTIONS:** Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal

**ISBE Goals:**

- ☒ Student Learning – Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful career and higher education.
- ☒ Learning Conditions – All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the academic, social, and emotional needs of each and every child.
- ☒ Educator Quality – Illinois' diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to ensure every child an education that meets their needs.

**District Goal(s):** Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

☐

**1. How was the comprehensive needs assessment information used for planning grant activities?\* This section should include the comprehensive needs identified by the activities and programs funded by IDEA.**

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The needs assessment survey was used to inform the PD plan for FY21. The district also noted the need for additional behavior supports and collaborative methods for teaching.

**2. Summarize the activities and programs to be funded within the grant application.\***

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

IDEA funds will be used to off-set the costs of our most significantly impaired students. This will take the form of parapro supports, supplies, assistive technology, and tuition to send our students to cooperative programs in Decatur. The required set-aside funds for private and parochial schools will be used in collaboration via a Timely and Meaningful consultation meeting.

**3. Describe any changes in the scope or nature of services from the prior fiscal year.\***

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

No anticipated changes are expected from the FY20 grant application.

\*Required Field



Close Printer Friendly Page

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
Foster Care Transportation Requirements				Foster Care Transportation Plan Contacts			BID - School Stability		Foster Care Transportation P

## Overview

\*\*\*\*\*NOTE: This plan section is not required for the Department of Juvenile Justice\*\*\*\*\*

PROGRAM: Foster Care Transportation Plan

PURPOSE: To comply with ESSA requirements for educational stability for students in foster care

REQUIRED FOR: All Illinois school districts and state-authorized charter schools

RESOURCES: [FD and HHS Letter to Chief State School Officers and Child Welfare Directors on Implementing the Fostering Connections Act of May 30, 2014](#)  
[US Department of Education \(USDE\) web page for Students in Foster Care](#)  
[The Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#)  
[Educational Stability Requirements \(Effective October 7, 2008\)](#)  
[Public Act 099-0781 \(effective 8/12/2016\)](#)  
[USDE Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care \(June 23, 2016\)](#)  
[Finance, Budgets & Funding - Transportation Programs \(scroll to Foster Care Transportation section\)](#)  
[ESEA of 1965 as Amended, Section 6312\(c\)](#)

## BACKGROUND

Section 6312(5)(B) of ESEA of 1965 as Amended by ESSA requires that the local educational agency (LEA) collaborate with the state or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interests will be provided, arranged, and funded for duration of the time in foster care.

## DEFINITION AND REFERENCES

First Division vehicles are defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total.

First Division vehicles can be used to transport 10 or fewer persons, including the driver, on regular routes for any and all school-sponsored activities, including curriculum-related trips. Examples of First Division vehicles include cars, station wagons, mini-vans (10 passengers or less which includes the driver), taxi cabs, medical carrier or medi-car, and Suburbans. The manufacturer sticker (Federal Certification Label) located on the inside of the driver's side door will stipulate MPV for Multi-Passenger Vehicle, MPPV (MultiPurpose Passenger Vehicle) Passenger Car [49 CFR 571.3]

Vehicle Usage:

[https://www.isbe.net/Documents/school\\_vehicle\\_guidance.pdf](https://www.isbe.net/Documents/school_vehicle_guidance.pdf)

[https://www.isbe.net/Documents/vehicle\\_use\\_summary.pdf](https://www.isbe.net/Documents/vehicle_use_summary.pdf)

<https://www.isbe.net/Documents/ISBE-Visual-Vehicle-Use-Guide.pdf>

Transportation Programs:

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

## REQUIREMENTS

A. The following factors should be considered when developing the transportation procedures for a student in foster care:

1. Safety
2. Duration of the need for services
3. The time/length of travel time for the student each day
4. Time of placement change
5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.)
6. Traffic patterns
7. Flexibility in school schedule
8. Impact of extracurricular activities on transportation options.
9. Maturity and behavioral capacity of student

B. The following low-cost/no-cost options should be considered when developing the transportation procedures:

1. Pre-existing transportation route
2. New transportation route
3. Route-to-Route hand-offs
4. District-to-district boundary hand-offs
5. Eligibility of the student for transportation through other services such as, but not limited to, Individuals with Disabilities Education Act (IDEA)
6. Alternatives not directly provided by the district/school such as:
  - a. Contracted services - taxis, student transport companies, etc. - see note below
  - b. Public transportation such as city buses, rails, etc.
  - c. Carpools- see note below
  - d. School/District staff- see note below
  - e. Options presented by DCFS outside of those provided by the district/school, such as reimbursing the foster parents for transportation costs, or including transport in contract with licensed child placing agencies or group homes

**NOTE: A school bus driver permit is REQUIRED for these options! IMPORTANT: All drivers transporting students (other than parents/legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.**

**REMINDER: A multifunction school activity bus (MFSAB) can NEVER be used to transport home-to-school or school-to-home [625 ILCS 5/1-148.3a-5]**

C. The following funding options should be considered when developing the transportation procedures for a student in foster care:

1. Title IV-E of the Social Security Act if the student is eligible
2. Title I of the ESEA of 1965 as Amended by ESSA (except that funds reserved for comparable services for homeless children and youth may NOT be used for transportation)
3. IDEA funds, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation
4. State special education transportation funds, if the student has an IEP



Close Printer Friendly Page

**County:** Macon

Consolidated District Plan 

**Application:** 2020-2021 Consolidated District Plan - 00  
**Cycle:** Original Application

**Printer-Friendly**

[Click to Return to Application Select](#)

**Project Number:** 21-CDP-00-39-055-0610-25

<u>Needs Assessment Impact</u>	<u>Stakeholders</u>	<u>Private Schools Participation</u>	<u>Preschool Coordination</u>	<u>Student Achievement</u>	<u>College and Career</u>	<u>Professional Development</u>	<u>Safe Learning Environment</u>	<u>Title I Specific Pages</u>
Foster Care Transportation Requirements			Foster Care Transportation Plan Contacts			BID - School Stability		Car

### Contact Information

**\*\*\*\*\*NOTE: This page is not required for the Department of Juvenile Justice\*\*\*\*\***

As part of the foster care transportation plan development process, several stakeholders should be involved. These may include, but are not limited to:

- a. Local educational agency (LEA) point of contact for foster students (LEA-POC)
- b. LEA transportation director
- c. Child welfare agency point of contact
- d. LEA Department of Children and Family Services (DCFS) liaison as permitted by 105 ILCS 5/10-20.58, if applicable
- e. Title I director
- f. School social worker
- g. Guidance counselor
- h. Special education personnel

**Provide contact information for all personnel included in the development of the plan. The LEA-POC and transportation director are required to be included as applicable.**

1. Foster Care LEA-POC - required\*

Last Name*	First Name*	Position/Title*	Email*
Tull	Jodi	Transition Coordinator	jtull@dps61.org

2. LEA Transportation Director - required\*

Last Name*	First Name*	Position/Title*	Email*
Walker	Henry	Director of Operations	hwalker@dps61.org

 Click here to add information for other personnel involved in the plan development.

### 3. Other personnel

Last Name	First Name	Position/Title	Email
Covault	Todd	Chief Operation Officers	tcovault@dps61.org

 [Click here to add information for additional other personnel.](#)

\*Required field

[illegible]

Close Printer Friendly Page

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
Foster Care Transportation Requirements			Foster Care Transportation Plan Contacts				BID - School Stability		Foster Care Transportation P

**Best Interest Determination as it relates to School Stability****\*\*\*\*\*NOTE: This page is not required for the Department of Juvenile Justice\*\*\*\*\*****NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.****1. Describe the process for determining the best interest of the affected child for placement if the child is placed into foster care or changes residences while in foster positions of all district personnel involved.\***

Be sure to include the factors that should be considered in determining whether remaining in a child's school of origin is in his or her best interest, as it relates to ens

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan. The Child Welfare Agency (CWA) will notify the Local Education Agency (LEA) POC within one day of placement or change of placement if there is a student who CWA would like to keep in the school of origin, but who will no longer be living in that school's boundary. At this point, the POC and CWA can schedule a best interest determination (BID) team meeting within five school days that will include: The CWA POC; LEA POC, education decision maker when necessary; the school principal or designee; any other key partners for decision making. If the student has an Individualized Education Program (IEP) or a Section 504 plan, then the student will participate in the BID process. For each BID meeting, the CWA POC and the LEA POC will determine which of these participants must be present in-person and who may join remotely or be consulted in order to prevent unnecessary delays due to scheduling. This determination shall be made as quickly as possible to prevent education disruption, and transportation costs should not be considered best interest. The student shall remain in their school of origin during the BID process. The information considered will be on significant relationships; academic progress; and social and emotional completed for CWA to keep as documentation of the decision and LEA POC will maintain a copy as well. The CWA holds ultimate legal responsibility for making the BID for the student in their care. The transportation department to setup transportation for the student.

Response from the approved FY20 Consolidated District Plan.

The Child Welfare Agency (CWA) Point of Contact (POC) will notify the Local Education Agency (LEA) POC within one day of placement or change of placement if there is a student who CWA would like to keep in the school of origin, but who will no longer be living in that school's boundary. At this point, the POC and CWA can schedule a best interest determination (BID) team meeting within five school days that will include: The CWA POC; LEA POC, education decision maker for the student; the school principal or designee; any other key partners for decision making. If the student has an Individualized Education Program (IEP) or a Section 504 plan, then the relevant staff members will participate in the BID process. For each BID meeting, the CWA POC and the LEA POC will determine which of these participants must be present in-person and who may join remotely or be consulted prior to the meeting in order to prevent unnecessary delays due to scheduling. This determination shall be made as quickly as possible to prevent education disruption, and transportation costs should not be considered best interest. The student shall remain in their school of origin during the BID process. The information considered will be on significant relationships; academic progress; and social and emotional well-being. A BID form will be completed for CWA to keep as documentation of the decision and LEA POC will maintain a copy as well. The CWA holds ultimate legal responsibility for making the BID for the student in their care. The LEA POC will work with the transportation department to setup transportation for the student.

**2. Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.**

[See IDEA legislation here](#) [See Section 504 here](#)

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

A BID for a student under IDEA and a student under section 504, will be handled in the same manner as any student, however; taking into account the students IEP/504 goals, accommodations, and programming available for the students educational success.

Response from the approved FY20 Consolidated District Plan.

A BID for a student under IDEA and a student under section 504, will be handled in the same manner as any student, however; taking into account the students IEP/504 goals, accommodations, and programming available for the students educational success.

**3. Describe any special consideration and legal requirements taken into account for children who are English learners.\***

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

A BID for a student who is an English learner, will be handled in the same manner as any student, however; taking into account the students accommodations and the educational needs and progress of the students educational success.

Response from the approved FY20 Consolidated District Plan.

A BID for a student who is an English learner, will be handled in the same manner as any student, however; taking into account the students accommodations and the educational needs and progress of the students educational success.

**4. Describe the dispute resolution process should there be disagreement among parents, education decision makers, and other stakeholders regarding the best interest of the student.**

Be sure to include the step-by-step process if one would want to initiate a dispute through the resolution. NOTE: include that DCFS has the final say if a resolution cannot be reached.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

Level One

The student's caregiver or education decision-maker may dispute the district's BID, transportation, or the provision of any other education related service for a student in foster care. The student may do so by providing the LEA POC with written notice of the dispute within fifteen business days of receiving the notice of the district's determination. The notice of the dispute, if provided to the district will be immediately acknowledged. The LEA POC will log the receipt of the notice, and then forward to their immediate supervisor and the superintendent or designee. The LEA POC will make a decision on the dispute within five business days. The LEA POC will inform the caregiver or educational decision-maker in writing of the result. The following documents will be included in an appeals package; a copy of the original notice of dispute; any additional information or educational decision-maker and/or LEA POC; and instructions on appealing the decision to level two.

Level Two

If the caregiver or education decision-maker disagrees with the decision of the LEA POC, they may appeal the decision to the superintendent or designee. They may do so by providing the superintendent with the Level I appeals package within ten business days of their receipt of the Level I decision.

Within five business days of the notification to the district that the caregiver or education decision-maker intends to appeal, the superintendent or designee will arrange to meet within a reasonable time, in-person through phone/video conference with the student's caregiver or educational decision-maker, the student if appropriate, and at least one representative from CWA. If it is not possible for a reasonable time, the superintendent or designee will document their efforts to include CWA and proceed with the conference.

Response from the approved FY20 Consolidated District Plan.

Level One

The student's caregiver or education decision-maker may dispute the district's BID, transportation, or the provision of any other education related service for a student in foster care. The student may do so by providing the LEA POC with written notice of the dispute within fifteen business days of receiving the notice of the district's determination. The notice of the dispute, if provided to the district will be immediately acknowledged. The LEA POC will log the receipt of the notice, and then forward to their immediate supervisor and the superintendent or designee. The LEA POC will make a decision on the dispute within five business days. The LEA POC will inform the caregiver or educational decision-maker in writing of the result. The following documents will be included in an appeals package; a copy of the original notice of dispute; any additional information or educational decision-maker and/or LEA POC; and instructions on appealing the decision to level two.

Level Two

If the caregiver or education decision-maker disagrees with the decision of the LEA POC, they may appeal the decision to the superintendent or designee. They may do so by providing the superintendent with the Level I appeals package within ten business days of their receipt of the Level I decision.

Within five business days of the notification to the district that the caregiver or education decision-maker intends to appeal, the superintendent or designee will arrange to meet within a reasonable time, in-person through phone/video conference with the student's caregiver or educational decision-maker, the student if appropriate, and at least one representative from CWA. If it is not possible for a reasonable time, the superintendent or designee will document their efforts to include CWA and proceed with the conference.

Within five business days of the conference, the superintendent or designee will provide the caregiver or educational decision-maker with a written decision, supporting evidence, reasons for the decision, and includes: a copy of the initial dispute files at Level I and the Level I decision; the Level II decision rendered by the superintendent or designee; any additional information from the caregiver or educational decision-maker and/or LEA POC; Instructions as to how to file a Level III appeal, including the physical address and the email address of where to submit the dispute.

The LEA POC will also be provided with a copy of the Level II decision and appeals package. The LEA POC will be responsible for verifying receipt of the decision and appeals package by the caregiver or educational decision-maker.



Close Printer Friendly Page

Applicant: DECATUR SD 61

County: Macon

Consolidated District Plan

Application: 2020-2021 Consolidated District Plan - 00  
Cycle: Original Application

Printer-Friendly

Click to Return to Application Select

Project Number: 21-CDP-00-39-055-0610-25

Needs Assessment Impact	Stakeholders	Private Schools Participation	Preschool Coordination	Student Achievement	College and Career	Professional Development	Safe Learning Environment	Title I Specific Pages	IDEA Specific Require
Foster Care Transportation Requirements		Foster Care Transportation Plan Contacts			BID - School Stability		Foster Care Transportation P		

## Transportation Plan Development

\*\*\*\*\*NOTE: This plan section is not required for the Department of Juvenile Justice\*\*\*\*\*

NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.

## 1. Describe the process for determining how transportation will be provided to students who qualify, including the position of all individuals involved in the process

Be sure to include the factors that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan. Title I director/coordinator

Local Education Agency (LEA) Point of Contact (POC)

McKinney-Vento liaison (consultation purposes-

Representative from transportation department

Representative from Child Welfare Agency (CWA)

When a student is placed in foster care or changes residence while in foster care, the CWA worker must notify the principal. If the new residence is not in the same school zone, the LEA POC must

notify and invited to participate in the best interest determination (BID).

Upon receipt of the invitation to participate in the BID, the LEA POC notifies the school of origin (SOO) transportation designee.

The LEA POC should provide the student's name, current school, new residence address, and whether the student has an IEP with specialized transportation.

The SOO transportation designee identifies the potential ways that the child could be transported if the BID results in a decision to maintain the current school enrollment. This information is given

LEA POC to include in the BID.

The CWA worker, LEA POC, and other essential members of the BID share their information. The joint decision is made by the CWA worker and the LEA POC.

If the BID decision is that the student will remain in the current school, the LEA POC notifies the SOO transportation designee, who then assists the CWA worker in arranging transportation to and

school.

Response from the approved FY20 Consolidated District Plan.

Title I director/coordinator

Local Education Agency (LEA) Point of Contact (POC)

McKinney-Vento liaison (consultation purposes-

Representative from transportation department

Representative from Child Welfare Agency (CWA)

When a student is placed in foster care or changes residence while in foster care, the CWA worker must notify the principal. If the new residence is not in the same school zone, the LEA POC must

notify and invited to participate in the best interest determination (BID).

Upon receipt of the invitation to participate in the BID, the LEA POC notifies the school of origin (SOO) transportation designee.

The LEA POC should provide the student's name, current school, new residence address, and whether the student has an IEP with specialized transportation.

The SOO transportation designee identifies the potential ways that the child could be transported if the BID results in a decision to maintain the current school enrollment. This information is given

LEA POC to include in the BID.

The CWA worker, LEA POC, and other essential members of the BID share their information. The joint decision is made by the CWA worker and the LEA POC.

If the BID decision is that the student will remain in the current school, the LEA POC notifies the SOO transportation designee, who then assists the CWA worker in arranging transportation to and

school.

## 2. Indicate which options will be considered when developing the transportation plan. Check all that apply.\*

- ☒ a. Pre-existing transportation route
- ☒ b. New transportation route
- ☒ c. Route-to-route hand-offs
- ☒ d. District-to-district boundary hand-offs
- ☒ e. Other services for which student is eligible, such as IDEA transportation options
- ☒ f. Options presented by DCFS worker
- ☒ g. Alternatives not directly provided by the district/school such as taxis, carpools, public transportation, etc.

**IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.**

- ☒ h. Other - describe  
The CWA worker also should explore options outside of the provided by the school district, such as reimbursing the foster parents for transportation costs or including transport in contracts licensed child placing agencies and group homes.
- ☐ i. Other - describe
- ☐ j. Other - describe

## 3. Describe how all funding options selected above will be considered and coordinated when developing the transportation plan.\*

Be sure to include the funding options that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If the student has an IEP that includes provision for specialized transportation, transportation must be provided by the school division responsible for the student's IDEA.

If Decatur Public Schools can offer an exciting means of transportation at no additional cost, the CWA will not be charged.

If Decatur Public Schools can provide transportation but will need to modify a route or create a new option, the SOO transportation designee will calculate the cost that will be charged to the CWA.

calculation is not required until the BID has been completed and the decision to maintain the current school enrollment is made. The CWA should explore whether the student is eligible for IV-E, II

funds, Title I, or local funds

Response from the approved FY20 Consolidated District Plan.

If the student has an IEP that includes provision for specialized transportation, transportation must be provided by the school division responsible for the student's IDEA.

If Decatur Public Schools can offer an exciting means of transportation at no additional cost, the CWA will not be charged.

If Decatur Public Schools can provide transportation but will need to modify a route or create a new option, the SOO transportation designee will calculate the cost that will be charged to the CWA.

calculation is not required until the BID has been completed and the decision to maintain the current school enrollment is made. The CWA should explore whether the student is eligible for IV-E, II

funds, Title I, or local funds

## 4. Describe the dispute resolution process to be utilized if the district/school and DCFS have difficulty coming to agreement on how to provide transportation for a particular student in need.\*

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The SOO will continue to provide transportation during the dispute resolution process.

Level: One

The student's caregiver or education decision-maker may dispute the district's BID, transportation, or the provision of any other education related service for a student in foster care. The may do so

providing the district or the LEA POC with written notice of the dispute within fifteen business days of receiving the notice of the district's determination. The notice of the dispute, if provided to the

will be immediately forwarded to the LEA POC. The LEA POC will log the receipt of the notice, and then forward to their immediate supervisor and the superintendent or designee. The LEA POC will

decision on the dispute within five business days of receipt and inform the caregiver or educational decision-maker in writing of the result. The following documents will be included in an appeals p

a copy of the original notice of dispute; any additional information from the caregiver or educational decision-maker and/or LEA POC; and instructions on appealing the decision to level two.

**Level Two**

If the caregiver or education decision-maker disagrees with the decision of the LEA POC, they may appeal the decision to the superintendent or designee. They may do so by providing the superintendent office with a copy of the Level I appeals package within ten business days of their receipt of the Level I decision.

Within five business days of the notification to the district that the caregiver or education decision-maker intends to appeal, the superintendent or designee will arrange to meet within a reasonable expeditious time period either in-person through phone/video conference with the student's caregiver or educational decision-maker, the student if appropriate, and at least one representative from If it is not possible for CWA to be present within a reasonable time, the superintendent or designee will document their efforts to include CWA and proceed with the conference.

Within five business days of the conference, the superintendent or designee will provide the caregiver or educational decision-maker with a written decision, supporting evidence, reasons for the decision and an appeals package that includes: a copy of the initial dispute files at Level I and the Level I decision; the Level II decision rendered by the superintendent or designee; any additional information the caregiver or education decision-maker and/or LEA POC; Instructions as to how to file a Level III appeal, including the physical address and the email address of where to submit the dispute.

The LEA POC will also be provided with a copy of the Level II decision and appeals package. The LEA POC will be responsible for verifying receipt of the decision and appeals package by the caregiver educational decision-maker.

**Level Three**

If the caregiver or education decision-maker disagrees with the decision the superintendent or designee, they may appeal the decision by notifying the LEA POC with ten business days of receipt of Level II decision of their intent for file a Level III appeal.

The superintendent or designee will forward all written and electronic documentation to the Illinois State Board of Education (ISBE) within five business days of receiving the notification of the caregiver educational decision-makers' intent to file a Level III appeal.

The caregiver or education decision-maker may also submit related documentation to ISBE and the LEA POC for review within five business days after notifying the district of their intent to file a Level III appeal. The documentation must be submitted in one consolidated and complete package via email or the US Postal Service.

ISBE and appropriate CWA representatives shall make a decision within fifteen business days of receipt of the dispute. The decision will be forwarded to the district's LEA POC for distribution to the caregiver or educational decision maker, the CWA representative engaged by the district at Level II and the superintendent. The decision shall be the final resolution for placement and the provision services for a student in foster care in the district.

The district will maintain records of disputes resolved at the Level I, Level II and/or Level III and shall be made available to ISBE upon request.

Response from the approved FY20 Consolidated District Plan.

The SOO will continue to provide transportation during the dispute resolution process.

**Level One**

The student's caregiver or education decision-maker may dispute the district's BID, transportation, or the provision of any other education related service for a student in foster care. They may do so by providing the district or the LEA POC with written notice of the dispute within fifteen business days of receiving the notice of the district's determination. The notice of the dispute, if provided to the district, will be immediately forwarded to the LEA POC. The LEA POC will log the receipt of the notice, and then forward to their immediate supervisor and the superintendent or designee. The LEA POC will decision on the dispute within five business days of receipt and inform the caregiver or educational decision-maker in writing of the result. The following documents will be included in an appeals package: a copy of the original notice of dispute; any additional information from the caregiver or educational decision-maker and/or LEA POC; and instructions on appealing the decision to level two.

**Level Two**

If the caregiver or education decision-maker disagrees with the decision of the LEA POC, they may appeal the decision to the superintendent or designee. They may do so by providing the superintendent office with a copy of the Level I appeals package within ten business days of their receipt of the Level I decision.

Within five business days of the notification to the district that the caregiver or education decision-maker intends to appeal, the superintendent or designee will arrange to meet within a reasonable expeditious time period either in-person through phone/video conference with the student's caregiver or educational decision-maker, the student if appropriate, and at least one representative from If it is not possible for CWA to be present within a reasonable time, the superintendent or designee will document their efforts to include CWA and proceed with the conference.

Within five business days of the conference, the superintendent or designee will provide the caregiver or educational decision-maker with a written decision, supporting evidence, reasons for the decision and an appeals package that includes: a copy of the initial dispute files at Level I and the Level I decision; the Level II decision rendered by the superintendent or designee; any additional information the caregiver or education decision-maker and/or LEA POC; Instructions as to how to file a Level III appeal, including the physical address and the email address of where to submit the dispute.

The LEA POC will also be provided with a copy of the Level II decision and appeals package. The LEA POC will be responsible for verifying receipt of the decision and appeals package by the caregiver educational decision-maker.

**Level Three**

If the caregiver or education decision-maker disagrees with the decision the superintendent or designee, they may appeal the decision by notifying the LEA POC with ten business days of receipt of Level II decision of their intent for file a Level III appeal.

The superintendent or designee will forward all written and electronic documentation to the Illinois State Board of Education (ISBE) within five business days of receiving the notification of the caregiver educational decision-makers' intent to file a Level III appeal.

The caregiver or education decision-maker may also submit related documentation to ISBE and the LEA POC for review within five business days after notifying the district of their intent to file a Level III appeal. The documentation must be submitted in one consolidated and complete package via email or the US Postal Service.

ISBE and appropriate CWA representatives shall make a decision within fifteen business days of receipt of the dispute. The decision will be forwarded to the district's LEA POC for distribution to the caregiver or educational decision maker, the CWA representative engaged by the district at Level II and the superintendent. The decision shall be the final resolution for placement and the provision services for a student in foster care in the district.

The district will maintain records of disputes resolved at the Level I, Level II and/or Level III and shall be made available to ISBE upon request.

## **5. Describe how the district/school will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.\***

**NOTE: Include that the School Of Origin (SOO) is responsible for the transportation while all disputes are being resolved.**

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

**DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.**

The LEA POC, CWA worker and transportation director would work collaboratively to come up with a means of transporting student during the dispute process. This could include:

Pre-existing transportation route

New transportation route

Route-to route hand-offs

District to district boundary hand-offs

Specialized transportation offered to other student can be accessed, such as:

Special education

Alternative education

Magnet school

McKinney-Vento transportation

Existing specialized transportation can be modified slightly to accommodate the new address.

Decatur Public Schools (DPS) may identify alternatives not provided by the school district that the CWA worker could access or that DPS would be willing to assist in accessing (this could be facilitate arrangement or providing the transportation and being reimbursed) such as: Cabs or other contracted transport; public transportation

The CWA worker also should explore options outside of the provided by the school district, such as reimbursing the foster parents for transportation costs or including transport in contracts with local child placing agencies and group homes.

Response from the approved FY20 Consolidated District Plan.

The LEA POC, CWA worker and transportation director would work collaboratively to come up with a means of transporting student during the dispute process. This could include:

Pre-existing transportation route

New transportation route

Route-to route hand-offs

District to district boundary hand-offs

Specialized transportation offered to other student can be accessed, such as:

Special education

Alternative education

Magnet school

McKinney-Vento transportation

Existing specialized transportation can be modified slightly to accommodate the new address.

Decatur Public Schools (DPS) may identify alternatives not provided by the school district that the CWA worker could access or that DPS would be willing to assist in accessing (this could be facilitate arrangement or providing the transportation and being reimbursed) such as: Cabs or other contracted transport; public transportation

The CWA worker also should explore options outside of the provided by the school district, such as reimbursing the foster parents for transportation costs or including transport in contracts with local child placing agencies and group homes.

## **6. Describe how the district/school will ensure that all school personnel are aware of the transportation plan process and can initiate the process if they become aware a student who is eligible for such services.\***

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

**DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.**

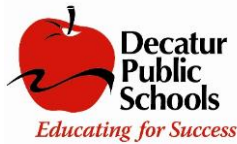
Decatur Public Schools will provide mandatory training to all staff on the transportation plan for foster care students.

All building administrators, secretaries, counselors, and social workers will be provided a copy of the transportation plan and the best interest determination plan.

Response from the approved FY20 Consolidated District Plan.

Decatur Public Schools will provide mandatory training to all staff on the transportation plan for foster care students.

All building administrators, secretaries, counselors, and social workers will be provided a copy of the transportation plan and the best interest determination plan.



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

<b>Date:</b> June 23, 2020	<b>Subject:</b> Vaion Security Camera Software
<b>Initiated By:</b> Maurice Payne, Director of Information Technology	<b>Attachments:</b> DPS61 - Vaion Security Camera Software Proposal
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The district currently uses Exacq Vision as the security camera software. The video search functionality requires lengthy time to locate specific footage.

### **CURRENT CONSIDERATIONS:**

This purchase would upgrade the physical camera servers in each building as well as upgrade the software that runs the security cameras. Vaion is a video management system that assists in identifying anomalies, provide intelligent alerts before threats escalate, and improve safety by leveraging occupancy data. Vaion software employs artificial intelligent to proactiviely notify district leadership of unusual events. This software can reduce the investigate time spent by school personnel by using machine learning to search and resolve incidents.

### **FINANCIAL CONSIDERATIONS:**

The total cost of the Vaion software is \$155,940.00. This will be paid from the 2020/2021 IT Budget.

### **STAFF RECOMMENDATION:**

The Administration recommends that the Board of Education approve the Vaion Security Camera Software in the amount of \$155,940.00 as presented.

### **RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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





18 May 2020

# **Vaion Proposal for Decatur, IL School District**

## OVERVIEW

Vaion is pleased to submit this proposal to support the DECATUR School District's desire to standardize and consolidate DECATUR's surveillance servers and software across sixteen primary locations.

### The Objectives

- Improve situational awareness
- Gain better insight and control of school district assets through improved situational awareness
- Drive efficiencies into school operations
- Provide access to surveillance footage via a browser or mobile device securely for administrators and first responders.
- Reduce risk of claims/litigation
- Prevent active shooter and other threats through improved situational awareness
- Enhance the ability to deliver extended community services

### Introducing Vaion

Designed with scalability in mind, Vaion's platform (Vcore) provides a market leading video management solution that allows threats to be detected and addressed in real time. The system monitors and understands video content; identifies anomalies, classifies, and tracks people, vehicles, and other objects of interest. Vcore, also provides intelligent alerts before threats escalate. What sets Vaion apart from other VMS's is the use of embedded machine learning to deliver best-in-class experience in real-time monitoring, forensic searches (using existing ONVIF compliant cameras) and full system access via browser for convenient operation to the whole district. Vcore provides insight to daily operations by providing alerts & reports based on district focused rules of counting people & vehicles. With the help of Vaion's team, implementation of the Vcore platform may provide cost savings as well as safety for students & faculty across the district.

### Why Vaion?

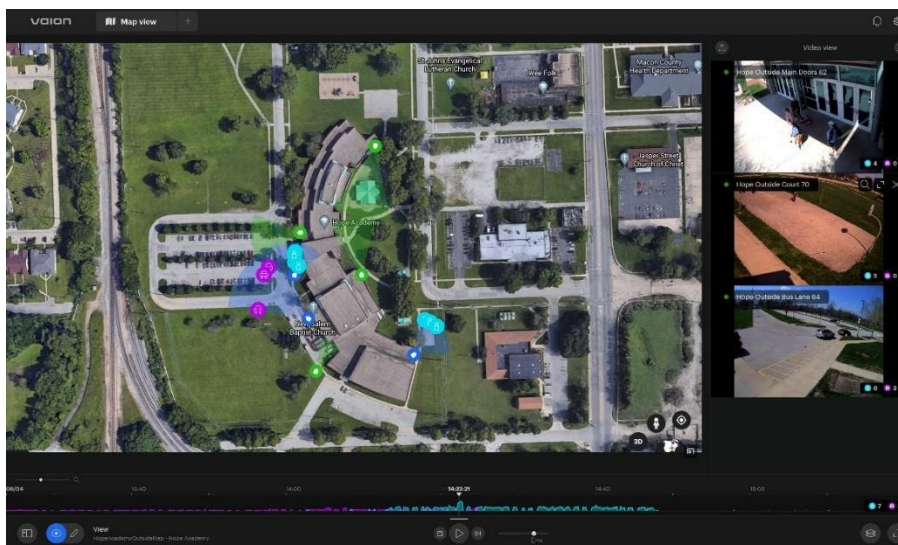
- A next generation, analytics embedded VMS platform that is easy to use and less costly to manage. Get a full range of sophisticated insights using existing cameras.
- Enable differentiated access and authentication levels for district executives, school superintendents, principals, security officers and first responders.
- Reduce investigative time spent by educators and/or school districts by using machine learning to quickly search and resolve incidents in minutes (versus hours).
- Improve safety by leveraging occupancy data; generating insights on loitering, presence of people/vehicles at anomalous times/days of week, and line-cross counting applications for special events.
- Ensure operational analytics and data is made easily available to DECATUR School District resources and first responders for fire-safety, active shooter trainings, and tighter management of events on school property.
- Provide real-time insights to student behaviors (running in halls, fighting, theft, smoking, etc.),
- Employ artificial intelligence to proactively notify district leadership of unusual events and policy violations.
- Avoid operational fatigue by leveraging AI-based surveillance with improved smart monitoring and intelligent alerts/notifications.

## OUR PROPOSAL (9 SECTIONS)

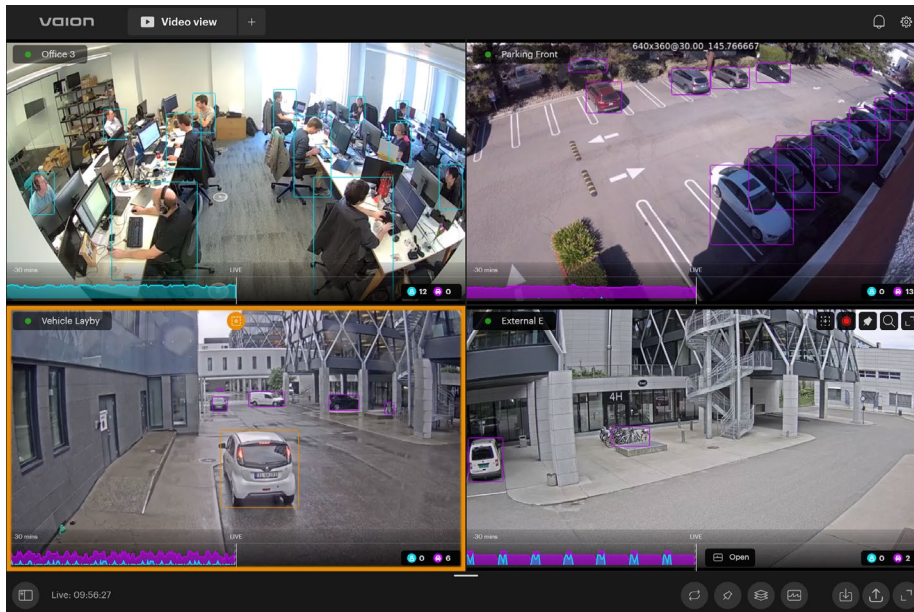
1. Value over Traditional Surveillance
2. Next Generation Insights (Value of People & Vehicle Insights)
3. Future Considerations (Value of Innovative Audio Analytics)
4. Tech Specifications and Requirements
5. Operational Benefits and Outcomes
6. Proposed Architecture
7. Considerations for Improved ROI
8. DECATUR RFP Specific Questions & Answers
9. Conclusion

### 1. Value Over Traditional Surveillance

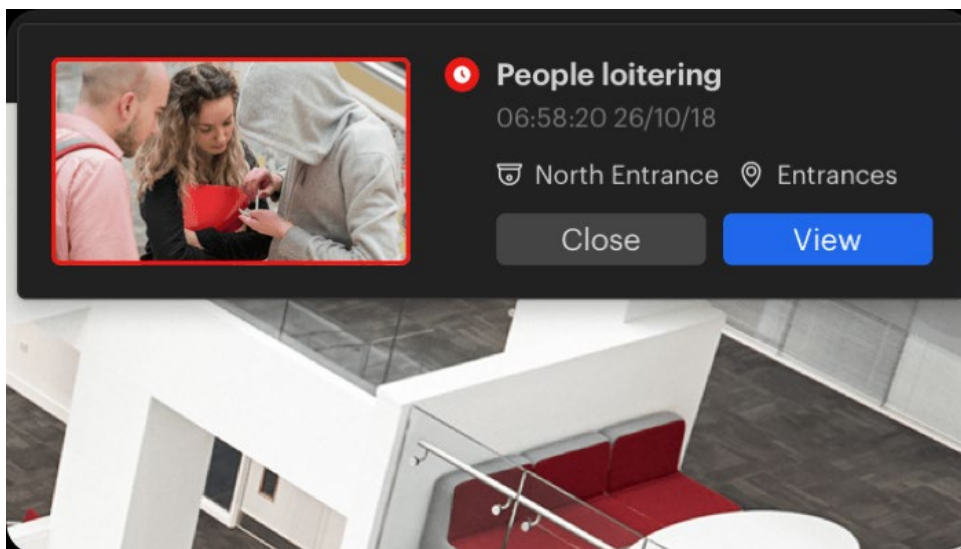
Vaion's vcore allows DECATUR to monitor the number of students and visitors entering the schools with real-time occupancy counts – this includes vehicles in parking lots and bicycles on racks. As seen below, school administration /security officers have a clear view of people/vehicle overlaps in parking lot and the blue (people) & purple (vehicle) timelines. The count/view of cameras are pinned to the right, as needed. The smart timelines allow for quick scrubbing of video with object intelligence from anywhere in the v-core interface. No need to open new windows or supplemental tools.



- Vaion also helps officers and administrators monitor and address potential theft – from missing chrome-books, lost backpacks to stolen bicycles. As seen below, Vaion quickly identifies vehicles including bicycles – whether still or in motion. From there, simply click the search icon and a similarity search will run across all cameras instantly.



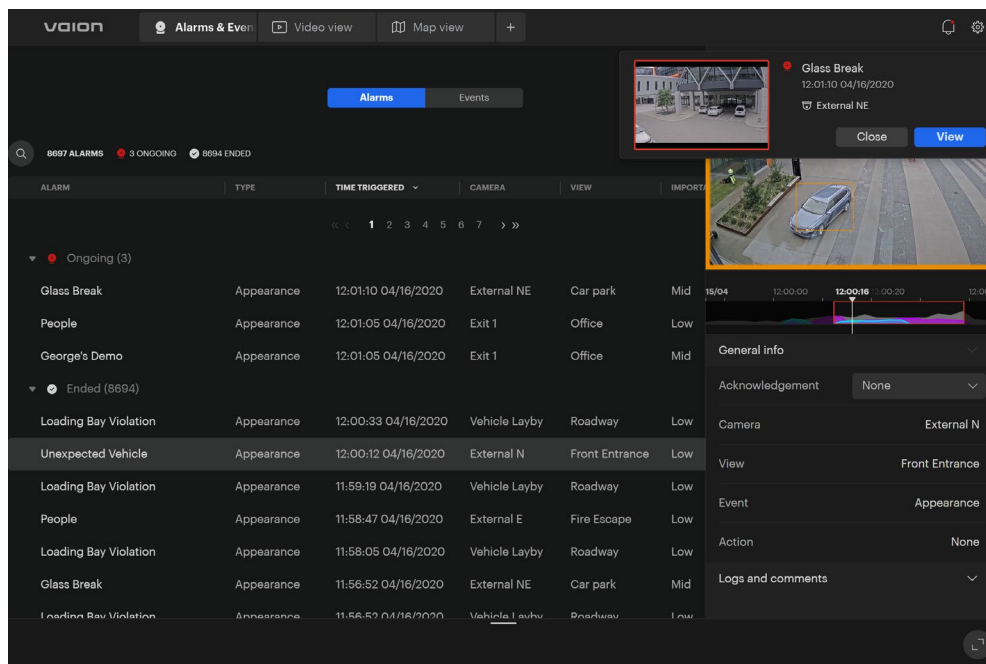
- As importantly, Vaion automates monitoring and notification of anomalous events including people (or vehicles) loitering inside or outside school buildings. This can include the presence of suspicious people or vehicle(s) on premise during hours of operation or outside of normal visitation. This is relevant for today's world of enforcing social distancing and monitoring aberrant behaviors such as vaping or fighting on school grounds. As seen below, Vaion allows for both anomalies and rules for presence of people/vehicles (loitering), people/vehicle counts that may exceed a threshold, and combinations of rules and counting (for example, 3 people in the vestibule during school visiting hours)



- Vaion also uniquely leverages anomalies and simple rule violations to intelligently alert on unusual circumstances. Vcore's alerts are machine learning based with knowledge of people, vehicles, counts, as well as loitering and line crossing rules. Vaion is not dependent upon

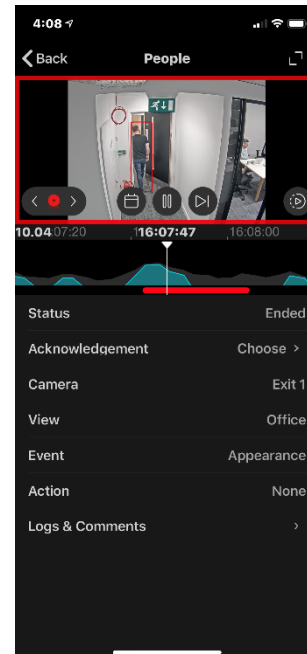
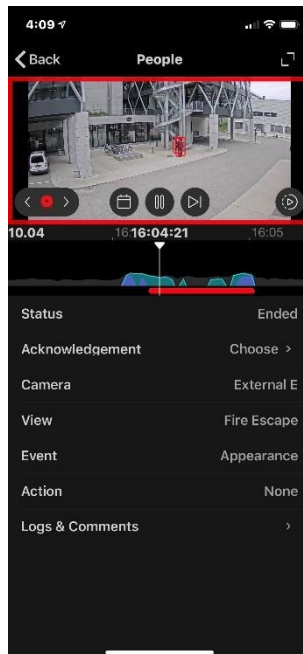
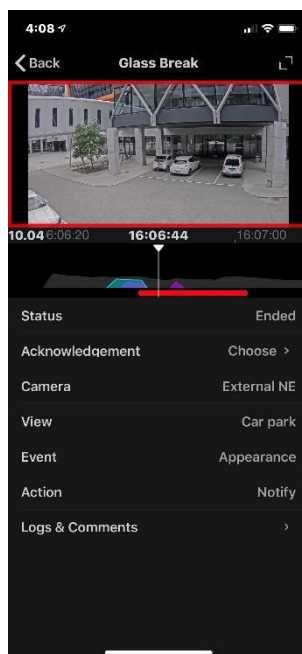


interpretations of pixel and motion changes like most legacy systems. Vaion's intelligent alerts avoid operator fatigue (less false alarms) and provide notifications via any or all these formats

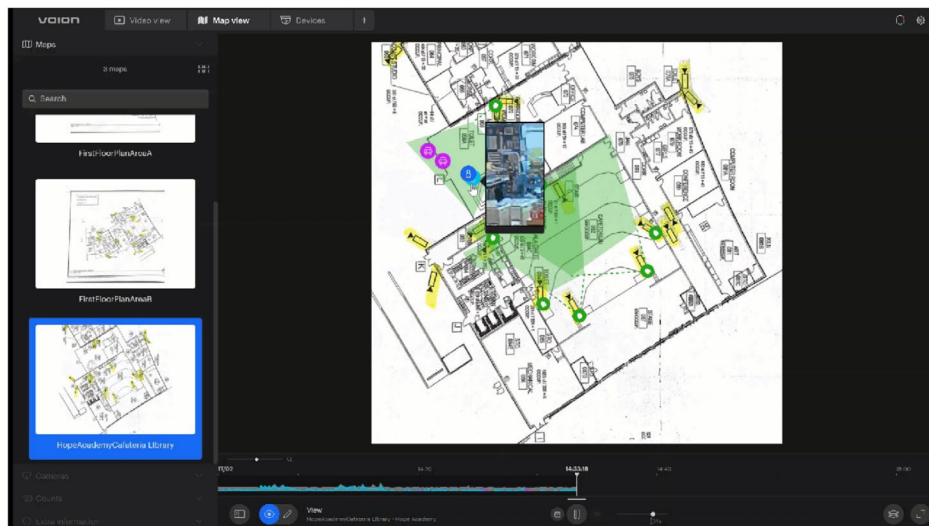


On-screen (spotlight a video view)

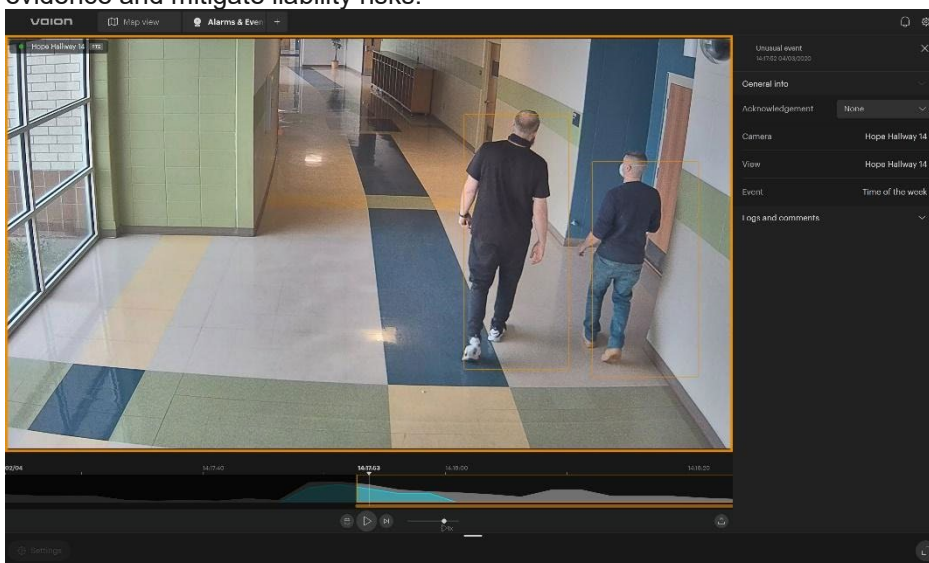
- On-screen (pop up alerts for alarm/event notification)
- Email/text notifications (with live, secure video link of alarm)
- Via web-hook to any IT tool such as slack, Microsoft teams, etc.  
(<https://vaion.com/blog/vcore-update-introducing-webhooks/>)
- Or Via app as pictured below



- Use Vcore maps for monitoring flow/movement/presence of students – including assemblies, student's wandering hallways, active shooter drills, and fire-safety practice. As seen below, only Vaion can provide real-time map views/presence of people/vehicles on a map – including direction/motion/direction.



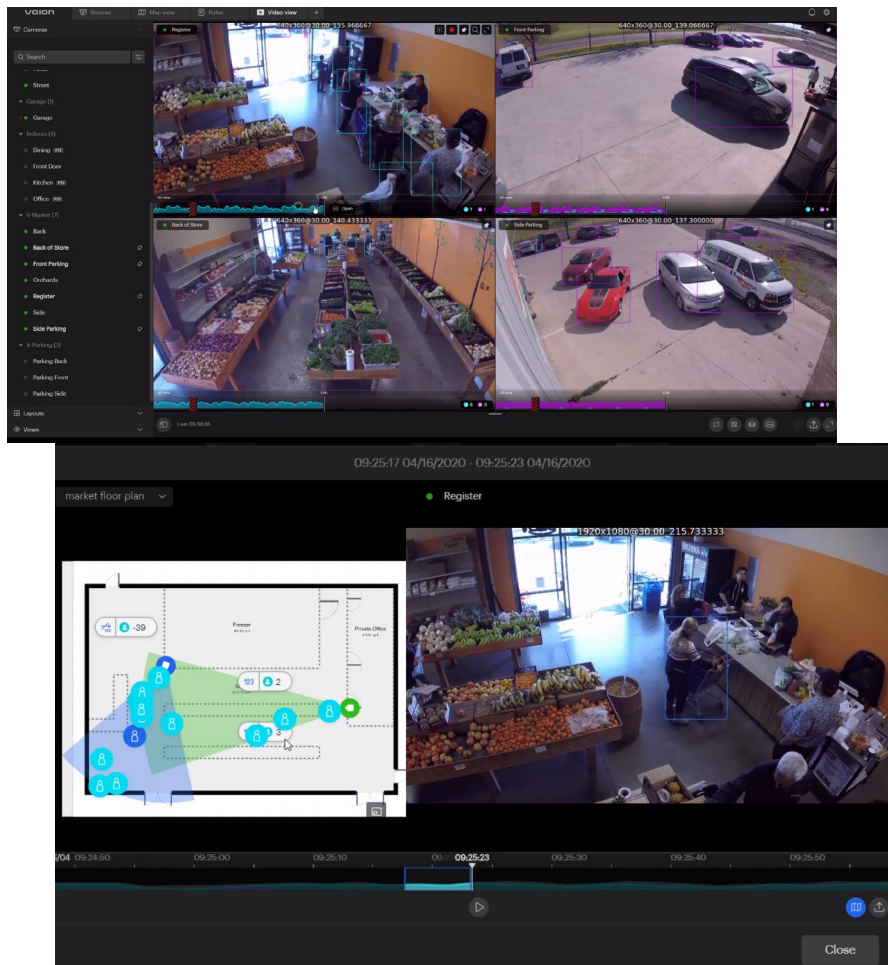
- Fast Forensics and case management - search quickly for people or vehicles – bookmark footage for further review, download digitally authenticated cases to play in any .MP4 player or send a time bound, password optioned link for outside parties (parents, first responders, etc. as desired). **Smart Search™** allows your operators to search by appearance, events, objects, similarity, or image. Recovering lost or stolen objects, such as laptops or vehicles, identifying suspicious people inside or just outside campus, locating missing students now takes minutes instead of hours. With the same or fewer resources, your operators can provide compelling evidence and mitigate liability risks.



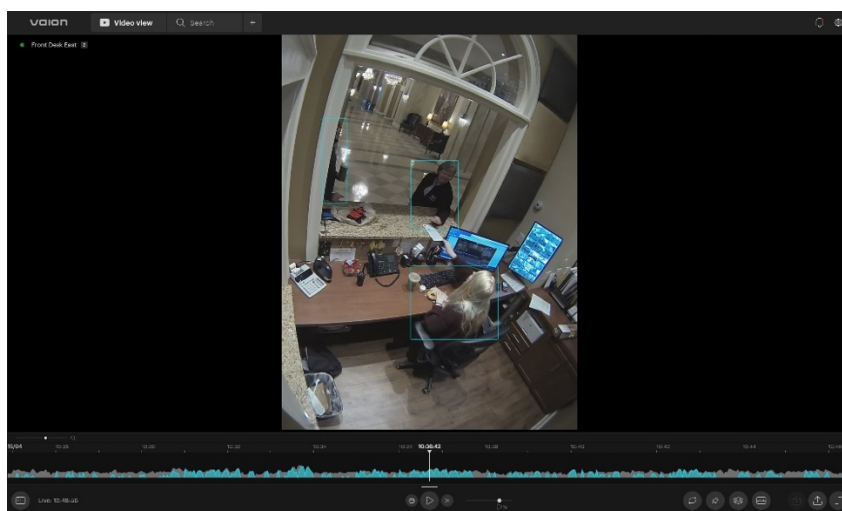
- Once a camera system is in place, analytics can be used to become more proactive with intelligent alerts to safety officers and principals – without the false alarms of motion or pixel-based alerts of legacy providers.
- Easily track/identify people responsible for vandalism/graffiti offenses

## 2. Next Generation insights:

- Vcore natively provides People & Vehicle Counts that are easily leveraged in schools for a number of possible scenarios:
  - Fire Safety – how many students and people are in the building in total or in each individual camera view
  - Active Shooter planning – identifying which students and people are in lock-down, whom to evacuate and how to track individuals of interest.
  - Queue and cashier management in the lunch line – as is shown below in a local market



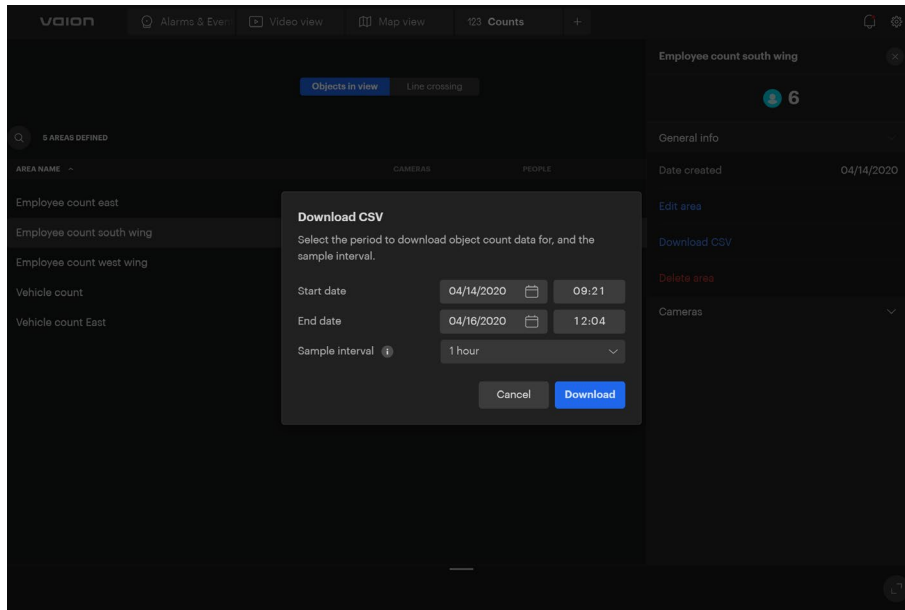
- Identifying fights or inappropriate gatherings via loitering in playgrounds or parking lots
- Integrating with vaping sensors for identifying/curbing smoking or other illicit behaviors
- Identifying and vetting visitors (presence of vehicles or people) to alert/allow/deny access



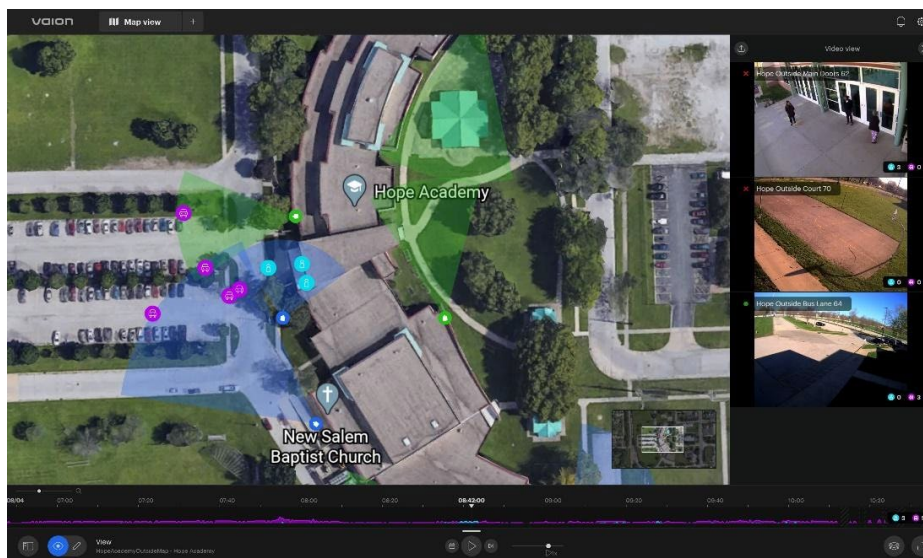
- Enforcing social distancing guidelines – students/visitors on property and engaging during shutter in place mandates. For example, we see students/parents using school facilities (like basketball courts) without authorization or consent.

People and occupancy counts can be integrated into building management systems for providing better thermostatic control of heating and air-conditioning. This means less money spent on environmental during the school year and dollars saved directly to the bottom line.

In New York, Vaion is grant eligible for RTEM (real time energy management)

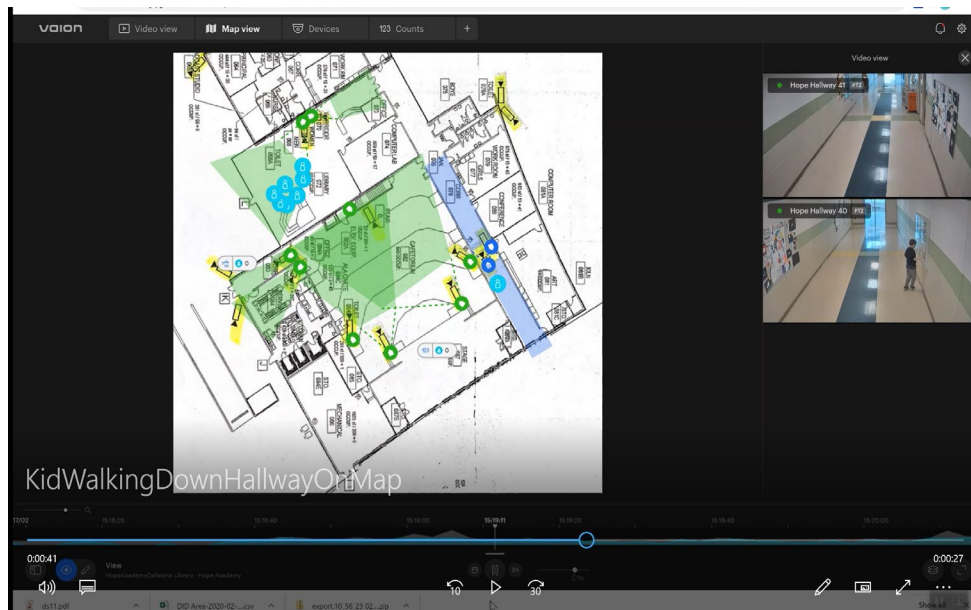


- As seen below, a Hope Academy map view pinpointing people, vehicles on a map with enhanced situational awareness. Any icon that violated a rule/policy would turn red on this map view





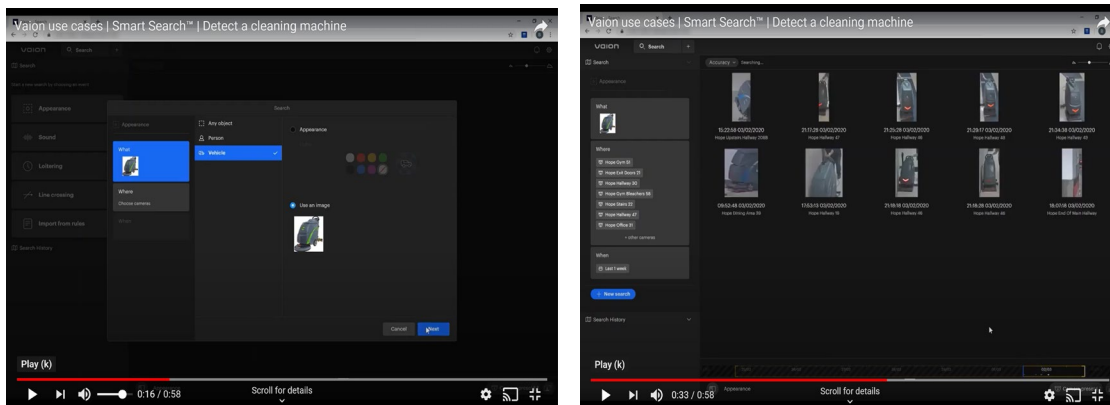
- Addressing parental concerns – outside of the above scenarios, principals and educators can provide evidence, as needed to concerned parents and faculty. In the case below, a student is found wandering the hallways unescorted during classroom hours



- Damage Claims – quickly use similarity search or people/car timelines to check validity of claims of damage to car in bay (before and after). This can include providing time-bound and password protected “evidence” to parents.
- Mitigating Violence and de-escalating bullying. The image below is an illustration of what's possible with counting rules and loitering/presence of students – in this case people in cafeteria but large gatherings and/or aggregations of students in playgrounds could be noted/alarmed. Tracking students exhibiting unusual behaviors (like eating alone during lunchtime) could also be facilitated.

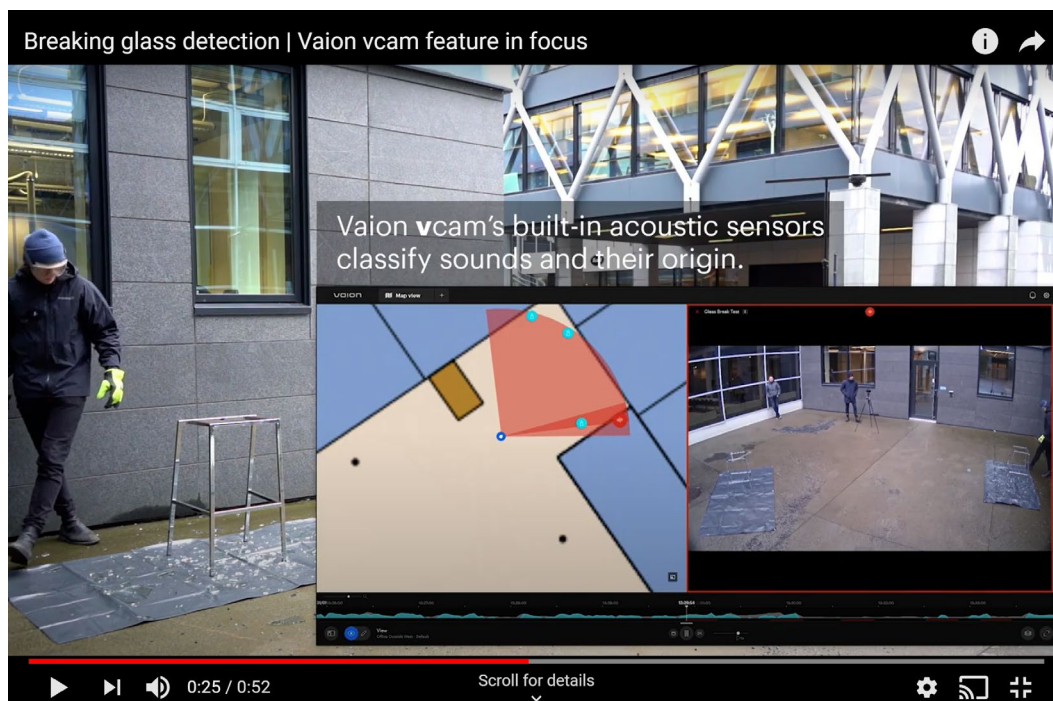


- Locating missing equipment – cleaning machines, forklifts/scissor lifts, etc – can be misplaced and mis-allocated. A small example of using Vaion Similarity search to find cleaning equipment misplaced across a multi-building campus.



### 3. Vaion Cameras: Value of Innovative Audio Analytics

- The Vaion VMS & Analytics work well with any ONVIF compliant camera in the market. However, there may be instances where the Vaion vcam Dome or Pano camera may be the right choice to augment the surveillance systems in place. Specifically, vcam's are armed with directional microphones for detecting sound anomalies like glass breaking, loud noises, gun-shots, and screams. The solution is GDPR compliant and doesn't provide audio surveillance but rather edge analytics. Glass breaking examples provided below.
  - V-cam detailed information here: <https://vaion.com/products/vcam/>
- OUR Solution Summarized -** As noted in the pricing section, Vaion will offer 16 vcam Domes (or Panos) to have this capability minimally for a main entrance/lobby in each building.



- More Education vertical information can be found here: <https://vaion.com/solutions/education/>

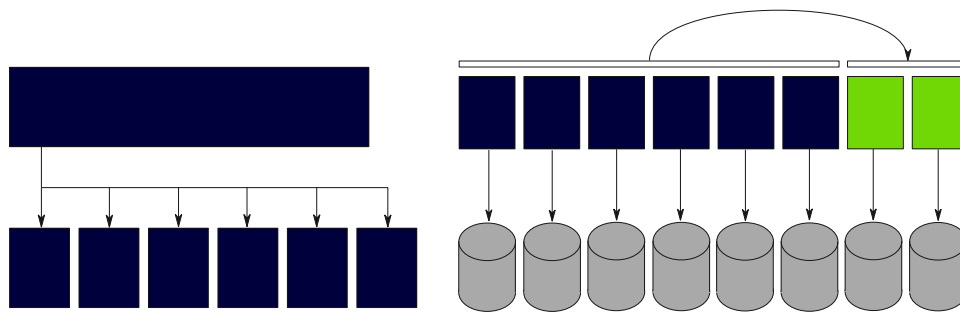
## 4. Tech Spec's and Requirements

- Vaion's architecture and corresponding licensing is simple and elegant. Vaion's vserver will function and act as one large environment with different levels of authentication and access rights based on user profiles. There are no additional clustering servers required nor are there management/administration servers required.
- In addition, Vaion's analytics are all performed in real time across all cameras, all the time. No motion is required to identify people, vehicles or other objects – it just works!
- Since DECATUR asked to provide some installation and process documentation, below are links to setup documents showing ease of implementation:
  - a. <https://docs.vaion.com/HowTo/vserver-install.htm>
  - b. [Configure your vserver appliance for the first time](#)
- **Vaion and Enterprise Security**
- To deliver an effective security solution, the system itself must be secure. Vaion has designed the Vaion enterprise security solution to include security in all aspects of design and implementation. This includes:
  - a. Using software development best practice and design for the vcore software running on the vserver appliances.
  - b. Using software development best practice and design for the software running on the vcam devices.
  - c. Careful consideration and selection of all components used within the vcam cameras and the vserver appliances.
  - d. Designing, monitoring, and controlling the manufacturing processes used for all hardware and software components of the Vaion enterprise security solution.
- **Vaion company background**
  - a. Vaion Ltd. is part of the Ava group of companies, as is our sister company, Jazz Networks. Jazz Networks is focused on developing advanced cyber-security products, and the two companies leverage expertise to create secure products in the physical- and the cyber-security arenas. Both companies share secure development models and security teams to maintain the security focus on all design and development activities for all products.
  - b. *See addendum for more information*
- **vcore and vcam software**
  - a. Vaion develops the vcore software that runs on the vserver appliances, as well as the software that powers the vcam devices.
  - b. The vcore software and the vserver hardware work together and function as an appliance specifically designed for running the Vaion video management system. There is no direct access to the underlying file system for the appliances, and vserver appliances run on a proprietary hardened Vaion Linux distribution, creating a secure platform for vcore.
  - c. Vaion controls and uses asymmetric keys for all upgrade images. By checking these signatures before upgrading the vserver or vcam devices, any unauthorized modifications to the upgrade images are rejected, preventing third-party tampering with the images.
  - d. Some third-party open source software is used in the Vaion systems, and the Vaion software development procedures ensure that these open source components are maintained to ensure all relevant security patches are installed.
- **Certificates**
  - a. Vaion use encrypted communication channels, such as HTTPS and TLS, for all communications between Vaion vcam devices, the vcore software running on vserver appliances and the Vaion vcloud. These channels are all secured using certificates and private keys.
  - b. During manufacture, each Vaion device is preloaded with a certificate and key. These certificates and keys are used to prove the identity of the devices to each other, and to the vcloud. In addition to using the pre-installed certificates and keys, you can also create additional Certificate Signing Requests (CSRs) from your Vaion devices. These CSRs can then be signed by external Certificate Authorities (CAs) of your own choice.

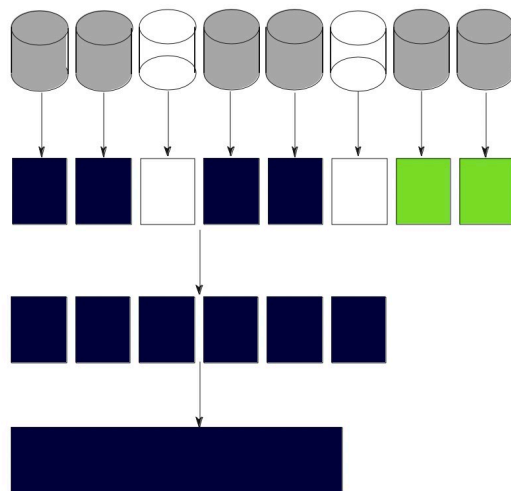
- c. To provide secure remote access to your vserver appliance, vcore connects to vcloud to create the necessary certificates to ensure secure communications to vcloud.
- **Authentication and Authorization**
  - a. Before a user can access either the vcam software or the vcore video management system, they must first provide authentication information.
  - b. For the vcore video management system, users can authenticate against local user accounts, where a hashed and salted password, created using PBKDF2 and SHA-512 to NIST guidelines (see <https://pages.nist.gov/800-63-3/sp80063b.html>) is stored locally. Alternatively, your users can authenticate against an external Active Directory server.
  - c. For vcam devices, all users are authenticated against local user accounts, again, using hashed and salted passwords created using PBKDF2 and SHA-512 to NIST guidelines and stored on the vcam device.
  - d. In addition to requiring authentication, vcore users also have authorized access levels, set by your system administrator. Each user is assigned a role, and the access each user has to the vcore video management system is controlled by that role.
- **Credentials**
  - a. All credentials in the Vaion software can be
  - b. changed by the customer — Vaion does not hardcode default usernames and passwords into our products. We recommend that you change the usernames and passwords used to access the vcore software and the vcam cameras.
- **Securing data-in-transit**
  - a. Connections between the Vaion video management system and Vaion vcam devices are encrypted to prevent eavesdropping. All communications between vcore and vcam devices, between vcore and the browser being used to monitor camera activities, and between all vserver appliances connected as a cluster are encrypted using HTTPS and RTP over HTTPS.
  - b. For connections between vcore and third-party cameras, HTTPS is used to encrypt the connection if at all possible. Video streams from third party cameras use RTP over HTTPS, when available.
- **Vaion also delivers a unique approach to Resiliency, Redundancy**
  - a. Digital video surveillance systems, with their 24/7 usage, and near continuous writing of video data to the hard disk drives, place greater demands on the performance and reliability of the drives than almost any other type of data storage workload.
  - b. All Vaion vserver appliances include multiple, high capacity surveillance-grade hard disk drives to ensure the best possible reliability of the drives to store your video data.
  - c. To prevent issues caused by a failing drive, Vaion uses a technique called *adaptive block level erasure coding* to store data across multiple disks. This technique is superior to traditional RAID solutions as it provides much greater flexibility and performance, giving fast and intelligent parity reconstruction, and dynamic block-level storage overhead.
  - d. With the Vaion built-in encryption, all video data stored on your hard disk drives is encrypted
  - e. Vaion developed the patented adaptive block level erasure coding method to ensure that important data is not lost in the event of a hard disk drive failing. In a similar method to RAID 5 and RAID 6, erasure coding involves creating additional parity data that is stored alongside the original data. This parity data can then be used to recover the original data if it becomes lost. The Vaion storage system by default operates at the following parity levels:  
**2 disks:** Data mirrored, **3-5 disks:** One parity block, **>=6 disks:** Two parity blocks

Within the Vaion vcore software, every piece of video data to be stored is split into multiple data fragments. From these fragments, additional parity fragments are calculated, and then stored across multiple drives.





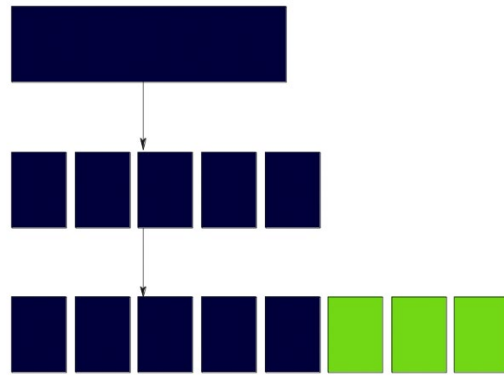
The number of parity fragments corresponds to the number of drive failures that can be tolerated before the data becomes If one or more drives fails, the data from the failed drives can be rebuilt from the remaining fragments. This is done by reading the available fragments from the remaining disks. The missing fragments are reconstructed using the parity fragments and the remaining data fragments, and then the original data is restored by combining all the data fragments.



In traditional RAID arrays, there is no understanding of the data stored on them, and so on a disk failure, the entire array is rebuilt — a very slow and wasteful process. Assuming 10MB/s of reserved performance for reconstruction, in a RAID 5/6 array, it requires 4.5 days to rebuild a 4TB disk. During this time the array operates in a degraded mode and is vulnerable to subsequent failures. If the system is operating on a 7-day retention period, most of that rebuild is wasted. Alternatively, using RAID 10 gives easy rebuilds and good performance, but at a cost of wasting 50% of the available storage.

With Vaion adaptive block-level erasure coding, all new data is immediately written to all available disks, ensuring it is at the correct resiliency level straight away. The old data is rebuilt on a newest-first basis, ensuring any unretained data is not wastefully rebuild, so the overall array performance does not degrade. Vaion adaptive block-level erasure coding provides similar speeds to RAID 10, with the improved disk utilization of RAID 5/6, giving you the best features from each configuration.

**Dynamic parity control** vcore carries out the erasure coding in software, and dynamically responds to disk failures by either preserving or changing the parity level. For example, when a single disk fails, the total number of fragments is reduced by one, and the system can either reduce the parity level, or start splitting the data into fewer data fragments to keep the same parity level.

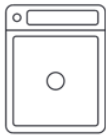


For example, if there were 7 drives available, the data could continue to be split into 6 data fragments and 1 parity fragment. This means that data stored after a single failure can still be as resilient to further failures. This is not the case for RAID systems, which always reduce the resiliency levels when a drive fails.

The Vaion system can also dynamically vary the parity level as it stores data. It can do this based on a range of factors, allowing the system to record the most important data with additional resiliency, and less important data with lower resiliency. For example, less important data could be stored with 2 parity fragments, and more important data with 3 parity fragments.

**Conclusion** - All Vaion appliances include state-of-the-art hard disk drives specifically designed for use in digital surveillance systems. On top of this Vaion's own adaptive block-level erasure coding process ensures that the video data saved onto the hard disk drives can be stored and rebuilt in an intelligent and efficient manner. The combination of these features ensures that in the event of a one or more disk failures, your video data is protected so that when you need it, you can rely on Vaion to have your video data available.

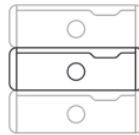
#### Server types included in this proposal:



### vserver 1000

A workstation appliance with 4 hard disks. Suitable for smaller deployments, or remote sites in distributed deployments

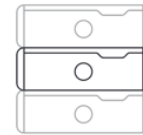
- up to 75 cameras supported
- Nvidia Quadro RTX 4000 GPU
- SATA storage up to 64TB (raw), 48TB (net)
- up to 5-year warranty



### vserver 2000

2U rack-mounted appliance with 12 hard disks. Suitable for medium sized deployments, or as part of larger deployments

- up to 100 cameras supported
- Nvidia Quadro RTX 4000 GPU
- SATA storage up to 192TB (raw), 160TB (net)
- up to 5-year warranty



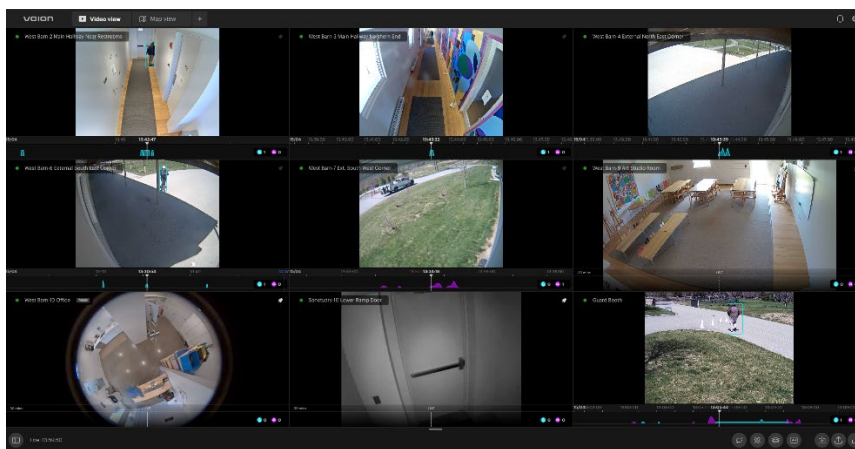
### vserver 3000

2U rack-mounted unit with 12 hard disks and 2 GPUs. Suitable for environments requiring the highest processing density

- up to 200 cameras supported
- 2 x Nvidia Quadro RTX 4000
- SATA storage up to 192TB (raw), 160TB (net)
- up to 5-year warranty

## 5. Operational Benefits & Outcomes

- Vaion's embedded AI surveillance solution provides the best physical security ROI in the marketplace when evaluating VMS, AI, servers, and support. In addition, new operational insights can help improve/provide:
  - Situational awareness in emergency situations – better smart-maps, quick assessments of people/vehicle counts and directions
  - Fast and simple access to first responders via secure link sharing – no custom apps or proprietary players are needed
  - Mitigate and defend claims – theft, vandalism, bullying - both vehicular and people
  - Identify, find, resolve theft/loss simply and efficiently with coordination with first responders
  - Accurate counts for after-school activities
  - Facilitate better community services and charge backs for leveraging school grounds for events, seniors, etc



## 6. Proposed Server Architecture & Budgetary Estimate

Decatur School District						
School	Camera Qty	Licenses Per Year EXTENDED	60 Day(TB)	Model # 60 Days	Price MSRP	Price EXTENDED
Stephen Decatur	79	\$4,345.00	77.24	V-SRV-2000-80	\$20,900.00	\$9,405.00
Baum	20	\$1,100.00	19.55	V-SRV-1000-24	\$9,300.00	\$4,185.00
Dennis	42	\$2,310.00	41.1	V-SRV-1000-48	\$11,300.00	\$5,085.00
Eisenhower	115	\$6,325.00	112	V-SRV-3000-120	\$37,500.00	\$16,875.00
Enterprise	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Franklin	15	\$825.00	14.7	V-SRV-500-16	\$5,300.00	\$2,385.00
French	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Harris	28	\$1,540.00	27.4	V-SRV-1000-36	\$10,300.00	\$4,635.00
Hope	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
MacArther 1	64	\$3,520.00	123	V-SRV-3000-160	\$41,600.00	\$18,720.00
MacArthur 2	62	\$3,410.00				\$0.00
Muffley	22	\$1,210.00	21.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
Parsons	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
Pershing	21	\$1,155.00	20.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
South Shores	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
TJ	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
Sub Total	696	\$38,280.00			\$227,800.00	\$102,510.00
<b>Accessories/Vcare Plus</b>						
Quantity	Desc				Price MSRP	
7	V-SRV-NET-10GS				\$800.00	\$3,360.00
	V-CARE-PSRV-STD				15%	DECLINED
1	Year Licensing (Annual)					\$38,280.00
<b>TOTAL</b>						<b>\$155,940.00</b>

**\*\* Note\*\*** Vaion included 16 free vcam's with a case study - so each school building has an integrated, directional audio analytic for, gun shot, glass break and other loud sound anomalies. More information on vcam can be found here:

<https://vaion.com/products/vcam/>



## 7. Considerations for improved ROI

Vaion is the best physical security platform using embedded intelligence/analytics in the marketplace today. A true end-to-end solution from camera to server to software and support with flexibility to adapt to DECATUR School districts unique budget cycles and accounting requirements. Energy efficiency (noted above) is just one area where Vaion delivers meaningful insights to help the district save money every school year. We are confident Vaion alone can deliver the operational insights that school districts need to improve student services and present valuable insights in the exact moment they are needed. Our forensics will also help reduce risk and simplify forensic/case processes.



## ADDENDUM

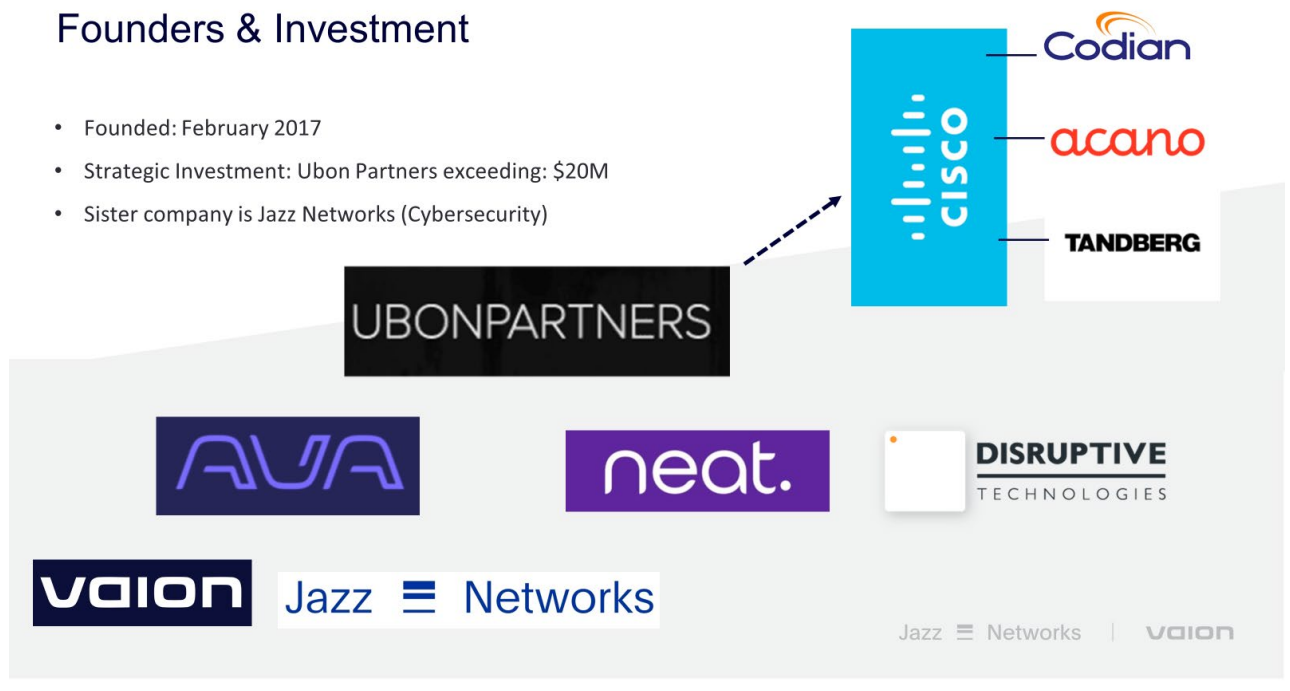
Decatur School District						
School	Camera Qty	Licenses Per Year EXTENDED	60 Day(TB)	Model # 60 Days	Price MSRP	Price EXTENDED
Stephen Decatur	79	\$4,345.00	77.24	V-SRV-2000-80	\$20,900.00	\$9,405.00
Baum	20	\$1,100.00	19.55	V-SRV-1000-24	\$9,300.00	\$4,185.00
Dennis	42	\$2,310.00	41.1	V-SRV-1000-48	\$11,300.00	\$5,085.00
Eisenhower	115	\$6,325.00	112	V-SRV-3000-120	\$37,500.00	\$16,875.00
Enterprise	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Franklin	15	\$825.00	14.7	V-SRV-500-16	\$5,300.00	\$2,385.00
French	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Harris	28	\$1,540.00	27.4	V-SRV-1000-36	\$10,300.00	\$4,635.00
Hope	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
MacArther 1	64	\$3,520.00	123	V-SRV-3000-160	\$41,600.00	\$18,720.00
MacArther 2	62	\$3,410.00				\$0.00
Muffley	22	\$1,210.00	21.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
Parsons	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
Pershing	21	\$1,155.00	20.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
South Shores	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
TJ	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
Sub Total	696	\$38,280.00			\$227,800.00	\$102,510.00
<b>Acessories/Vcare Plus</b>						
Quantity	Desc				Price MSRP	
7	V-SRV-NET-10GS				\$800.00	\$3,360.00
	V-CARE-PSRV-STD				15%	DECLINED
2	Year Licensing (Annual)					\$76,560.00
<b>TOTAL</b>						<b>\$194,220.00</b>

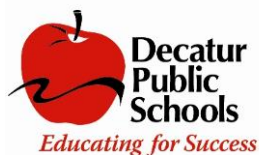
Decatur School District						
School	Camera Qty	Licenses Per Year EXTENDED	60 Day(TB)	Model # 60 Days	Price MSRP	Price EXTENDED
Stephen Decatur	79	\$4,345.00	77.24	V-SRV-2000-80	\$20,900.00	\$9,405.00
Baum	20	\$1,100.00	19.55	V-SRV-1000-24	\$9,300.00	\$4,185.00
Dennis	42	\$2,310.00	41.1	V-SRV-1000-48	\$11,300.00	\$5,085.00
Eisenhower	115	\$6,325.00	112	V-SRV-3000-120	\$37,500.00	\$16,875.00
Enterprise	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Franklin	15	\$825.00	14.7	V-SRV-500-16	\$5,300.00	\$2,385.00
French	30	\$1,650.00	29.3	V-SRV-1000-36	\$10,300.00	\$4,635.00
Harris	28	\$1,540.00	27.4	V-SRV-1000-36	\$10,300.00	\$4,635.00
Hope	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
MacArther 1	64	\$3,520.00	123	V-SRV-3000-160	\$41,600.00	\$18,720.00
MacArther 2	62	\$3,410.00				\$0.00
Muffley	22	\$1,210.00	21.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
Parsons	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
Pershing	21	\$1,155.00	20.5	V-SRV-1000-24	\$9,300.00	\$4,185.00
South Shores	16	\$880.00	15.6	V-SRV-500-16	\$5,300.00	\$2,385.00
TJ	68	\$3,740.00	66.5	V-SRV-2000-80	\$20,900.00	\$9,405.00
Sub Total	696	\$38,280.00			\$227,800.00	\$102,510.00
<b>Acessories/Vcare Plus</b>						
Quantity	Desc				Price MSRP	
7	V-SRV-NET-10GS				\$800.00	\$3,360.00
	V-CARE-PSRV-STD				15%	DECLINED
3	Year Licensing (Annual)					\$114,840.00
<b>TOTAL</b>						<b>\$232,500.00</b>

## ADDENDUM

### Founders & Investment

- Founded: February 2017
- Strategic Investment: Ubon Partners exceeding: \$20M
- Sister company is Jazz Networks (Cybersecurity)





## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Microsoft Office 365 Licensing Renewal
<b>Initiated By:</b> Maurice Payne, Director of Information Technology	<b>Attachments:</b> Microsoft Office 365 Licensing Renewal Quote - FY21
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

The Microsoft 365 agreements covers our districts .ORG email service, Active Directory integration, Windows 10, and other services. Our district was granted a one-time extension last year. The new licensing model is based on the number of qualified education users with an Office 365 account.

**CURRENT CONSIDERATIONS:**

With the expiration of the one-time extension, we need to migrate to the new licensing model by processing this renewal. In order to continue use of the services, this needs to be completed before the service expiration of 6/30/2020.

**FINANCIAL CONSIDERATIONS:**

The cost of the Microsoft Office 365 Licensing Renewal will come from the FY21 IT budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests the Board of Education approve the Microsoft Office 365 Licensing Renewal in the amount of \$91,550.06 as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

DECATUR PUBLIC SCHOOL DISTRICT 61  
300 E. ELDORADO  
DECATUR, IL 62523

Date	01/16/2020
Customer No.	US-SCU-133338
Your Reference	Microsoft annual order
Account Manager	Abigail Kalupa
Your Contact Person	Abigail Kalupa
E-Mail	abigail.kalupa@softwareone.com
Direct Phone No.	+1 262 317 5507
Our Tax ID	39-1501504

## Quote US-QUO-812966

### Invoice Address

DECATUR PUBLIC SCHOOL DISTRICT 61  
300 E. ELDORADO  
DECATUR, IL 62523

### Shipping Address

DECATUR PUBLIC SCHOOL DISTRICT 61  
300 E. ELDORADO  
DECATUR, IL 62523

### License Address

DECATUR PUBLIC SCHOOL DISTRICT 61  
300 E. ELDORADO  
DECATUR, IL 62523

Pos. No.	Description	Manufacturer	Disc-Lev.	Format	Start Date	Version	End Date	OS	Lic. Model	Lic. Metrics	Qty.	Unit Price	Sales Tax	Amount (USD)
10	AAA-73004	Microsoft 365 EDU A3 per User				NON-SPEC/AL								
		Academic Faculty Monthly Subscription				Non-Specific								
		Microsoft	LEVEL A	SUB		CAMPUS					1,338	60.03	0.00	80,320.14
20	AAA-73002	Microsoft 365 EDU A3 per User STUUseBnft				NON-SPEC/AL								
		Academic Student Monthly Subscription				Non-Specific								
		Microsoft	LEVEL A	SUB		CAMPUS					53,520	0.00	0.00	0.00
30	9GA-00006	Core Infrastructure Server Suite Standard Core 2 Lic Cre Lic				NON-SPEC/AL								
		Academic License and 1 Year SA Add Prod				Non-Specific								
		Microsoft	NON-SPEC	LIC&MNT		CAMPUS					91	14.44	0.00	1,314.04
40	7NQ-00302	SQL Server Standard Core 2 Lic				NON-SPEC/AL								
		Academic License and 1 Year SA Add Prod				Non-Specific								
		Microsoft	NON-SPEC	LIC&MNT		CAMPUS					31	305.98	0.00	9,485.38
50	6VC-01251	Windows Remote Desktop Services Device CAL only				NON-SPEC/AL								
		Academic License and 1 Year SA Add Prod				Windows								
		Microsoft	NON-SPEC	LIC&MNT		CAMPUS					50	8.61	0.00	430.50
<b>Total USD excl. Tax</b>														<b>91,550.06</b>



**ROLL CALL**

**ITEM L.**

## THE HOWARD G. BUFFETT FOUNDATION

June 15, 2020

Decatur School Board  
101 West Cerro Gordo St.  
Decatur, Illinois 62523

Re: Johns Hill Park Renovation Project

Enclosed is a proposal (the "Proposal") to construct renovations and improvements to the Johns Hill "Park" located on property owned by the Decatur Public School District (the "Project"). This proposal is part of a larger investment by the Foundation to improve the neighborhood adjacent to Johns Hill School. If the board is interested in this proposal, please consider this Proposal, and accompanying site plan, for approval at the next public meeting.

The Park is owned by the Decatur Public Schools and is adjacent to and serves the Johns Hill Magnet School and surrounding neighborhood. In developing the plans for the Project, we emphasized improvements that will foster neighborhood activities to promote community development and revitalization of the neighborhood in general. The Proposal includes all site work and utilities to resurface the existing parking lot, install a new 40-stall parking lot, sidewalk paths, lighting, a pavilion structure with restrooms, re-surfacing existing tennis courts, a baseball/softball field, two lighted basketball courts, and additional landscaping.

The Foundation offers this design-build Project as a gift to the Decatur Public Schools. The Foundation engaged Romano Company of Decatur to design the comprehensive plans for the Project contained in the Proposal. If the Proposal and site plan are approved by the School Board, then by signing this letter, the Board agrees to engage Romano Company to construct the improvements shown in the Proposal. The Foundation will fund the entire Project, as outlined in the proposal, paying Romano Company directly for all design and construction costs. The School Board agrees there will be no changes to this proposal unless agreed upon by both parties in writing. The School Board also agrees to help facilitate a smooth and expeditious completion of the Project by ensuring the "Park" construction site and the "School" construction site are properly distinguished.

The Decatur Public Schools will enjoy full ownership and assume responsibility for maintenance and operation of the improvements as soon as the Project is completed. After completion, the commitment by the Foundation and Romano Company to build the Project will be fulfilled, and neither party will have further obligations or responsibilities.

To proceed with the Project, we ask that you sign this letter below and provide it to the Foundation to confirm and agree that the Decatur Public Schools owns the Johns Hill Park area and has approved the project through the normal open meeting process. By approving, this proposal, the School Board is agreeing for the Project to be completed at the Johns Hill Park on the terms outlined in this letter, including the use of Romano Company to design and build the approximately \$3.5 million Project at the Foundation's cost.

As follow up to the original discussion surrounding the overall Johns Hill Neighborhood Revitalization Project, we also ask that a copy of the approved attendance proclamation change for Johns Hill Magnet School be returned with the signed copy of this letter.

We will proceed with this project once we receive the signed copy approving this proposal and the adopted proclamation referenced above.

By signing this letter, the Decatur Public School Board gives Romano Company permission to perform the work, as described in the approved plan, on Decatur Public School property.

Best regards,



Howard G. Buffett  
Chairman and CEO

**ACCEPTED AND APPROVED AS OUTLINED  
ABOVE THIS \_\_\_\_ DAY OF JUNE 2020 BY:**

**DECATUR SCHOOL BOARD**

---

Beth Nolan, President

---

Courtney Carson, Vice President

---

Melissa Bradford, Secretary (ex officio)

---

Dr. Todd Covault, Treasurer (ex officio)

---

Kendall Briscoe, Board Member

---

Beth Creighton, Board Member

---

Regan Lewis, Board Member

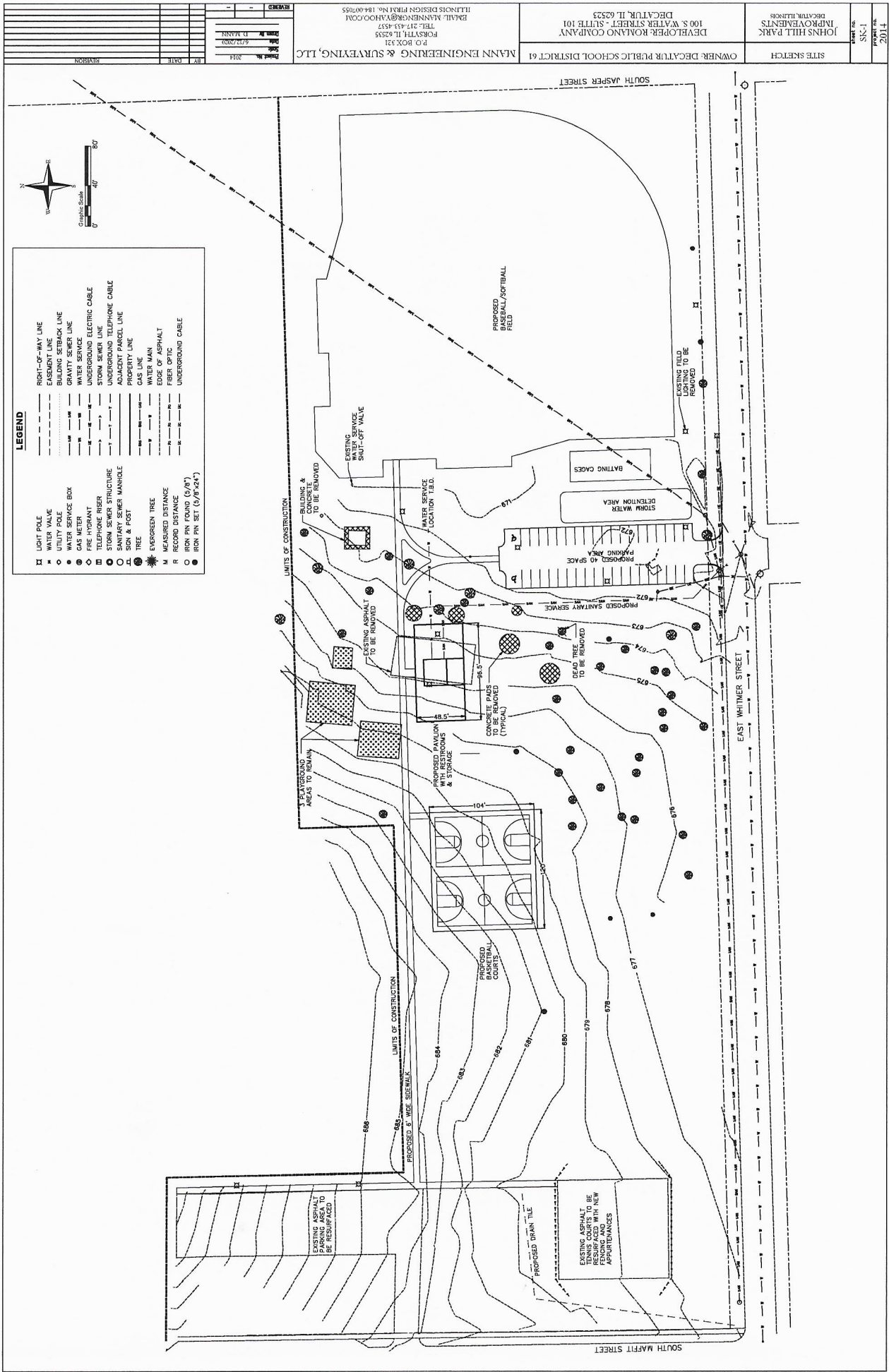
---

Dan Oakes, Board Member

---

Andrew Taylor, Board Member







contractor / developer

Howard G Buffett Foundation  
Attn: Howard Buffett  
Attn: Trisha Cook  
145 Merchant Street  
Decatur, Illinois 62523

June 5, 2020

### **JOHNS HILL PARK RENOVATION PROJECT**

THE FOLLOWING SCOPE OF WORK FOR THE JOHNS HILL PARK RENOVATION INCLUDES ALL GENERAL REQUIREMENTS FOR THE PROJECT, ALL SITE WORK AND SITE UTILITIES INCLUDING NEW (40) STALL PARKING LOT AND RESURFACED ASPHALT PARKING LOT AND SIDEWALK PATHS, PAVILION STRUCTURE AND RESTROOM BUILDING, BASEBALL FIELD, BASKETBALL COURTS AND RESURFACING OF TENNIS COURTS. THE SCOPE OF WORK ARE BASED ON THE ATTACHED DRAWINGS AND RENDERINGS.

#### **GENERAL REQUIREMENTS OF THE PROJECT:**

If contract drawings and specifications are at a variance with one another on a particular item or items, contractor shall base his proposal on the better quality or more expensive of the conditions indicated or noted. Construct an item or equipment specified under one trade as binding as if specified under all applicable trades.

Clarifications or information required by the contractor shall be furnished, upon request by the architect. Written confirmation of all clarifications shall be furnished by the contractor should the clarification change the contract amount or schedule.

The contractor shall pay for all costs associated with, and comply with all authorities and shall secure all necessary permits, inspections, tests and approvals for all trades.

The contractor shall supervise and direct the work, using his best skill and attention. He shall be solely responsible for all construction means,



methods, techniques, sequences and procedures, and for the coordination of all portions of the work.

The contractor shall protect the building premises and all occupants of the project site. The contractor shall provide and maintain all necessary coverings, boards, temporary partitions and doors as required to protect all materials existing on the job, existing work, finishes to remain at the job site and all areas of the building affected by the work.

Subcontractors shall not proceed with any work, ordering of any material, or awarding of any contracts for which he expects additional compensation beyond the contract amount without written authorization from the owner and Romano Limited. The failure to obtain such authorization shall invalidate any claim for extra compensation.

The contractor shall be responsible for all applicable manufacturer's product guarantees and/or warranties and shall submit copies of each to owner.

Contractor shall keep premises clean and shall not let debris; rubbish and excess construction material accumulate.

Romano Limited shall submit certificates to the owner evidencing that Illinois builder risk insurance has been obtained at least 5 days prior to the commencement of construction.

Contractor to contact "JULIE" before any excavation begins.

All work to meet the current IBC Building Codes, current IMI codes, current Illinois Plumbing Code (IPI), current National Electrical Code (NEC), Illinois Accessibility Code (IAC), latest edition and the Americans With Disability Act Accessibility Guideline (ADAAG).

Sales tax are not included in this proposal. We have figured this project as tax exempt.

Romano Limited has included all general requirement items in this proposal including Supervision, Builders Risk Insurance, all dumpsters involved in the project, temporary utilities, temporary toilet, general clean up, final clean up, City building permit, all engineering fees and all testing and staking fees.

This project has been figured at prevailing wage.

### **SITE WORK:**

Please refer to attached site plan that shows the boundary of proposed work.

We have included all demo of items such as the sidewalk to the existing Playground, the existing Basketball court and all other recreational areas near the Basketball court, small Concession Stand, all existing lights at west parking lot and both Baseball Fields, and their lighting.

We will remove any trees in the line of construction. All other trees will be left as is.

We have included all the earth work and grading for the project including building pad for Pavilion, parking lot paving area, sidewalk paving areas, Basketball court pad and all erosion control associated with the project. Also, the earth work associated with the new Baseball Field.

All excess dirt if any will be left on site and used to balance the site.

We have included for water, sanitary sewer and storm sewer utilities. We have assumed that these utilities are on site and available for this project.

We have included Ameren electric charges for running the service. We assume this utility is on site but transformers, poles, etc. may be required to be relocated.

We have included new concrete, (40) stall parking lot paving off of Whitmer Street and all sidewalks will be concrete per plan. All parking lot paving will be 6" concrete, fiber reinforced over 4" of CA-6 on compacted subgrade. All sidewalks will be 4" concrete, fiber reinforced over compacted grade.

We have included asphalt resurfacing of the west asphalt parking lot and restriping of it.

We have included all striping and markings for new parking lot pavement per plan.

We have included (10) single head parking lot lights which would include four at south parking lot on Whitmer Street, three along east side of Maffit Street parking lot and three along the sidewalk paths. We have included (4) pole lights for Basketball and all conduit required for electrical service,



which would be for the Pavilion. We have not figured any fiber, phone or data coming into this building at this time.

We have included Landscaping for seeding areas and sod areas and for general plantings.

**PAVILION:**

This would include construction of a 96'6 x 48'6 pre-engineered steel structure with a 26' x 40' Restroom building per the following scope of work and per drawings.

Install footings, foundation and 4" building slab over 4" of rock per drawings for the 26' x 40' Restroom building.

Install 4" slab over 4" of rock over the Pavilion area per drawing.

Erect Pre-engineered steel structure, 96'6 x 48'6 including the Restroom building complete with a metal screw-down roof.

Install masonry split-face block with brick building structure for the Restroom building per plan with smooth block for all interior walls including Restroom stalls. Wall height to be 9'tall.

Frame ceiling joists in building with metal joists.

Install ½" OSB on bottom of ceiling joists.

Install 5/8" drywall on bottom of OSB. Tape, coat and finish the drywall.

Insulate attic of above the Restroom and Storage only, with R30 batt insulation.

Provide and install two, exterior steel doors and steel frames per plan with proper hardware.

Provide and install one manually operated overhead door for the Storage area.

Paint any exposed steel, paint all Doors and frames and put block sealer on all masonry.

Provide and install steel door for partition with steel frame in both Men's and Women's Restrooms.

Provide and install all necessary restroom accessories in both restrooms.

Plumbing per plan with three toilets and one ADA toilet for Women's Restroom and one toilet, one ADA toilet and two urinals for the Men's Restroom. Each restroom would have two wall hung lavatories.

There would be a mop sink in the Storage area with a shut off for winterization of Restrooms.

There would be one outside water spicket for washing down either inside or outside the building.

Provide and install two, 3300 CFM bath fans ducted to outdoors.

Provide and install two restroom electric heaters and one for storage room.

Provide and install a meter with a 200-amp panel.

Provide and install seven Pavilion lights.

Provide and install two lights in each Restroom and two lights in Storage Room.

Provide and install one exit light and 2 emergency lights.

Provide and install (4) interior outlets and (4) exterior outlets with (3) occupancy sensor switches.

We have included 16 metal picnic tables, bolted to the concrete, for the Pavilion.

#### **BASEBALL FIELD WITH SYNTHETIC TURF INFIELD:**

Mobilization to Johns Hill Park.

Grading of the outfield site for proper drainage.

Soil stabilization for the synthetic infield.

Sodding and irrigation installation for high school standards for the outfield.

Starting at the end of the infield turf, provide and install a 12' wide warning track to be composed of 2" lift of 1" minus base stone and 2" lift of DuraEdge warning track red shale.

Excavate existing dirt at variable depth for infield turf construction.

Provide and install composite nailer board around the perimeter of the infield for synthetic turf attachment.

Provide and install 10" collection pipe to tie into existing storm sewer or daylight within 100' of the field.

Furnish and install variable thickness turf drainage rock under the infield including variable 4" to 10" of 1" clean base rock and 2" of 3/8 chip surface stone.

Provide and install baseball-specific synthetic turf system from Shaw Sports Turf including sand and rubber infill.

Provide and install (3) sets of base sleeves at 90', 70' and 60' from Sportsfield Specialties for all bases and (1) sleeve for home plate.

Provide and install black vinyl chain link fencing for the perimeter of the field, 4' height from dugouts to foul poles and 6' height along the outfield with a yellow home run cap.

Provide and install (2) new 20' foul poles set in concrete footings from Sportsfield Specialties.

Provide and install cantilever 30' x 8' dugouts with concrete floor and to be surrounded by black vinyl chain link fencing.

Provide and install 30' tension-netting backstop system with a 2' padded aluminum backstop wall from Sportsfield Specialties.

Provide Synthetic Turf Grooming equipment.



### **BASKETBALL COURTS (2):**

Excavate and install 8" of rock under the new basketball courts area.

Supply and install 4" of asphalt in two lifts over the basketball court area.

Install basketball markings on the basketball courts per NFHS/ASBA standards.

Provide and install (2) sets of basketball hoops (4 total).

Lights for the Basketball courts is included under Site Work.

### **TENNIS COURTS:**

Re-surface existing asphalt tennis courts.

Stripe tennis courts to NFHS/ASBA standards.

Supply and install (2) tennis court net systems with new footing and center anchors.

Install new fencing on both sides of the tennis courts.

### **PLAYGROUND AREA:**

No work has been included at the Playground Area, this area will be left as is.

*No work of any kind figured at existing east parking lot off of Jasper Street and field north of this existing parking lot.*

*No work figured for existing Pavilion building or the drive to and around it. It will be demolished by others.*

*Any work outside of this scope of work is not included in this proposal.*





## Proposed Site Plan

0 120 240 480

**FUTURE SCHOOL**

Boundary of Proposed Work

Existing  
Playground

Area Graded and Seeded

Fenced Field

Astroturf  
Infield

Baseball /  
Softball Field

Sidewalk

Basketball  
Courts (2)

Pavilion w/  
Restrooms

Sidewalk

Additional  
Parking (40)

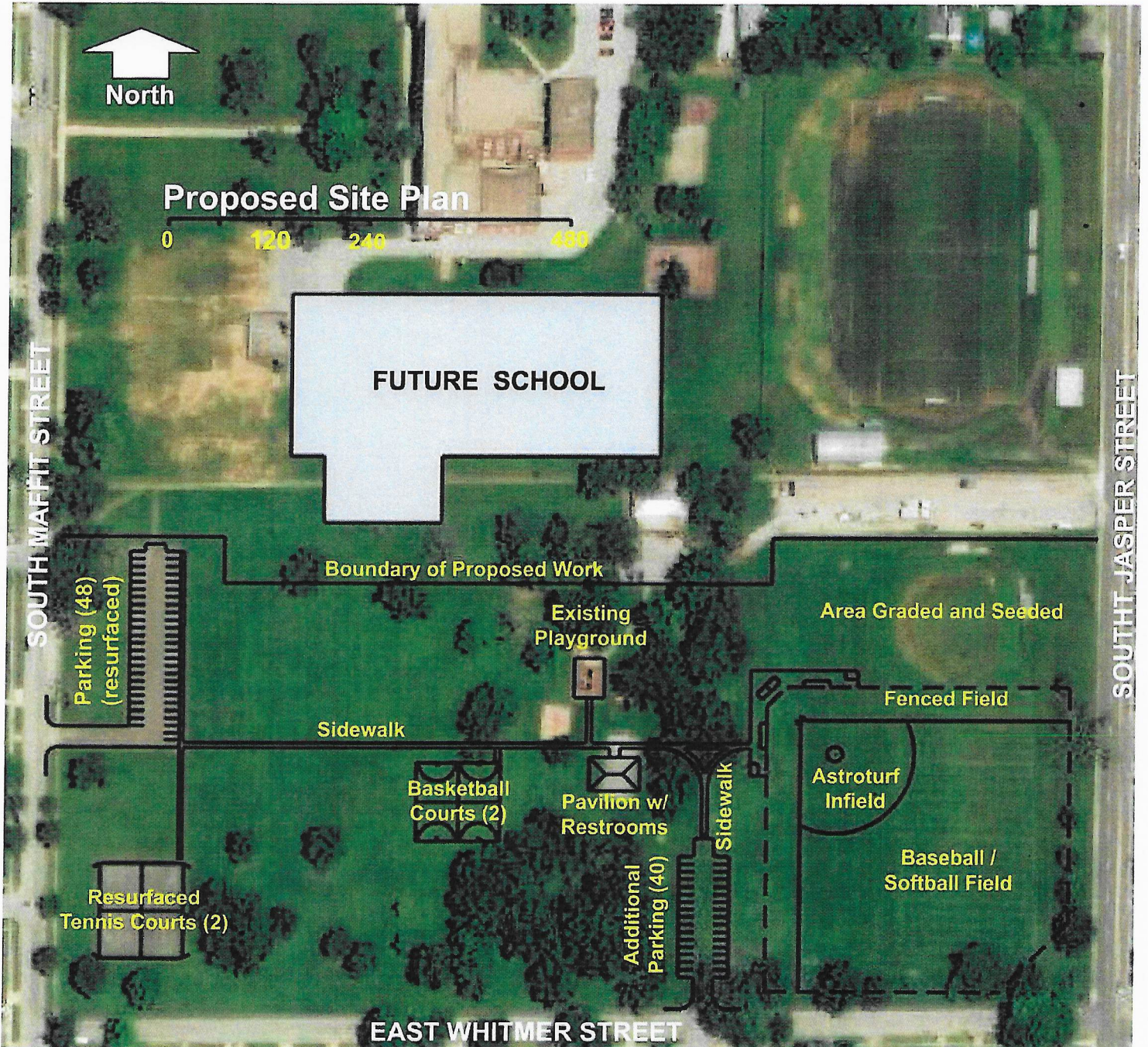
Parking (48)  
(resurfaced)

Resurfaced  
Tennis Courts (2)

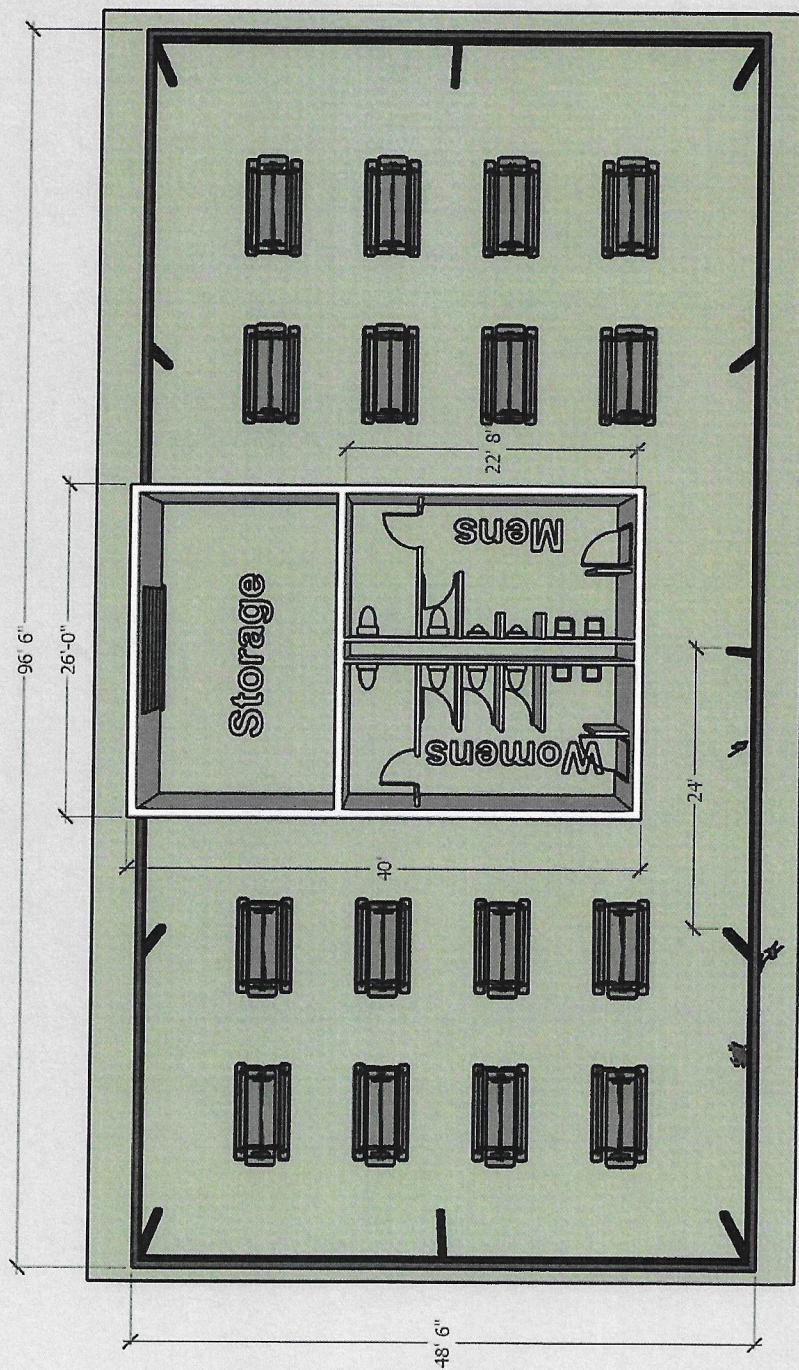
**EAST WHITMER STREET**

**SOUTH WAFFIT STREET**

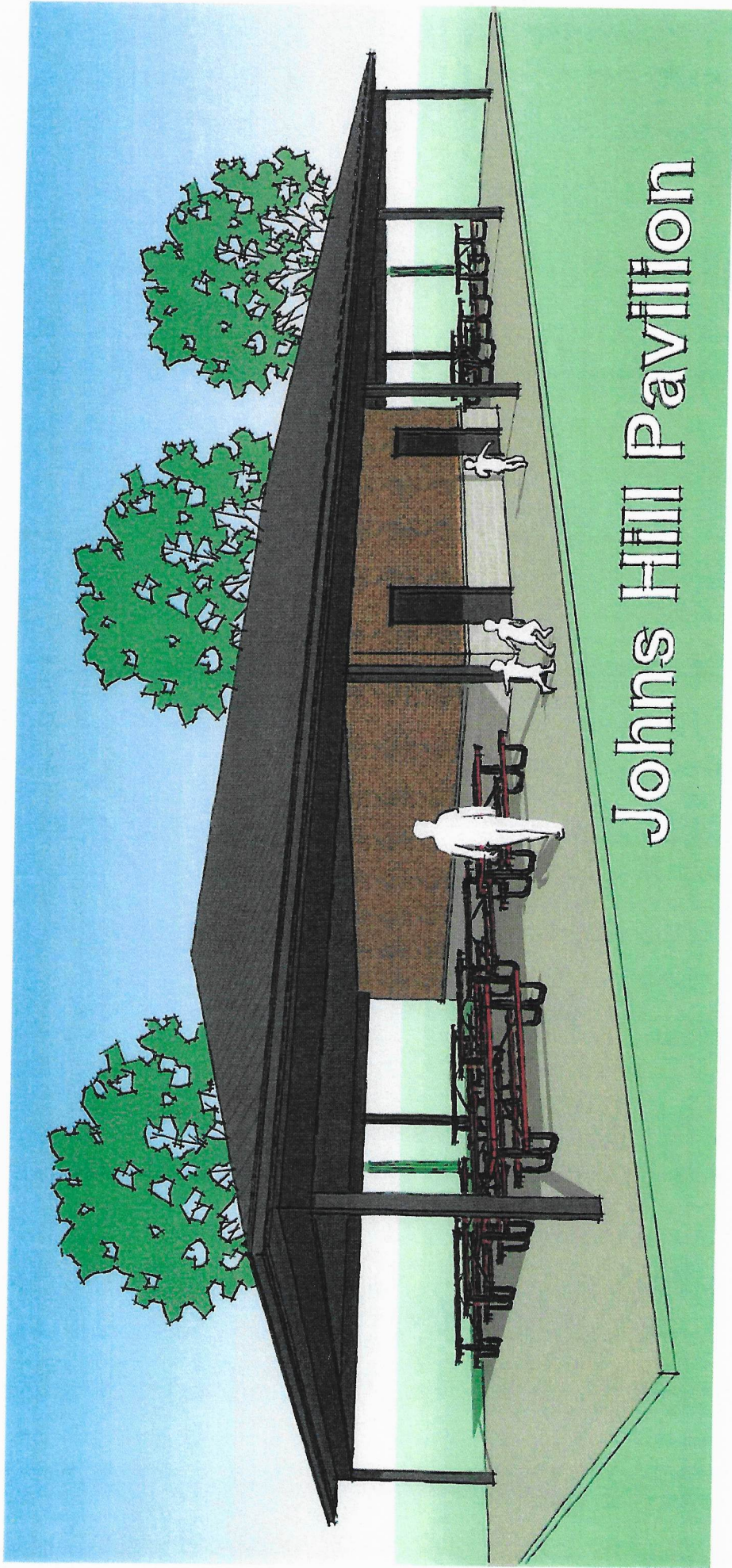
**SOUTH JASPER STREET**











Johns Hill Pavilion

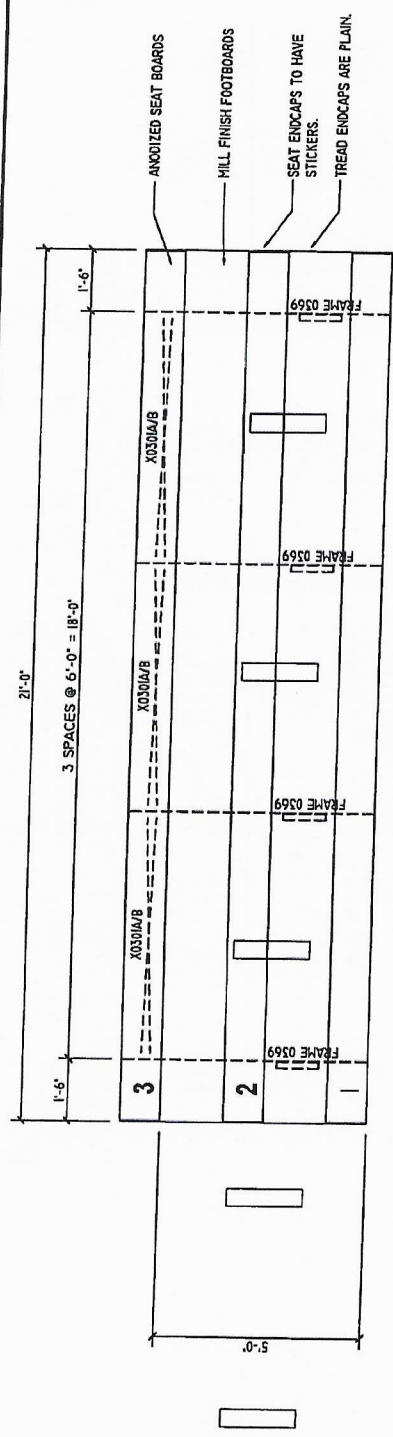
111 North River Road  
North Aurora, IL 60542  
Phone: (800) 323-5664  
Fax: (630) 897-0573  
sales@belson.com



SEATING PLAN  
SECTION THRU BLEACHER

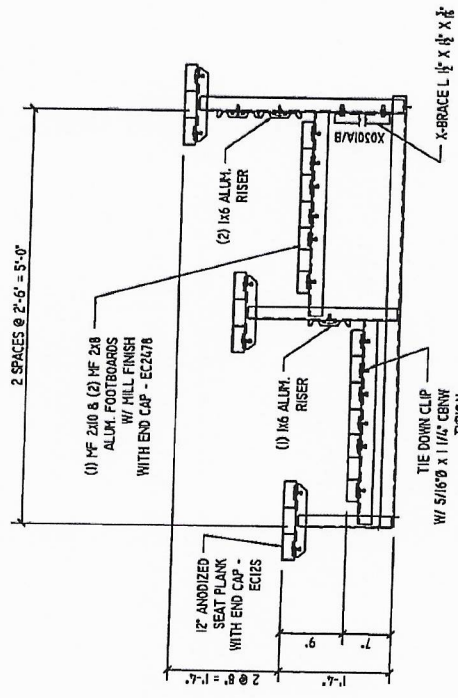
PT-0321AD  
OPTIONAL -MS (MUD SILLS)

SCALE: 1/4"=1'-0"
DATE: 11/11/11
DESIGN: PT
BY: JLB
CHECKED: JLB
NOTED: JLB
PT-0321AD



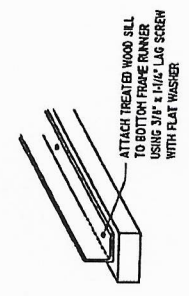
SEATING PLAN

SCALE: 3/8"=1'-0"  
NET SEATS = 42



TYPICAL SECTION THRU BLEACHER

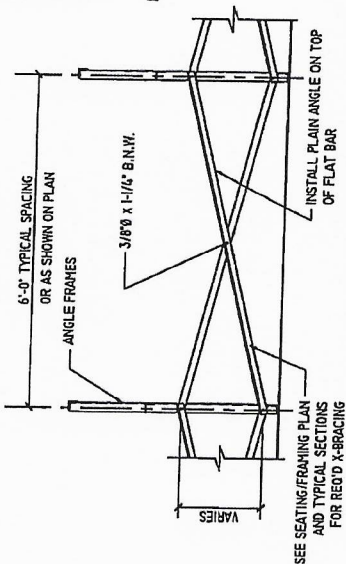
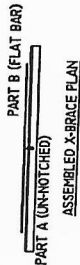
SCALE: 3/4"=1'-0"



MUD SILL ATTACHMENT

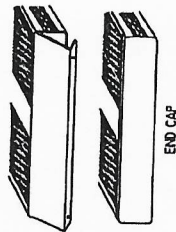


PRE-ASSEMBLE X-BRACE SETS. EACH SET CONSISTS OF A 'PART A (PLAIN ANGLE)' AND A 'PART B (FLAT BAR)'. PLACE THE PIECES TOGETHER AT THE FLAT SIDES AND CONNECT USING A 3/8" x 1-1/4 B.N.W.



## TYPICAL BRACING LAYOUT

SCALE: 1/2" = 1'-0"

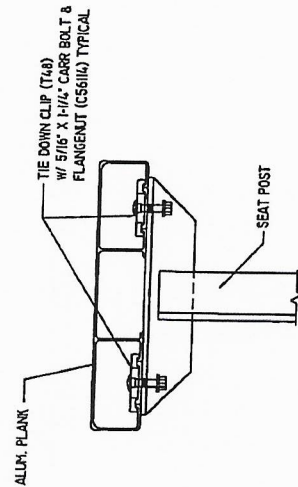


END CAP

## ENDCAP INSTALLATION DETAIL

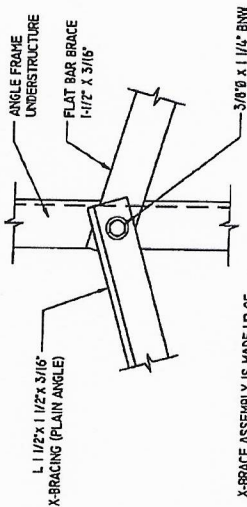
SCALE: 3" = 1'-0"

1. LOCATE THE CHANNEL END CAP AS SHOWN, WITH THE WIDER FLANGE ON BOTTOM.
2. TAP THE CHANNEL INTO PLACE WITH A RUBBER Mallet OR SOFT WOOD.
3. DRILL (2) No. 8 x 3/4" TEK SCREWS THROUGH END CAP AND BOTTOM FLANGE OF PLANK.
4. END CAPS WITH STICKERS ARE TO GO AT ENDS OF SEAT PLANKS. PLAIN END CAPS GO ON ALL OTHER BOARDS.



## SEAT PLANK INSTALLATION

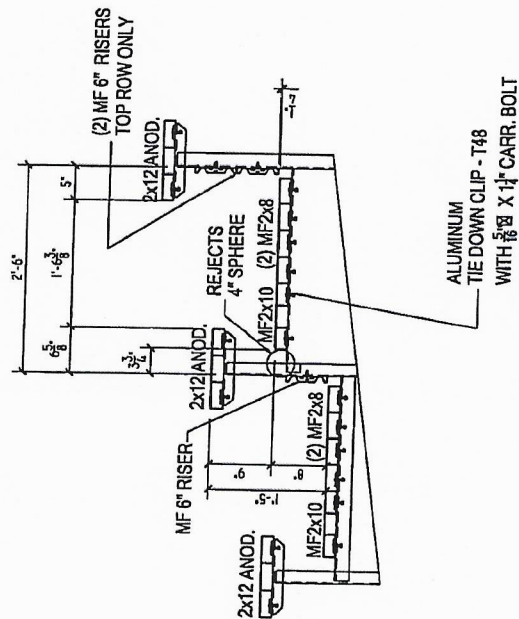
SCALE: 3" = 1'-0"



TYPICAL X-BRACE TO FRAME CONN.

SCALE: 3" = 1'-0"

X-BRACE ASSEMBLY IS MADE UP OF  
(1) PLAIN ANGLE AND (1) FLAT BAR.

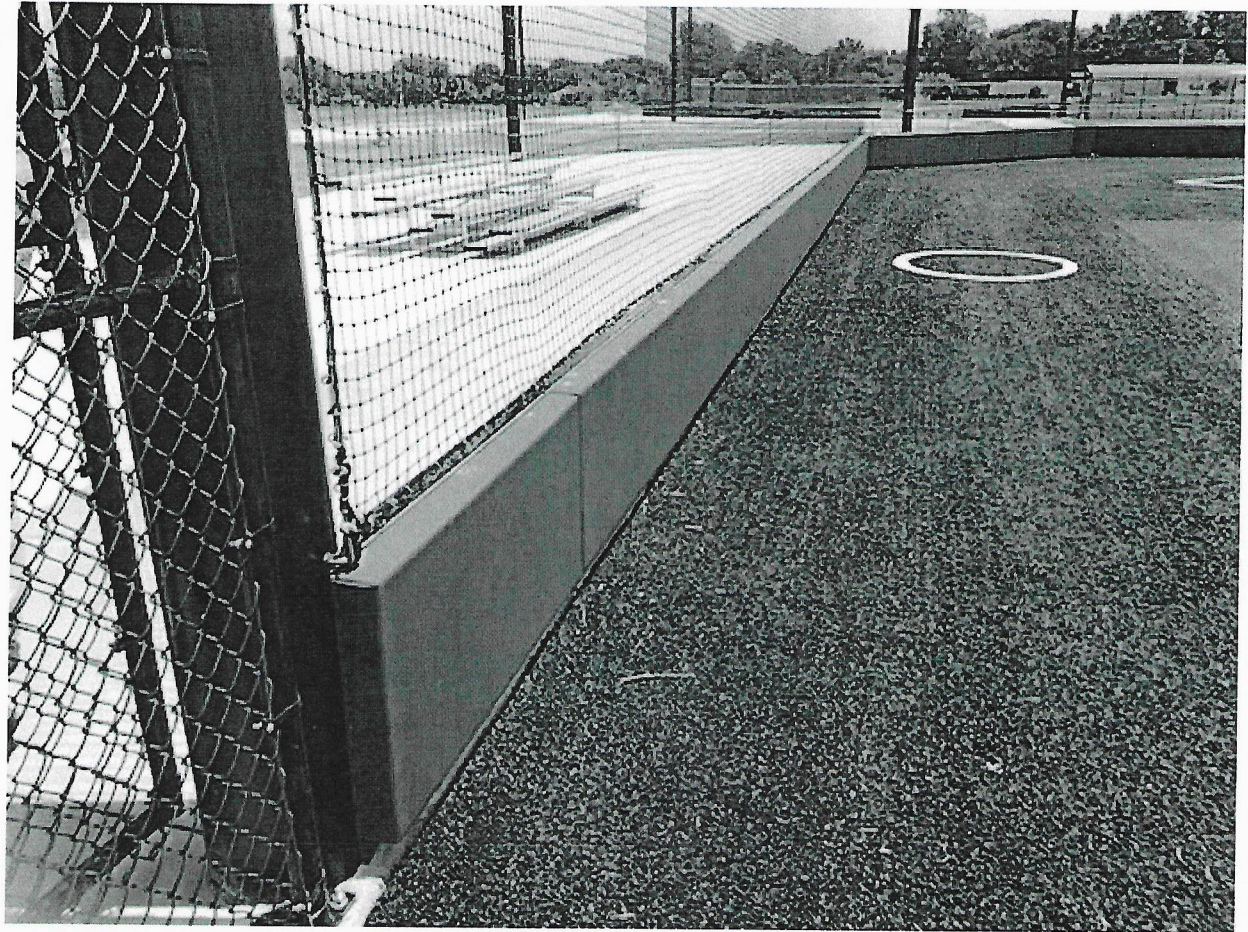


**CONDITION @ SEATS**

**TREAD DETAIL**







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

DATE/TIME: June 02, 2020

10:00 AM

LOCATION: Keil Administration Building  
1<sup>st</sup> Floor Board Room and Via Audio/Zoom

PRESENT: Beth Nolan, President  
Kendall Briscoe  
Regan Lewis  
Andrew Taylor  
Courtney Carson, Vice President  
Beth Creighton  
Dan Oakes

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

President Nolan called the meeting to order at 10:00 AM

TOPIC	DISCUSSION	ACTION
<b>Call for Open Session</b>	President Nolan called the Open Session meeting to order and asked for a motion. Vice President Carson motioned, seconded by Mr. Taylor. Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Creighton, Carson, Oakes, Lewis, Nolan, Briscoe, Taylor Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Open Session at 10:00 AM. All were present.
<b>Pledge of Allegiance</b>	President Nolan led the Pledge of Allegiance.  President Nolan noted that the following were participating via Audio/Zoom: President Beth Nolan, Vice President Courtney Carson and Board Members Kendall Briscoe, Beth Creighton, Regan Lewis, Dan Oakes and Andrew Taylor.	Information only.
<b>Approval of Agenda, June 02, 2020</b>	Superintendent Fregeau recommended the Board approve the June 02, 2020 Special Open Session Board Meeting agenda as presented.  Mrs. Briscoe moved to approve the recommendation, seconded by Mr. Oakes. All were in favor.	Agenda was approved as presented.
<b>Board Discussion</b>	None at this time.	Information only.
<b>GMP Amendment for Franklin, Muffley and Parsons and Awards</b>	Superintendent Fregeau recommended the Board approve the O'Shea Builders Guaranteed Maximum Price (GMP) Amendment for Franklin, Muffley and Parsons Elementary Schools and Award Recommendations as presented.  Mrs. Creighton moved to approve the recommendation, seconded by Mr. Taylor.  The Board Members and others discussed the following: <ul style="list-style-type: none"><li>Mr. Oakes asked if there was any competition with MBEs regarding the</li></ul>	Motion carried. GMP Amendment for Franklin, Muffley and Parsons and Awards were approved as



TOPIC	DISCUSSION	ACTION
<b>GMP Amendment for Franklin, Muffley and Parsons and Awards Continued</b>	<p>surrounding school districts' projects that may have affected availability. Mr. Tim Hickey replied that had not received any clear indication from MBEs of that issue.</p> <ul style="list-style-type: none"> <li>• Mr. Taylor asked if three (3) to five (5) percent was typical for MBEs participation. Mr. Hickey replied, yes it is typical.</li> <li>• There was a disappointing turnout of MBEs participation.</li> <li>• At this time, the MBEs participation was Franklin 3.5%, Muffley 4%, Parsons under 1%.</li> <li>• Mr. Taylor asked if the bids were re-opened, would the MBEs results be different. Mr. Hickey replied no and we could possibly lose some current contractors.</li> <li>• Mr. Taylor noted that he was not pleased with the outcome, but he felt as if O'Shea Builders acted in "good faith." Mr. Hickey appreciated that statement.</li> <li>• Mr. Sotiroff noted that the MBEs participation was not where the District wanted them to be during the High School Renovations.</li> <li>• Mrs. Briscoe asked if there was a re-bid, could the secured MBEs be lost. Mr. Hickey replied yes, could be.</li> <li>• Mr. Taylor asked if there were any legality risks if there was a re-bid. Attorney Braun replied yes. If the low bidder was determined and Board approved, the low-bidder's bid would have been exposed to their competitors. This has caused low-bidders to pull out completely because of the exposure.</li> <li>• Vice President Carson asked how many sub-contracting jobs did O'Shea Builders bid. Mr. Hickey replied that it depended on the school and typically about five (5) different packets, which considered different project bids.</li> <li>• Vice President Carson asked if MBEs were searched first or at the end. Mr. Hickey replied first with community outreach and announcements alerting them that the projects were coming and again, approximately four (4) weeks prior to the bid date (informational meeting). MBEs do not typically bid on all of the project bids.</li> <li>• Vice President Carson noted that O'Shea Builders had done what was expected as it related to having conversations regarding MBEs. However, O'Shea created the numbers and had the opportunity to bid on the jobs. Mr. Hickey replied as Construction Manager, they were obligated to produce the most accurate estimates for the project to make sure they did not over design. The benefit of knowing the project can be good and risky.</li> <li>• Mr. Oakes asked if there were MBEs that did not win a bid and would it be customary for them to tag along with a larger contractor. Mr. Hickey replied yes and yes. The only bid packages they received from MBEs were regarding the painting projects; they were considered prime bidders (turn in all required documentation and submitted to win a contract for that particular bid package). The second tiers would assist with increasing the MBEs percentage.</li> <li>• Vice President Carson asked if the District would reach the work force goals. Mr. Hickey replied that he was very optimistic, but it would be up to the sub-contractors that won the bid to reach out to minorities. Mr. Hickey appreciated Mr. Greenwalt, Mr. Sapp and Mr. Riley's awareness and involvement.</li> </ul>	presented.

TOPIC	DISCUSSION	ACTION
<b>GMP Amendment for Franklin, Muffley and Parsons and Awards Continued</b>	<ul style="list-style-type: none"> <li>President Nolan asked how would the diversity be tracked during the projects and reported back to the Board. Mr. Hickey replied it is tracked through certified payroll and reports can be generated quarterly and/or upon the Board's request.</li> <li>President Nolan noted that the Board was made aware late, but it would be remedied.</li> <li>Vice President Carson noted that the Board does not want to micro-manage, but the ball was dropped.</li> <li>Mrs. Briscoe asked if there were any other entities/municipalities in the state that met the 10% for MBEs. President Nolan replied that we must compare with other school districts. Mr. Hickey replied that he was not aware of any other state or schools that achieved that goal percentage. When requirements are in play, the subcontractors would bid the project with the MBEs required in order to satisfy that requirement (percentage established).</li> <li>Mr. Taylor asked if the policies goal was impossible. Vice President Carson replied that the MBEs percentages were higher during the High School Renovation Projects.</li> <li>Mr. Oakes asked if he knew the numbers from the Champaign School District projects. Mr. Hickey replied no and they did not reach their goals, which were less than DPS's goals. Vice President Carson noted that we need to focus on projects that did work with MBEs instead of those that did not. Mrs. Briscoe noted that the District should have researched other entities that were getting it done and accountability should be with our own team.</li> </ul> <p>Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Nolan, Briscoe, Oakes, Taylor, Lewis  Nay: Carson and Creighton  Roll Call Vote: 5 Aye, 2 Nay, 0 Absent</p>	
<b>Public Participation</b>	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> <li>Any public comments <u>received</u> will be read during this time.</li> <li>Public read comments will be limited to 3 minutes.</li> </ul> <p>None at this time.</p>	Information only.
<b>Important Dates</b>	<p><b>NEXT MEETING</b></p> <p>The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, June 09, 2020 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.</p>	Information only.
<b>Moved to Closed Session</b>	<p>President Nolan moved to Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mr. Taylor. All were in favor.</p>	Board moved to Closed Executive Session at 10:41 AM.

TOPIC	DISCUSSION	ACTION
	The Board of Education resumed Closed Executive Session in the 1 <sup>st</sup> floor Board Room at the Keil Administration Building and via Audio/Zoom. President Nolan called for a Roll Call Vote: Aye: Oakes, Lewis, Carson, Briscoe, Taylor, Creighton, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	
<b>Return to Open Session</b>	President Nolan motioned to return to Open Session, seconded by Mrs. Lewis. All were in favor.	Returned to Open Session at 11:03 AM.
<b>Adjournment</b>	President Nolan motioned to adjourn the Open Session, seconded by Mrs. Briscoe. All were in favor.	Board adjourned at 11:04 AM.

---

Beth Nolan, President

---

Melissa Bradford, Secretary

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

DATE/TIME: June 09, 2020

4:00 PM

LOCATION: Keil Administration Building  
1<sup>st</sup> Floor Board Room and Via Audio/Zoom

PRESENT: Beth Nolan, President (audio) Courtney Carson, Vice President (audio)  
Kendall Briscoe (audio) Beth Creighton (audio)  
Regan Lewis (audio) Dan Oakes (audio)  
Andrew Taylor (audio)

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

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

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>
<b>Call for Closed Executive Session</b>	President Nolan called the meeting to order and moved into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and collective negotiating matters between the Board and representatives of its employees, seconded by Vice President Carson.  Hearing no questions, President Nolan called for a Roll Call Vote: Aye: Carson, Nolan, Oakes, Briscoe, Taylor, Creighton, Lewis Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	Board moved to Closed Executive Session at 4:00 PM.
<b>Return to Open Session</b>	President Nolan motioned to return to Open Session, seconded by Vice President Carson. All were in favor.	Returned to Open Session at 6:24 PM.
<b>Open Session Continued</b>	President Nolan noted that the Board of Education had been in Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body and collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session.	Information only.
<b>Pledge of Allegiance</b>	President Nolan led the Pledge of Allegiance.  For the record, the following Board Members participated via audio/zoom: President Beth Nolan, Vice President Courtney Carson and Board Members Kendall Briscoe, Beth Creighton, Regan Lewis, Dan Oakes and Andrew Taylor. The Superintendent, District Leadership Team Members and other staff also participated via Zoom.	Information only.

TOPIC	DISCUSSION	ACTION
<b>Approval of Agenda, June 09, 2020</b>	<p>Superintendent Fregeau recommended the Board approve the June 09, 2020 Open Session Board Meeting agenda as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Creighton. All were in favor.</p>	Agenda was approved as presented.
<b>Board and/or Committee Reports/Discussion District Property Real Estate Analysis</b>	<p>No committee reports at this time.</p> <p>Chris Harrison, Representative from Main Place Real Estate, presented a review and analysis of some properties in Decatur Public Schools (see attached) as follows:</p> <ul style="list-style-type: none"> <li>• Tapestry Segmentation of Neighborhood</li> <li>• Property Specs – Zoning – Demographics</li> <li>• SWOT Analysis for Property</li> <li>• Recommendations</li> </ul> <p>The properties that Mr. Harrison reviewed were Durfee, Garfield, Stevenson, Southeast, Oak Grove, Keil, PDI and Tech Academy.</p> <ul style="list-style-type: none"> <li>• Durfee: Market for a period of twelve (12) months and if no candidate, move towards demolition. The size would be a challenge for re-development.</li> <li>• Garfield: Market for a period of twelve (12) to eighteen (18) months. There is some potential for re-development and/or re-purposing.</li> <li>• Stevenson: Market as a development property or sell “as is.” This property has the best opportunity for commercial re-development.</li> <li>• Southeast: Market as potential expansion for HSHS. If no interest, move towards an open market for a period of twelve (12) to eighteen (18) months. It is well maintained, but needs some replacements.</li> <li>• Oak Grove: Market for a period of twelve (12) to twenty-four (24) months. This building has potential for multi-family re-development and/or senior housing and/or other agencies.</li> <li>• Keil: No market beyond its existing purpose and re-purposing is unlikely. Continue the current use of the building and make justifiable repairs, as needed.</li> <li>• PDI: Continue the current use that benefits the District and re-evaluate for possible additional services.</li> <li>• Tech Academy: No strong market value, due to location and office spaces. Continue the current use that benefits the District.</li> </ul> <p>President Nolan thanked Mr. Harrison for the thorough presentation, as some properties do not have much value. She asked Dr. Todd Covault, Chief Operational Officer, to explain the process for releasing a building. Dr. Covault replied that in the IL School Code (105 ILCS 5-22), the Board of Education is required to put the buildings up for auction. The District will set a minimum price on the bid and if no success, a building can be marketed through real estate with the minimum price that was previously set.</p>	<p>Information only.</p> <p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<b>District Property Real Estate Analysis</b>	<p>Mr. Harrison noted that the District should utilize the marketing period on a building(s), to draw interest(s) of others, and then move into the auction process.</p> <p>Dr. Covault noted that with past properties, the auctioneer did the marketing for the District.</p> <p>Mr. Oakes noted that this would not happen quickly.</p> <p>Attorney Braun noted that school districts have difficulty selling buildings because they are hard to re-purpose. It can cause the District to be in a standard real estate environment.</p> <p>The Board of Education has the authority to sell to another intergovernmental body by doing an agreement; land swap is possible too.</p> <p>President Nolan noted that many of the discussed buildings would not be vacated until the <b>BOLD</b> Plan was completed in 2021; Durfee is an exception and possibly Southeast.</p> <p>At this time, there was no owned District property that would accommodate the consolidation of Keil, PDI and Student Services (administrative functions) under one roof. Mr. Harrison noted that there would be a concern with vacating three buildings to one building. What would the cost be to consolidate to that one building? It would be difficult to consolidate without going into a new structure.</p> <p>The Board of Education will re-visit this discussion and the next phase of the <b>BOLD</b> Plan.</p> <p>Mr. Harrison noted that Stevenson and Garfield were the best for market at this time.</p>	Information only.
<b>Johns Hill Area Project</b>	<p>Vice President Carson and the Board of Education discussed the Proclamation Support of Johns Hill Area Project (see attached). Vice President Carson noted that conversations took place with the Howard G. Buffett Foundation and the Southside Community Improvement Project Members regarding growth and re-development in the Johns Hill Park area and its surroundings/community (Cantrell Street to Jasper Street to Wood Street to Martin Luther King Jr. Drive). The Board of Education had committed to providing access to those that live in that neighborhood to attend Johns Hill Magnet School, if they desire, however, they must go through the magnet process. President Nolan thanked Mr. Buffett and his generosity along with Vice President Carson's commitment and passion for this neighborhood.</p> <p>The Proclamation read as follows:  <b>WHEREAS</b>, Decatur Public School District #61 believes in the value of partnerships to improve quality of life for students and citizens of the Decatur community; and,  <b>WHEREAS</b>, the Decatur Public School District #61 Board of Education is committed to providing opportunities for our students that give them a sense of</p>	Information and Consensus.

TOPIC	DISCUSSION	ACTION
<b>Johns Hill Area Project Continued</b>	<p><i>pride, passion, and purpose; and,</i></p> <p><b>WHEREAS</b>, the Howard G. Buffett Foundation seeks to partner with District #61 to revitalize the neighborhood around the new Johns Hill Magnet School; and,</p> <p><b>WHEREAS</b>, this partnership seeks to provide both learning and recreational opportunities that will foster continued educational growth for Decatur Public Schools students, the neighborhood, and our community at large; and,</p> <p><b>WHEREAS</b>, Decatur Public School District #61 is committed to providing access to Johns Hill Magnet School to students who live in the surrounding neighborhood; and,</p> <p><b>WHEREAS</b>, collaboration on this development project will benefit the entire Decatur community;</p> <p><b>THEREFORE</b>, We, the Decatur Public School District #61 Board of Education, do hereby proclaim our support for this partnership with the <b>HOWARD G. BUFFETT FOUNDATION</b> and this project for the betterment of students and the Decatur community.</p> <p><b>DECATUR PUBLIC SCHOOL DISTRICT #61 BOARD OF EDUCATION</b></p> <p>The consensus from the Board of Education was to support the Johns Hill Park Area Project (7 aye and 0 nay and 0 absent).</p> <p>Vice President Carson thanked Mr. Howard G. Buffett for his generosity and all that he does for the Decatur community.</p>	Information and Consensus.
<b>Supt's Report First Read: Middle School Athletic Handbooks</b>	<p>Joe Caputo, Athletic Coordinator, presented a first reading on the Middle School Athletic Handbooks (see attached).</p> <p>The handbook will be submitted for approval during the June 23, 2020 Board of Education meeting.</p> <p>Mrs. Creighton thanked Mr. Caputo, SuEllen Mackey and others for their hard work.</p>	Information only.
<b>Possible Fall Educational Plan</b>	<p>Superintendent Fregeau presented a Possible Fall Educational Plan (see attached). There will be a template of a plan completed by June 19<sup>th</sup>, but the administration anticipates additional guidance and/or changes from the Illinois State Board of Education (ISBE). The administration will have a final plan by late July 2020 so that the District could adjust accordingly. However, there could be changes beyond the District's control from ISBE. ISBE realize they need to provide guidance with flexibility in a timely manner for the upcoming school year. Additional guidance will be forthcoming.</p>	Information only.

TOPIC	DISCUSSION	ACTION
<b>Personnel Action Items</b>	<p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mr. Oakes. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Carson, Creighton, Taylor, Briscoe, Oakes, Lewis, Nolan  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Personnel Action Items were approved as presented.</p>
<b>Employment of an Assistant Principal at SDMS</b>	<p>Superintendent Fregeau recommended the Board approve the Employment of Nathaniel Tallent as an Assistant Principal at Stephen Decatur Middle School as presented.</p> <p>Vice President Carson moved to approve the recommendation, seconded by Mrs. Creighton. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Creighton, Taylor, Oakes, Nolan, Lewis, Carson, Briscoe  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Employment of an AP at SDMS was approved as presented.</p>
<b>Contract Renewal (Extension) for Food Services with Aramark</b>	<p>Superintendent Fregeau recommended the Board approve the Contract Renewal (Extension) Agreement for Food Management Services with Aramark Educational Services, LLC as presented.</p> <p>Mr. Taylor moved to approve the recommendation, seconded by Vice President Carson. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Lewis, Oakes, Creighton, Carson, Briscoe, Nolan, Taylor  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Contract Renewal (Extension) for Food Services with ARA was approved as presented.</p>
<b>Allowable Billback Agreement with Aramark</b>	<p>Superintendent Fregeau recommended the Board approve the Allowable Billback Agreement with Aramark Educational Services, LLC as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Lewis. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Nolan, Briscoe, Lewis, Oakes, Creighton, Taylor, Carson  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Allowable Billback Agreement with Aramark was approved as presented.</p>
<b>Cafeteria Monitor Contract with Aramark</b>	<p>Superintendent Fregeau recommended the Board approve the Cafeteria Monitor Contract Agreement (FY21) with Aramark Educational Services, LLC as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded Mr. Taylor. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Briscoe, Taylor, Lewis, Carson, Creighton, Nolan, Oakes  Nay: None</p>	<p>Motion carried. Cafeteria Monitor Contract with Aramark was approved as presented.</p>



TOPIC	DISCUSSION	ACTION
	Roll Call Vote: 7 Aye, 0 Nay, 0 Absent	
<b>Teaching Staff Device Refresh</b>	<p>Superintendent Fregeau recommended the Board approve the Teaching Staff Device Refresh as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Oakes, Nolan, Lewis, Briscoe, Creighton, Taylor, Carson  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> <p>President Nolan asked Mr. Nathaniel Tallent if he would like to speak. Mr. Nathaniel Tallent replied and thanked the Board of Education for the opportunity. He was looking forward to working with the students at Stephen Decatur Middle School.</p>	<p>Motion carried. Teaching Staff Device Refresh was approved as presented.</p> <p>Information only.</p>
<b>Consent Items</b>	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented:</p> <ul style="list-style-type: none"> <li>A. Minutes: Open/Closed Meetings May 26, 2020</li> <li>B. Freedom of Information Report</li> <li>C. Bills</li> <li>D. Annual Investment Report</li> <li>E. Ancillary Wages</li> <li>F. Flocabulary Program</li> <li>G. FastBridge License Renewal</li> <li>H. Dell PC Refresh</li> <li>I. Dell Laptop Purchase</li> <li>J. IP Speakers for Montessori Intercom System and Professional Services to Configure the Intercom on all VoIP Phones Across the District</li> <li>K. Updates to School Board Policies: <ul style="list-style-type: none"> <li>• Section 04: Operational Services</li> <li>• Section 07: Students</li> </ul> </li> </ul> <p>Mrs. Lewis moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no questions, President Nolan called for a Roll Call Vote:  Aye: Taylor, Carson, Creighton, Oakes, Nolan, Lewis, Briscoe  Nay: None  Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> <p>Vice President Carson noted that he was disappointed with the MBE goals and percentages. He asked if someone would be monitoring the work force component. Superintendent Fregeau replied yes and in discussions with Mr. Mike Sotiroff, they discussed some plans and strategies with the work force for these projects. The Board of Education will receive updates from administration.</p>	<p>Motion carried. Consent Items were approved as presented.</p> <p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<b>Public Participation</b>	<p>President Nolan noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> <li>Any public comments <u>received</u> will be read during this time.</li> <li>Public read comments will be limited to 3 minutes.</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. 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.</p> <p>Lida Newsom, former DPS employee, public comment was submitted and read to the Board of Education. Ms. Newsom stated that the Teacher's Union was trying to stop plans that were in the best interest of the children and the overall improvement of the District. In the past, they wanted to get rid of the Specialist. The District should continue its mission and passion.</p> <p>Molly Miller, DPS employee, public comment was submitted and read to the Board of Education. Ms. Miller stated that her past twenty years consisted of ups and downs. The elimination of the instructional specialist roles and displacement of all specialists back to the classroom was a hit. There is a huge teacher shortage and we were told that there would be reorganization of PDI. After hearing the proposed reorganization of PDI, it is now evident that teacher shortage was not necessarily the driving force for displacing the specialists. She felt undervalued as DPS employee, due to some previous remarks. She agreed that students deserve nothing but the best, however, to give our students the best, we have to attract the best candidates and we are not attractive at all.</p> <p>Steven Luker, community member, public comment was submitted and read to the Board of Education. Mr. Luker stated that the name changes to school buildings were confusing and seemed unnecessary.</p> <p>Krystina Petitt, President of the Decatur Education Association, public comment was submitted and read to the Board of Education. Mrs. Petitt asked the Board of Education if they were editable. Each of the seven (7) unions were used to having an indispensable relationship with the BOE and Central Administration. There had been attempts made for DEA and DPS to meet with no success. During the BOE elections, two questions were asked:</p> <ol style="list-style-type: none"> <li>Would they be open to meeting with union leadership on a regular basis?</li> <li>If elected, how would they foster a positive relationship with the unions?</li> </ol> <p>The union trusted in their abilities to lead them down an uncomfortable but necessary path, but not at the sake of losing so many employees. She asked if they were ready to be a part of the solution that makes ALL employees feel valued, are their decisions and actions positively impacting the students and staff of Decatur Public Schools and were they editable.</p>	Information only.

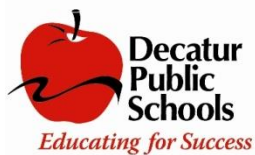
TOPIC	DISCUSSION	ACTION
<b>Public Participation Continued</b>	Susie Niesman, First Vice President of the Decatur Education Association, public comment was submitted and read to the Board of Education. Ms. Niesman stated that she had a heavy heart and was disappointed. The Board and Central Administration were creating a toxic environment and refuse to collaborate with the teacher's union, which is impacting the students of DPS. She disagrees with the route the Board was taking in order to set clear, ambitious academic goals that will provide a quality education to every student, however, she agrees with the goals. They unilaterally removed instructional specialists and reading recovery teachers from their positions. The Board agreed to pay substitutes filling a vacant position at Hope and Stephen Decatur a dollar amount that was above and beyond a certified staff on Step 19. She asked the Board to work with the association to come up with a revised salary schedule that values the certified staff they have recruited and wish to retain.	Information only.
<b>Announcements</b>	The Board of Education sends condolences to the family of:  Wyatt N. Tapscott, who passed away Sunday, May 31, 2020. Wyatt was the son of Scott Tapscott and nephew of Phil Tapscott, employees in the Maintenance Department.	Information only.
<b>Important Dates</b>	<b>IMPORTANT DATES</b>  <b>NEXT MEETING</b> The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, June 23, 2020 in the 1 <sup>st</sup> Floor Board Room at the Keil Administration Building.	Information only.
<b>Adjournment</b>	President Nolan asked for a motion to adjourn the Open Session. Vice President Carson moved, seconded by Mrs. Lewis. All were in favor.	Board adjourned at 8:14 PM.

---

 Beth Nolan, President

---

 Melissa Bradford, Board Secretary



## Board of Education Decatur Public School District 61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Monthly Financial Conditions Report
<b>Initiated By:</b> Dr. Todd Covault, Chief Operational Officer	<b>Attachments:</b> Financial Conditions Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

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

### CURRENT CONSIDERATIONS:

As the District completes May, the eleventh month of FY20, the Macon-Piatt Special Education District has expended 84.72% of its overall budget; Decatur 61 has expended 76.81% of its overall budget.

As of June 12, 2020 the State Comptroller is holding FY20 ISBE vouchers in the amount of \$1,934,035 of which \$752,077 is associated with the Early Childhood Block Grant and \$991,042 is associated with Transportation.

The District's May 2020 month-end education fund balance is \$26,213,904; the May 2019 month-end education fund balance was \$22,901,480.

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

**2019-2020 Decatur Public S.D. #61  
Fund Balance Summary - May 31, 2020**

<b><u>Fund</u></b>	<b><u>Fund Balance 07/01/19</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 05/31/20</u></b>	<b><u>Estimated Balance 06/30/20</u></b>
<b>DISTRICT # 61</b>							
<b>Education</b>	\$14,374,483	\$89,436,942	\$77,597,521	\$11,839,421	\$0	<b>\$26,213,904</b>	<b>\$ 15,152,863</b>
<b>Operation &amp; Maintenance</b>	\$1,290,846	\$4,445,685	\$5,419,935	(\$974,250)	\$0	<b>\$316,596</b>	<b>\$ 1,248,413</b>
<b>Debt Service</b>	\$1,767,936	\$14,938,854	\$13,220,160	\$1,718,694	\$0	<b>\$3,486,630</b>	<b>\$ 2,551,330</b>
<b>Transportation</b>	\$2,017,100	\$4,354,574	\$4,595,632	(\$241,058)	\$0	<b>\$1,776,042</b>	<b>\$ 1,339,013</b>
<b>IMRF</b>	\$1,585,068	\$1,658,844	\$1,975,050	(\$316,206)	\$0	<b>\$1,268,862</b>	<b>\$ 1,134,616</b>
<b>Social Security/Medicare</b>	\$1,146,726	\$2,453,806	\$1,759,721	\$694,085	\$0	<b>\$1,840,811</b>	<b>\$ 1,506,501</b>
<b>Capital Projects Fund</b>	\$2,898,672	\$9,839,289	\$10,295,207	(\$455,918)	\$0	<b>\$2,442,754</b>	<b>\$ 15,173,473</b>
<b>Working Cash</b>	\$4,841,191	\$10,087,792	\$9,714,846	\$372,946	\$0	<b>\$5,214,137</b>	<b>\$ 5,246,096</b>
<b>Tort Immunity/Judgment</b>	\$2,464,674	\$2,967,273	\$1,441,376	\$1,525,897	(\$431,350)	<b>\$3,559,221</b>	<b>\$ 3,058,719</b>
<b>Fire Prevention/Safety</b>	\$3,631,827	\$33,026,562	\$935,595	\$32,090,967	\$0	<b>\$35,722,794</b>	<b>\$ 6,355,232</b>
<b>Totals District 61</b>	<b>\$36,018,523</b>	<b>\$173,209,621</b>	<b>\$126,955,043</b>	<b>\$46,254,578</b>	<b>(\$431,350)</b>	<b>\$81,841,751</b>	<b>\$52,766,256</b>
<b>Macon-Piatt Special Ed District</b>	<b>\$4,010,874</b>	<b>\$16,938,103</b>	<b>\$15,064,383</b>	<b>\$1,873,720</b>	<b>\$0</b>	<b>\$5,884,594</b>	<b>\$ 4,010,874</b>

**Macon-Piatt Special Education District**

**Report Date: May 2020**

**Financial Condition as of May 31, 2020**

**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	17,781,788	16,938,103	95.26%
22	Operation & Maintenance	-	-	0.00%
42	Transportation	-	-	0.00%
52	IMRF	-	-	0.00%
	Total Revenues	17,781,788	16,938,103	95.26%

**Expenditures**

12	Education	16,315,831	13,785,261	84.49%
22	Operation & Maintenance	358,470	337,539	94.16%
42	Transportation	25,750	5,346	20.76%
52	IMRF	1,081,737	936,237	86.55%
	Total Expenditures	17,781,788	15,064,383	84.72%

**Net Cash**

Total Revenues	17,781,788	16,938,103	95.26%
Total Expenditures	17,781,788	15,064,383	84.72%
Net Cash	-	1,873,720	

**Fund Balances**

	<b>Actual</b>
12 Education	5,884,594

**Decatur Public School District #61**  
**Report Date: May 2020**  
**Financial Condition as of May 31, 2020**

**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 19 Percent Received/Used As Of 5/31/19</b>
10	Education	95,190,488	89,436,942	93.96%	97.21%
20	Operation & Maintenance	6,149,633	4,445,685	72.29%	72.84%
30	Debt Service	22,213,395	14,938,854	67.25%	97.87%
40	Transportation	5,966,966	4,354,574	72.98%	76.31%
50	IMRF	1,666,229	1,658,844	99.56%	90.12%
51	Social Security	2,454,610	2,453,806	99.97%	100.60%
60	Capital Projects	22,885,000	9,839,289	42.99%	137.37%
70	Working Cash	10,279,905	10,087,792	98.13%	117.29%
80	Tort Immunity/Judgment	2,966,700	2,967,273	100.02%	101.92%
90	Fire Prevention/Safety	12,254,905	33,026,562	269.50%	111.15%
	<b>Total Revenues</b>	<b>182,027,831</b>	<b>173,209,621</b>	<b>95.16%</b>	<b>95.01%</b>

**Expenditures**

10	Education	94,412,109	77,597,521	82.19%	81.21%
20	Operation & Maintenance	6,192,065	5,419,935	87.53%	99.07%
30	Debt Service	21,430,000	13,220,160	61.69%	99.92%
40	Transportation	6,645,052	4,595,632	69.16%	73.39%
50	IMRF	2,116,680	1,975,050	93.31%	77.29%
51	Social Security	2,094,834	1,759,721	84.00%	75.48%
60	Capital Projects	10,610,200	10,295,207	97.03%	33.65%
70	Working Cash	9,875,000	9,714,846	98.38%	0.00%
80	Tort Immunity/Judgment	2,372,655	1,441,376	60.75%	47.43%
90	Fire Prevention/Safety	9,531,500	935,595	9.82%	5.24%
	<b>Total Expenditures</b>	<b>165,280,095</b>	<b>126,955,043</b>	<b>76.81%</b>	<b>79.73%</b>

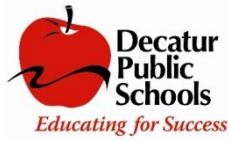
**Net Cash**

Total Revenues	182,027,831	173,209,621	95.16%
Total Expenditures	165,280,095	126,955,043	76.81%
<b>Net Cash</b>	<b>16,747,736</b>	<b>46,254,578</b>	

**Fund Balances**

	<b>Actual</b>
10 Education	26,213,904
20 Operation & Maintenance	316,596
30 Debt Service	3,486,630
40 Transportation	1,776,042
50 IMRF	1,268,862
51 Social Security	1,840,811
60 Capital Projects	2,442,754
70 Working Cash	5,214,137
80 Tort Immunity/Judgment	3,559,221
90 Fire Prevention/Safety	35,722,794
<b>Total Funds</b>	<b>81,841,751</b>





## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Treasurer's Report
<b>Initiated By:</b> Dr. Todd Covault, Chief Operational Officer	<b>Attachments:</b> Treasurer's Report
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**BACKGROUND INFORMATION:**

The attached report details the District's investments and the status of the District's cash as of May 31, 2020.

**CURRENT CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**STAFF RECOMMENDATION:**

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

**RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

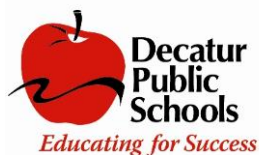
**BOARD ACTION:** \_\_\_\_\_

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**TREASURER'S REPORT**  
**MAY 2020**

	Cash/Investments as of 04/30/20	Receipts	Disbursements	Change/Interest	Cash/Investments as of 05/31/20
Education	27,761,189.40	9,490,987.38	8,879,231.14	54,617.90	28,427,563.54
Operations & Maintenance	726,144.70	7,529.99	418,021.88	143.00	315,795.81
Debt Service	3,313,144.62	1,735,309.02	1,562,387.51	562.09	3,486,628.22
Transportation	771,682.05	991,042.59	9,547.16	2,001.89	1,755,179.37
IMRF	1,476,437.53	2,321.10	211,503.01	1,605.37	1,268,860.99
Social Security	1,973,097.48	1,411.22	136,535.12	2,835.95	1,840,809.53
Capital Projects	4,920,692.49	0.00	2,481,244.16	3,306.73	2,442,755.06
Working Cash	5,206,133.19	0.00	0.00	8,004.41	5,214,137.60
Tort/Judgment Immunity	3,711,178.46	1,550.00	159,163.82	5,656.14	3,559,220.78
Fire Prevention & Safety	2,848,502.58	33,018,848.32	150,241.96	5,684.60	35,722,793.54
Macon-Piatt Special Education	5,801,753.22	1,800,758.69	1,725,524.77	6,757.36	5,883,744.50
Activities	563,543.66	8,178.41	4,542.55	796.12	567,975.64
	59,073,499.38	47,057,936.72	15,737,943.08	91,971.56	90,485,464.58

Dr. Todd Covault

05/31/20



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Correction to Name Change to American Dreamer STEM Academy
<b>Initiated By:</b> Denise Swarthout, Chief Communications Officer	<b>Attachments:</b> None
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

When the Naming Committee presented its recommendation at the January 14, 2020, Board of Education meeting, an “s” was inadvertently added to “Dreamers” in the name recommendation for American Dreamer STEM Academy. “American Dreamer” was the intention of the student who suggested the name. “American Dreamer STEM Academy” is the name that was voted on and approved by the school community.

### CURRENT CONSIDERATIONS:

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

### FINANCIAL CONSIDERATIONS:

None

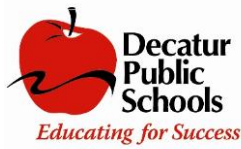
### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve a Correction to the Renaming of **American Dreamer STEM Academy**.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Seeking approval of the Middle School Athletic Director Handbook for 2020-2021
<b>Initiated By:</b> Dr. Fred Bouchard, Assistant Superintendent of Support Services, and Joe Caputo, Athletic Coordinator	<b>Attachments:</b> Middle School Athletic Director Handbook for 2020-2021
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

The Middle School Athletic Directors Handbook is designed for middle school athletic directors. The information is annually reviewed and updated by administrators, athletic directors and coaches. Once updated, a first reading is presented to the Decatur Public Schools Board of Education followed by a request for approval.

### CURRENT CONSIDERATIONS:

The Middle School Athletic Directors Handbook, 2020-2021 School Year, has been updated with the following key modifications Athletic Equipment Order, Communication, Season Start and End Dates, Uniform Rotations, Participation Fees and examples including how to set up a track meet and year-end financial closing procedures.

### FINANCIAL CONSIDERATIONS:

As part of the Middle School Athletic Directors Handbook a request for approval is to increase the game official/referee rates as follows:

Activity	Current Rate	FY2020-21 Proposed Rate
• Softball	\$80	\$90
• Baseball	\$80	\$90
• Soccer	\$45	\$55
• Soccer Jamboree	\$45	\$55
• Girls Basketball	\$55	\$65
• Boys Basketball	\$55	\$65
• Volleyball	\$50	\$65

Total estimated increase for FY2020-21, based on number of games actually played, is **\$9,540**

### STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Middle School Athletic Directors Handbook for the 2020-2021 School Year as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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



# **Middle School Athletic Director Handbook**

**2020-2021 School Year**

## Table of Contents

- *ALL RULES AND REGULATIONS ARE IN COMPLIANCE WITH THE IESA HANDBOOK AND DPS 61 ATHLETIC POLICIES*

<b>SCHEDULING EVENTS / WORKERS .....</b>	<b>1</b>
<b>Volunteer Procedures.....</b>	<b>2</b>
IESA Documents.....	3
Home Date Schedule (Sample) .....	3
Home Game Personnel Athletic Time Sheet.....	4
Sportsmanship Creed.....	5
<b>MAJOR MIDDLE SCHOOL ATHLETIC EVENTS.....</b>	<b>6</b>
Decatur Middle School Soccer Jamboree (Sample).....	8
Order of Events .....	10
High Jump Score Sheet .....	11
Long Jump Score Sheet.....	12
Shot Put Score Sheet .....	13
Cross Country Medal for Girls & Boys 7 & 8.....	14
Ribbon Orders for Girls 7 & 8 Track .....	15
Ribbon Orders for Boys 7 & 8 Track.....	16
Team Scoring 7 <sup>th</sup> Grade Girls.....	17
Team Scoring 7 <sup>th</sup> Grade Boys.....	18
Team Scoring 8 <sup>th</sup> Grade Girls.....	19
Team Scoring 8 <sup>th</sup> Grade Boys.....	20
<b>TRANSPORTATION .....</b>	<b>21</b>
<b>eField Trip Quick Reference Guide .....</b>	<b>22</b>
<b>District Van Usage .....</b>	<b>24</b>
<b>Alltown on call list.....</b>	<b>25</b>
<b>Parent Release Form .....</b>	<b>26</b>
<b>Athletic Bus Opt-Out Form.....</b>	<b>27</b>
<b>Bus Request Account Codes.....</b>	<b>28</b>
<b>AWARDS AND CEREMONIES .....</b>	<b>29</b>
<b>Award Certificate (Sample) .....</b>	<b>30</b>
<b>Recognition Night Parent Information (Sample) .....</b>	<b>31</b>
<b>Invoice (Sample).....</b>	<b>32</b>
<b>STUDENT-ATHLETE CODE OF CONDUCT .....</b>	<b>33</b>
<b>Decatur Public Schools Athletic Code .....</b>	<b>34</b>
<b>Eligibility Notification to Student (Sample) .....</b>	<b>35</b>
<b>Quarterly Eligibility Report (Sample) .....</b>	<b>36</b>

<b>IESA MEMBERSHIP .....</b>	<b>37</b>
IESA Executive Director Letter .....	38
Instructions for Member Center and On-Line Registration .....	39
Athletic Account for IESA Renewal (Sample).....	42
IESA Athletes Eligibility (Sample- Check current year’s eligibility) .....	43
IESA Activity Limitations: Season, Team, and Individual (Sample- Check current year’s activity limitations) .....	44
<b>FINANCES .....</b>	<b>46</b>
Pay Rate for Officials/Referees .....	48
Open Athletic Revolving Fund Account Form.....	48
Journal Entry (Sample- template located in iVisions) .....	49
Replenish Athletic Revolving Fund Account Form .....	50
Replenishment Request (Sample) .....	51
Athletic Director’s Revolving Account (Sample) .....	52
Closing Athletic Revolving Funds Instruction .....	53
Closing Athletic Revolving Funds Form .....	54
State Track Meal Money Receipt (Sample) .....	55
Athletic Contest Tally Report .....	56
Deposit Slips (Print on blue paper) .....	57
Gate Receipts (Sample) .....	58
<b>ORDERING EQUIPMENT AND MATERIALS.....</b>	<b>59</b>
Athletic Equipment order (Sample) .....	59
<b>VACANCY AND HIRING .....</b>	<b>60</b>
Coaching Vacancy / Hiring Process .....	60
Coaches’ Evaluation Process .....	60
<b>COMMUNICATION .....</b>	<b>61</b>
Middle School Athletic Programs Informational Letter (Sample) .....	63
Coaching Staff Meeting Agenda (Sample) .....	65
Rules On Roles for Coach, Parents, Players (Sample).....	67
<b>MISCELLANEOUS.....</b>	<b>68</b>
Practice Schedules, Gym Usage, Sports Photos, Uniform Rotation Purchase.....	69
Sports Uniform Rotation.....	69
Practice Schedule (Sample) .....	70

Enclosed within this Middle School Athletic Handbook you will find information from I.E.S.A. The documents include membership registration, eligibility, future standardized dates, athletic and officials contracts. Please refer to the I.E.S.A. website for information and dates pertaining to the **current year**.

Also, within this handbook you will see forms from the business office. Please check with the business office with any questions concerning orders, opening or closing revolving accounts, and other monetary responsibilities.

Many forms throughout the handbook concern events, communication, awards, and other items. These are suggestions on keeping track and organizing the athletic events throughout the year. You may find you want to develop a system that works best for you and your school.



## SCHEDULING EVENTS / WORKERS

When scheduling contests and officials, enter all information necessary to the task correctly. Rely on the *IESA Standardized 10 Year Calendar* that has week numbers included to help ensure you are scheduling the dates accurately. This process is referred to as “coinciding home/away dates”, which means you will always play a contest on a specific day of the IESA week calendar. Example: in 2019, girls’ softball Franklin vs. Roosevelt was played 8/17/19 at Franklin. In subsequent years, this game will always be played on a Wednesday and in IESA week number 5. When it is scheduled for the following years, home sites will be alternated but it will always be scheduled for the Wednesday of week 5. Please pay attention to the day and the week number. Please double and triple check to ensure that all data are correct before schedules are distributed to the coaches and public. Once dates are secured, it is vital that contracts are sent to your opponents and officials to double check data entries with all parties involved.

A game contract is created using the form that is available on the IESA website: [www.iesa.org](http://www.iesa.org) Fill in the necessary information, print two copies and sign both prior to sending to your opponent and officials. Request that one of the copies is sent back to you as confirmation of the event. You may hand write “RETURN” on the top of the contract.

You are responsible for securing game personnel to work home events including:

1. clock/timer
2. score keeper
3. ticket taker(s)
4. libero
5. security (optional depending on the nature of the contest and its location)

The above are paid positions that require the athletic director to complete a time sheet (to authorize payment). Do not pay game workers from the Athletic Revolving Account check book or the cash box from gate admissions. The employee name and ID number are required on each time sheet. Time sheets are blue, and the building secretary will assist you in securing them. Five dates should be entered before sending the time sheet to payroll. Fill in all entries on the time sheet and have the building administrator sign off on each home game time sheet next to the “total time” column. Use the following account codes for payment of game personnel:

- **GBB**            10- (your building #) -1560-0502-0-140
- **BB**             10- (your building #) -1560-0502-0-140
- **VB**             10- (your building #) -1520-0511-0-140

These are all accounts that will appear on your monthly district budget sheet and you will be able to track expenditures with the amount budgeted for each sport.

Create a home schedule document that shows who is working and what job will be performed. If you create an EVEN year home game database and an ODD year home game database, it will make things much easier, because

all you will have to do is change the date from year to year. The home game schedule will not change unless you add or delete opponents from the schedule. (*See examples*).

## **Volunteer Procedures**

Decatur Public Schools welcomes and appreciates volunteer community members and parents to assist in programs and events. Please review the procedures and policies before accepting a volunteer.

The following links are pertinent:

### **4:175 - Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications**

[http://policy.microscribepub.com/cgi-bin/om\\_isapi.dll?clientID=1141110772&advquery=Volunteers&depth=2&headingswithhits=on&hitsperheading=on&infobase=decatur\\_61.nfo&record={482}&softpage=PL\\_frame](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=1141110772&advquery=Volunteers&depth=2&headingswithhits=on&hitsperheading=on&infobase=decatur_61.nfo&record={482}&softpage=PL_frame)

### **6:250 - Community Resource Persons and Volunteers**

[http://policy.microscribepub.com/cgi-bin/om\\_isapi.dll?clientID=1141110772&advquery=Volunteers&depth=2&headingswithhits=on&hitsperheading=on&infobase=decatur\\_61.nfo&record={960}&softpage=PL\\_frame](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=1141110772&advquery=Volunteers&depth=2&headingswithhits=on&hitsperheading=on&infobase=decatur_61.nfo&record={960}&softpage=PL_frame)

A volunteer guideline document is located on DPS web. This document has a Volunteer Record Check form. Please read and share this information. Once the form is completed, make a copy for your records and send the original to Human Resources for district approval.

<http://dpsweb/Docs/District Forms/Community Engagement/DPS Volunteer Guidelines.docx>



# DECATUR PUBLIC SCHOOLS

## HOME GAME PERSONNEL ATHLETIC TIME SHEET

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Employee ID number

SPORT	ACCOUNT CODE	DATE	JOB DESCRIPTION	HOURLY RATE	TIME		TOTAL TIME
					FROM	TO	

If the employee is not a regular staff member and this is his/her first job with the District 61, we need for him/her to visit the Human Resources Department to complete employment information. They will not be paid until the paperwork is processed by Human Resources.

TO BE COMPLETED BY THE BUSINESS OFFICE:

Rate per hour \_\_\_\_\_ Total hours \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal

## Sportsmanship Creed

To be read prior to start of games

Good afternoon and welcome to Home School, the home of the Mascot. We would like to extend a special welcome to the parents/fans, players/coaches from Visiting School. Good luck to everyone this afternoon!

It is our expectation that all fans will conduct themselves, at all times, with a level of sportsmanship and respect that expresses positive support for your team. Swearing or negative comments directed toward the opposing team, coaching staffs or officials will result in an immediate invitation to leave our facility. Adults, please remember that you are the role models for our children and the athletes. Again, we are here to cheer FOR our teams, not AGAINST anyone. Thank you and enjoy the game.

Now for the starting line ups:

First, our visitors from Vising School

## **MAJOR MIDDLE SCHOOL ATHLETIC EVENTS**

Decatur School District has three major athletic events at the middle school level.

### **1. Cross Country City Meet – (scheduled on Tuesday of week 13)**

Items needed for this meet:

- starter
- timers
- finish line clerk
- meet coordinator

Items the coordinator will need to address:

- secure ribbons for meet
- set up the finish line chute
- secure a starter
- secure timers
- secure finish line clerk
- share meet results with teams that were involved and district public relations

**All district athletic directors are expected to attend this event and help with supervision/issues as they arise.**

### **2. Soccer Jamboree - (scheduled on Friday of week 15)**

Items needed for this event:

- officials secured (we use a three person rotation with our officials)
- send out Jamboree information sheet to all athletic directors /administration
- concession stand assignment
- scoreboard operator
- announcer
- traveling championship plaque
- work order for field markings
- field set up and tear down (corner flags, net stakes, game ball etc.)

**All district athletic directors are expected to attend this event and help with supervision/issues as they arise.**

**DECATUR MIDDLE SCHOOL  
SOCCER JAMBOREE:  
SAMPLE**

**Participants:** Soccer teams from Thomas Jefferson, Johns Hill, Garfield, Dennis and Stephen Decatur Middle School

**Date:** Friday, October 16, 2020

**Starting Time:** 3:00 PM

**Site:** Stephen Decatur Middle School

<b>Schedule:</b>	<b><u>Time</u></b>	<b><u>Teams</u></b>	<b><u>*Officials</u></b>
	<b>3:00</b>	Montessori vs. Johns Hill	TBD
	<b>3:25</b>	Dennis vs. SDMS	TBD
	<b>3:50</b>	Johns Hill vs. Dennis	TBD
	<b>4:15</b>	Montessori vs. SDMS	TBD
	<b>4:40</b>	SDMS vs. Johns Hill	TBD
	<b>5:05</b>	Dennis vs. Montessori	TBD

*\*Fans are encouraged to sit in the **bleachers** behind their teams, **not** down next to the playing surface or on the team benches.*

**Playing Time:** Each quarter (match) will be **20 minutes** in length.

*\*All **official game time** will be run by the officials on the field.*

A **traveling trophy**, brought by last year's champion, will be awarded to the winning school. *\*There will be no playoffs for ties in quarter play.* Should two schools have identical win-loss records, the school which defeated the other during their quarter match (head-to-head) shall be declared the winner. In the event of a tie (at this point), a "shoot-out" will be held to determine the winner. Each team will designate strikers and one goalie for the shoot-out; they will remain in those positions until a winner is determined.

**CONCESSIONS WILL BE PROVIDED BY SDMS BOOSTER CLUB.**

Official fees will be split amongst the participating schools.

*\*Since we will not be hiring **police** for this city event, please have a **Building Administrator** at each of your school's 20-minute games (in addition to the Athletic Director). \*A copy of this document is being e-mailed to each building Principal, so they know your team's schedule. Each Middle*

*School's Athletic Director should be in attendance for supervisory assistance, and any other issues that may arise for the duration of this event.*

**3. City Track Meet** – (scheduled on Thursday of week 42)

The largest of the three events- requires a lot of time to organize and many workers.

Items needed for this event:

- secure a starter
- secure facility and fill out the district facility usage form
- place a work order for shot put ring to be set and sector lines painted, also rake/turn over long jump pit
- set an athletic director organizational meeting to assign coverage of events
- prepare online entry process
- prepare event sheets for all running and field events
- order ribbons
- create school envelopes for boys' and girls' ribbons (7/8 grades)
- prepare hand scoring sheet
- secure a person for Electronic Scoring Sheets – from laptop
- secure score keeper
- secure ribbon stuffers
- secure PA announcer
- send meet results to all middle school athletic directors to forward to their coaches
- secure at least 8 timers
- secure at least two volunteers to assist athletic directors with field events
- secure a site for seed meeting evening prior to the City Meet
- charge and bring district middle school two-way radios
- send in purchase order for next year's ribbon order
- traveling plaques (8<sup>th</sup> boys/8<sup>th</sup> grade girls)

Materials needed for this event:

- 8 stop watches
- 3 Tape measures for field events
- 6 clipboards for events and clerks



## Order of Events

100 Hurdles 7th Grade Girls  
100 Hurdles 8th Grade Girls

110 Hurdles 7th Grade Boys  
110 Hurdles 8th Grade Boys

100 Meter Dash 7th Grade Girls  
100 Meter Dash 8th Grade Girls

1600 Meter Run 7th Grade Girls  
1600 Meter Run 8th Grade Girls

4 x 200 Relay 7th Grade Girls  
4 x 200 Relay 8th Grade Girls

4 x 100 Relay 7th Grade Girls  
4 x 100 Relay 8th Grade Girls

400 Meter Run 7th Grade Girls  
400 Meter Run 8th Grade Girls

200 Meter Dash 7th Grade Girls  
200 Meter Dash 8th Grade Girls

100 Meter Dash 7th Grade Boys  
100 Meter Dash 8th Grade Boys

1600 Meter Run 7th Grade Boys  
1600 Meter Run 8th Grade Boys

4 x 200 Relay 7th Grade Boys  
4 x 200 Relay 8th Grade Boys

4 x 100 Relay 7th Grade Boys  
4 x 100 Relay 8th Grade Boys

400 Meter Run 7th Grade Boys  
400 Meter Run 8th Grade Boys

200 Meter Dash 7th Grade Boys  
200 Meter Dash 8th Grade Boys

800 Meter Run 7th Grade Boys  
800 Meter Run 8th Grade Boys

4 x 400 Relay 7th Grade Boys  
4 x 400 Relay 8th Grade Boys

800 Meter Run 7th Grade Girls  
800 Meter Run 8th Grade Girls

4 x 400 Relay 7th Grade Girls  
4 x 400 Relay 8th Grade Girls

### **Scoring:**

**DUAL MEET 5-3-1 Relay 5**

**TRIANGULAR 5-3-2-1 Relay 5-3**

**QUADS 6-4-3-2-1 Relay 6-4-3-2**

**\*\*\* CITY MEET 8-6-4-2-1 Relay 8-6-4-2 (5 teams)**

**\*\*\* CITY MEET 10-8-6-4-2-1 Relay 10-8-6-4 (6 teams)**

Boys Field Events will run first while Girls are competing in the running events.  
Girls Field Events will follow the boys at the completion of the 8th Grade Girls 4 x 400 Relay

**Event** \_\_\_\_\_ **Date** \_\_\_\_\_

**Meet** \_\_\_\_\_ **High Jump Score Sheet**







## Ribbon Orders for Girls 7 & 8 Track

Description
1st place Girls City Cross Country Meet
2nd place Girls City Cross Country Meet
3rd place Girls City Cross Country Meet
4th place Girls City Cross Country Meet
5th place Girls City Cross Country Meet
6th place Girls City Cross Country Meet
1st place Boys City Cross Country Meet
2nd place Boys City Cross Country Meet
3rd place Boys City Cross Country Meet
4th place Boys City Cross Country Meet
5th place Boys City Cross Country Meet
6th place Boys City Cross Country Meet

Description	Description
7th Grade Girls 100 Meter Hurdles 1st - 6th Place	8th Grade Girls 100 Meter Hurdles 1st - 5th Place
7th Grade Girls 100 Meter Dash 1st - 6th Place	8th Grade Girls 100 Meter Dash 1st - 6th Place
7th Grade Girls 1600 Meter Run 1st & 3rd Place	8th Grade Girls 1600 Meter Run 1st - 2nd Place
7th Grade Girls 400 Meter Run 1st - 5th Place	8th Grade Girls 400 Meter Run 1st & 5th Place
7th Grade Girls 200 Meter Dash 1st - 6th Place	8th Grade Girls 200 Meter Dash 1st - 6th Place
7th Grade Girls 800 Meter Run 1st - 6th Place	8th Grade Girls 800 Meter Run 1st-2nd Place
7th Grade Girls Shot Put 1st - 6th Place	8th Grade Girls Shot Put 1st - 5th Place
7th Grade Girls High Jump 1st - 3rd & 6th Place	8th Grade Girls High Jump 1st - 2nd & 5th Place
7th Grade Girls Long Jump 1st - 6th Place	8th Grade Girls Long Jump 1st - 6th Place
7th Grade Girls 4 x 100 Meter Relay 1st Place	8th Grade Girls 4 x 100 Meter Relay 1st Place
7th Grade Girls 4 x 100 Meter Relay 2nd Place	8th Grade Girls 4 x 100 Meter Relay 2ndPlace

7th Grade Girls 4 x 100 Meter Relay 3rd Place	8th Grade Girls 4 x 100 Meter Relay 3rd Place
7th Grade Girls 4 x 100 Meter Relay 4th Place	8th Grade Girls 4 x 100 Meter Relay 4th Place
7th Grade Girls 4 x 200 Meter Relay 1st Place	8th Grade Girls 4 x 200 Meter Relay 1st Place
7th Grade Girls 4 x 200 Meter Relay 2nd Place	8th Grade Girls 4 x 200 Meter Relay 2nd Place
7th Grade Girls 4 x 400 Meter Relay 1st Place	8th Grade Girls 4 x 200 Meter Relay 3rd Place
7th Grade Girls 4 x 400 Meter Relay 2nd Place	8th Grade Girls 4 x 400 Meter Relay 1st Place
	8th Grade Girls 4 x 400 Meter Relay 2nd Place

- **Ribbons are not event nor date specific**
- **All ties receive the same place ribbon.**

### **Ribbon Orders for Boys 7 & 8 Track**

<b>Description</b>	<b>Description</b>
7th Grade Boys 110 Meter Hurdles 1st - 5th Place	8th Grade Boys 110 Meter Hurdles 1st - 6th Place
7th Grade Boys 100 Meter Dash 1st - 6th Place	8th Grade Boys 100 Meter Dash 1st - 6th Place
7th Grade Boys 1600 Meter Run 1st - 5th Place	8th Grade Boys 1600 Meter Run 1st - 4th Place
7th Grade Boys 400 Meter Run 1st - 5th Place	8th Grade Boys 400 Meter Run 1st - 6th Place
7th Grade Boys 200 Meter Dash 1st - 4th Place	8th Grade Boys 200 Meter Dash 1st - 6th Place
7th Grade Boys 800 Meter Run 1st - 6th Place	8th Grade Boys 800 Meter Run 1st - 3rd Place
7th Grade Boys Shot Put 1st - 6th Place	8th Grade Boys Shot Put 1st - 5th Place
7th Grade Boys High Jump 1st & 2nd Place	8th Grade Boys High Jump 1st - 5th Place
7th Grade Boys Long Jump 1st - 6th Place	8th Grade Boys Long Jump 1st - 6th Place

7th Grade Boys 4 x 100 Meter Relay 1st Place	8th Grade Boys 4 x 100 Meter Relay 1st Place
7th Grade Boys 4 x 100 Meter Relay 2nd Place	8th Grade Boys 4 x 100 Meter Relay 2nd Place
7th Grade Boys 4 x 100 Meter Relay 3rd Place	8th Grade Boys 4 x 100 Meter Relay 3rd Place
7th Grade Boys 4 x 200 Meter Relay 1st Place	8th Grade Boys 4 x 100 Meter Relay 4th Place
7th Grade Boys 4 x 200 Meter Relay 2nd Place	8th Grade Boys 4 x 200 Meter Relay 1st Place
7th Grade Boys 4 x 400 Meter Relay 1st Place	8th Grade Boys 4 x 200 Meter Relay 2nd Place
7th Grade Boys 4 x 400 Meter Relay 2nd Place	8th Grade Boys 4 x 200 Meter Relay 3rd Place
7th Grade Boys 4 x 400 Meter Relay 3rd Place	8th Grade Boys 4 x 400 Meter Relay 1st Place
	8th Grade Boys 4 x 400 Meter Relay 2nd Place
	8th Grade Boys 4 x 400 Meter Relay 3rd Place
	8th Grade Boys 4 x 400 Meter Relay 4th Place

## Team Scoring 7<sup>th</sup> Grade Girls

Points	10	8	6	4	2	1							
Event	1st	2nd	3rd	4th	5th	6th	JH	TJ	Dennis	SDMS	Hope	Gar	RC
100 Hurdles													
100 Meter Dash													
1600 Meter Run													
400 Meter Run													
200 Meter Run													
800 Meter Run													
4 x 200 Meter Relay													
4 x 100 Relay													
4 x 400 Meter Relay													
Long Jump													
Shot Put													
High Jump													
Totals: 7th Grade Girls							0	0	0	0	0	0	0

## Team Scoring 7<sup>th</sup> Grade Boys



Points	10	8	6	4	2	1							
Event	1st	2nd	3rd	4th	5th	6th	JH	TJ	Dennis	SDMS	Hope	Gar	RC
Long Jump													
Shot Put													
High Jump													
110 Hurdles													
100 Meter Dash													
1600 Meter Run													
400 Meter Run													
200 Meter Run													
800 Meter Run													
4 x 200 Meter Relay													
4 x 100 Relay													
4 x 400 Meter Relay													
<b>Total: 7th Gr Boys</b>							0	0	0	0	0	0	0

## Team Scoring 8<sup>th</sup> Grade Girls

Points	10	8	6	4	2	1							
Event	1st	2nd	3rd	4th	5th	6th	JH	TJ	Dennis	SDMS	Hope	Gar	RC
100 Hurdles													
100 Meter Dash													
1600 Meter Run													
400 Meter Run													
200 Meter Run													
800 Meter Run													
4 x 200 Meter Relay													
4 x 100 Relay													
4 x 400 Meter Relay													
Long Jump													
Shot Put													
High Jump													
Totals: 8th Grade Girls							0	0	0	0	0	0	0

## Team Scoring 8<sup>th</sup> Grade Boys

Points	10	8	6	4	2	1							
Event	1st	2nd	3rd	4th	5th	6th	JH	TJ	Dennis	SDMS	Hope	Gar	RC
Long Jump													
Shot Put													
High Jump													
110 Hurdles													
100 Meter Dash													
1600 Meter Run													
400 Meter Run													
200 Meter Run													
800 Meter Run													
4 x 200 Meter Relay													
4 x 100 Relay													
4 x 400 Meter Relay													
Totals: 8th Gr Boys							0	0	0	0	0	0	0

## TRANSPORTATION

You are required to secure transportation for all athletic teams to arrive at the opponent's host site. (No bus will be used for inner city games unless game times start prior to 6:00 p.m.) All bus trips must go through a request process that starts with the athletic director setting times/dates/destinations for all away events. This includes all post season tournaments. The district has a limited number of busses available for use after school. All bus requests must be turned in to the building secretary at the end of the school year for the next school year's bus requirements. A document has been included for review and use for future reference.

Be sure to include:

- sport
- date
- day
- destination
- pick up and return times
- number of riders
- account codes for sport (these are split by gender)
- When setting post season bus trips, include all information above and fill in TBA for destination. Be sure to include all possible dates that the team might play. It is always easier to cancel than to scramble and attempt to secure a bus at the last second.

After all busses have been requested for the next school year, double check the slips that are sent back to you to ensure all information is accurate. Call the bus company the day prior to a scheduled trip to confirm the bus. (Alltown: 217-855-0615)

In some cases, a bus is not necessary, and you can secure a district van for transportation of seven or fewer athletes, with the coach as the driver. This is a simple process if a bus is already secured. Contact the district transportation office (Keisha Holliday, 362-3026 ext. 012009) and ask to switch your original request of a bus to a van. This saves the district money and it frees up a bus for a larger group. *(See document included for specific directions of district van usage)*

Please be sure the coach has a copy of the District/Parent sign-out sheet prior to leaving the building for an event for parental release of students choosing not to ride district provided transportation back to their home school. Each parent/guardian must sign the sheet which provides they will be responsible for transporting the child home after the contest. No athlete may ride with anyone other than his or her own parent/guardian. In all other cases, the athlete must use district-provided transportation. Keisha Holliday, 362-3026 ext. 012009, is the contact person for all transportation issues.

## fieldtrip Quick Reference Guide ver. 3.02.68

The Electronic Field Trip (eFieldTrip) system is a Web-based program for computerizing your field trip transportation. It allows schools and district office personnel to request field trip bus transportation and allows transportation personnel to approve or deny such requests.

<https://dpseltweb.dps61.org/edulog/eFT/>

The login screen will appear. Enter your **username and password**.

You will be prompted with a launch pad providing you access to various features of the e-Field Trip program.

### Requesting a Bus

1. Click on **Create Request** button on the launch pad.
2. Under **Groups Serviced**, select the **Group Name** (The group responsible for paying the invoice), input account # to charge.
3. If splitting expenses with another group(s), enter the split percentage. Click the **OK** button.
4. **General Info**, insert accurate information for passengers, vehicle type and # of busses needed.
5. **Purpose**, UD label Num and UD label Char will be blank. P O # will be assigned automatically.
6. Under Trip Legs, click the **Destination** button. A default Origin was entered when you clicked the **Add** button (Step #2). If the Origin is incorrect, click "**Origin**" left of Origin name to select a different origin.
7. Check the boxes "**Bus Wait**" and "**Overnight**" as needed.
8. **Destination** , list will appear, scroll thru list or....
9. click in the field "Location Name," type the first 1 - 3 letters of this leg's destination and click the **Search** button, or scroll through the list to find the desired destination.
10. **Always scroll through all available options before making a selection.** Newer entries to the database may appear at or near the bottom of the list. You can resort the list by clicking the Header of the column.
11. When you find the appropriate destination, click to highlight it and click the **Select** button. Your selection will appear in the Destination box.
12. Select the **Depart Date** and **Depart Time**; The date and time to leave the origin of this Leg. If the trip is **NOT** an overnight trip, the **Arrive Date** will be the same as the Depart Date. Enter the approximate time the bus is to **Arrive** at the destination of this Leg.  
Example: If you are going across town to football game, do you want to arrive in time to see the first Kick Off? Of course! Then you need to guesstimate the time to leave home and the time you need to be in your seat.

13. Double check to see that you ordered # of **buses/vans** needed to transport all passengers.
14. Double check to see that you entered correct # of **Wheelchairs** that need to be transported, if needed.
15. Double check the # of **Adults** that need to be transported.
16. Double check # of students requiring **Spec Needs** (transportation needs such as harness/car seat, etc.)
17. Double check that you entered the correct # of **Students** (High School and/or Elementary) to be transported. **Do not include students who will be in the Special Needs count.**  
**Note:** Look at the total number of passengers as the bus Capacity needed.
18. To create subsequent trip legs, click the **Add** button and repeat steps 9 through 19 as appropriate.
19. Confirm all trip legs are displayed in Trip Legs of Destination Info. (and return trip info if applicable)  
If finished, click the **OK** button.
20. Enter any **Objectives** (optional). This can help others if reviewing or auditing trips at a later date. It also provides space to promote your trip for approval.
21. Under **Comments / Instructions**, enter any comments or special instructions. You may use this section to advise the driver to go to specific location (Flagpole) to pick up passengers, or advise of any transportation requirements for students with special needs, review Safety rules with passengers, etc..
22. Click on **"Save Request"** to return later and complete it or if you are going to be away from the computer or Field Trip program for a while. If the program times-out due to inactivity, the request will be lost & will have to be re-entered.
23. If finished, click on **"Submit Request"**
24. An email of the request will be sent to the appropriate person for approval.

Password is edul0g – you will need to use #0 and not letter o.

**ALLTOWN BUS COMPANY**  
**ON CALL LIST**  
**2020-2021**

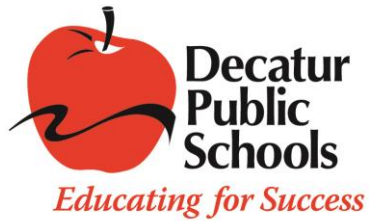
**OFFICE # 217-855-0615**

**After Hours #217-462-6524**

<u><b>Month</b></u>	<u><b>Name</b></u>
<b>August 2020</b>	<b>Kimmy Taylor</b>
<b>September 2020</b>	<b>Dianna Osborne</b>
<b>October 2020</b>	<b>Arlisa Snell</b>
<b>November 2020</b>	<b>Cara Francis</b>
<b>December 2020</b>	<b>Kathlena McKellar</b>
<b>January 2021</b>	<b>Cara Francis</b>
<b>February 2021</b>	<b>Arlisa Snell</b>
<b>March 2021</b>	<b>Diana Osborne</b>
<b>April 2021</b>	<b>Kathlena McKellar</b>
<b>May 2021</b>	<b>Kimmy Taylor</b>

**Please verify with DPS Transportation for current Alltown phone numbers.**

**SAMPLE**



## Parent Release Form

### Permission for transportation from event

I, \_\_\_\_\_ will be transporting the following students back to Decatur in order to participate in a **name of event/program.**

I give my child permission to ride home with \_\_\_\_\_

Student Name	Parent Signature

Please submit this form to **ATHLETIC DIRECTOR NAME** by **DATE NEEDED.**



# **Name of your School**

## **Athletic Bus Opt-Out Form**

Sport\_\_\_\_\_

Date\_\_\_\_\_

Location\_\_\_\_\_

Event\_\_\_\_\_

	<b>Student Name</b>	<b>Parent/Guardian Signature</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

## **AWARDS / CEREMONIES - @ School Discretion**

The middle school doesn't have a system for athletes to receive letters or patches like the high school program. Instead, certificates are issued and an annual awards night for the 8<sup>th</sup> grade athletes is held. With your building principal, schedule an evening where both of you are available to host a recognition night. Some buildings do this in conjunction with their annual awards night, while others plan a night specifically for athletics only. (This ceremony could replace the individual 8<sup>th</sup> grade nights that are held for the indoor sports. Your outdoor athletes and spring track athletes get left out when single indoor sport nights are held. It is rare that anyone ever does a ceremony outside for athletes.) Be sure to invite the parents of the athletes and allow the families sufficient notice to make plans to attend.

### **Options:**

1. family photos (5x7)
2. flowers
3. potluck dinner- families bring in a dish to share and the athletic director/principal purchase the meat
4. athlete introduction / certificate presentation ceremony
5. video presentation of the activities and athlete photos

Coordinate the event with other building activities and the building principal to ensure there are no conflicts for the athletes. The 8<sup>th</sup> grade coaches should attend so they can talk about the season and speak about each athlete on an individual basis. Some schools do a family photo prior to the start of the event, others have potluck dinners, and some provide flowers for the athlete. It is up to the athletic director and principal as to how you recognize sports and athletes. Coaches should be encouraged to hold a dinner, or gathering at the conclusion of the season. The dinner is in addition to the end of year 8<sup>th</sup> grade program.

The cost of the photos can be covered by one of your all sport supply accounts or your athletic director supply account. Get a quote from the photographer and then place a requisition with the building secretary and confirm which account will be used to cover the cost of the 5x7 photo. The photographer and athletic director must keep track of how many photos are taken and give that information to the building secretary to finalize the requisition at correct cost.

If you choose to do flowers instead of family photos, you can place the order with a local florist and write a check from the revolving account checkbook. Keep the printed receipt of the flower charge and turn it in with your expenditures at the end of the semester when you submit the end of year close out of finances.

**Microsoft**

presents

**Name of Recipient**

# sports award

in recognition of outstanding performance and contributions to the team.

**SAMPLE**

 **Organization**

Signature

Date

Signature

Date

## **8th Grade Recognition Night**

I am planning a recognition night for all 8th grade Fall/Winter/Spring athletes on Thursday, April XX, 20XX. The plan is to take a family photo in the gym and then move to the auditorium where each athlete will be introduced with the sport in which they participated. Please plan to be here by 5:15 PM so we can get all photos taken and start the ceremony promptly at X:XX PM.

**You will enter the North Café door to have your family photo taken in the gym. After the photo is taken, please proceed to the auditorium for the ceremony.**

If you are planning to attend, please take a moment to fill out the information below.

Student Athlete: \_\_\_\_\_

Sport(s) involved: \_\_\_\_\_

Parent / Guardian Names:  
\_\_\_\_\_

**Please return this sheet to Your Name by X-XX-XX!!**

Thanks,  
Your Name  
xxxxxxxxxx@dps61.org  
Athletic Office: 362-XXXX

Inter-State Studio & Publishing Co.

3500 Snyder Ave

Sedalia, MO 65302-1177

USA

Phone: (660) 826-1764

Fax: (660) 826-0029

## Invoice

# SAMPLE

Date	Page
May 18, 2015	1
Order Number	
QT0000028496	

Sold to:

JOHNS HILL MAGNET SCHOOL  
1025 E JOHNS STREET  
DECATUR, IL 62521  
US

Ship to:

JOHNS HILL MAGNET SCHOOL  
1025 E JOHNS STREET  
DECATUR, IL 62521  
US

REFERENCE	PO NUMBER	CUSTOMER NO.	SALESPERSON	ORDER DATE	SHIP VIA	TERMS
229 IL8412 GP	10152872	IL8412	229	May 18, 2015	UPS	PPD

QTY ORDERED	QTY SHIPPED	QTY B/O	ITEM NUMBER	DESCRIPTION	UNITY PRICE	UOM	EXTENDED PRICE
27	27	0	GP	8 <sup>th</sup> GRDE RECOGNITION NIGHT PHOTOS	7.00	EA	189.00
<div><b>SAMPLE</b> Accounting will need invoices to process payments</div>							
<b>Comments:</b> PAYMENT DUE UPON RECEIPT THANK YOU FOR YOUR BUSINESS!				<b>Tax Summary:</b>			
				STATE TAX	0.00	Less	0.00
				COUNTYTAX	0.00	Included Tax	0.00
				LCOUNTYTAX	0.00	Order	189.00
				CITYTAX	0.00	Discount	0.00
				LCITYTAX	0.00	Total order	189.00

## ACADEMIC ELIGIBILITY

The IESA requires that a weekly grade check is completed for every athlete who is on a competition athletic roster. This report must be completed on the same day of each week and athletes must be notified of any failing grade. The IESA determines eligibility considering all grades that are reported on the quarterly report card. The athlete must pass each class in which he or she is enrolled with a grade of D or better. If an athlete has a failing grade in any of his or her classes, the athlete is ineligible the next week and will continue to be ineligible until all failing grades have been raised to at least a D.

Some schools rely on the computer run sheet only to declare athletes ineligible. Other schools go a step beyond that and ask the teachers to turn in a hard copy of grades for all athletes. The latter method will allow the athletic director and coach to catch slipping grades before they become failing grades. Coaches may address grade issues with individual athletes who are showing signs of grade trouble in classes. In some cases, the coach will request a parent conference to help the student athlete improve his or her grades.

Most schools run grades the day before a week concludes, which in most weeks, is Thursday. Some weeks, however, are shorter due to in-service days and holidays. Those weeks' grades must be submitted the day before the week concludes. The element of eligibility that confuses athletes and their parents is that the measure is always a week behind the week of the contests. The athlete can be showing passing grades by the next Tuesday, but is still excluded from participation due to the failing grades that were recorded at the end of the prior week.

*Ex: Grades are turned in Thursday and show that a student athlete is failing a subject, but when the parent looks on Skyward on Friday afternoon, it shows as a passing grade. That athlete is still ineligible for any event the following week. The grade recorded on Thursday is final and cannot be changed at a later date.*

The cutoff day must be the same each week and reporting must be consistent.

Once the grades are turned in and the computer grade check run, print the weekly report and retain (in files) as proof of grades. Notify the athlete, coach, teachers and athletic administration. A report of ineligibility should be delivered to an ineligible athlete before he or she leaves the building on the last day of each week.

### 2.040 SCHOLASTIC STANDING

2.041 All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.

2.042 A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

2.045 For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.046 In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

## **ATHLETE INFORMATION DATABASE**

This database is used as a quick reference for the athletic director and coaches to track physical (medical examination) dates, birthdates, participation fee collection, and sport(s) participation during the school year. Every student athlete is expected to pay a participation fee of \$10.00 per sport prior to the first athletic contest. If a parent/guardian writes a check, it must be made out to District 61. Cash is also accepted, but the athletic director must write a receipt as proof of payment. The receipt also serves as a record for the recipient of the cash. Never accept cash without writing a receipt. Any cash received shall be deposited into the school's athletic account within twenty four hours of receipt.

Student Eligibility Checklist BY QUARTER							<b>SAMPLE</b> Develop a check list for each quarter		
Teacher Names									
6th Grade Team	10/22	10/30	11/6	11/13	11/19	11/25	12/4	12/11	12/18
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7/8 Team	10/22	10/30	11/6	11/13	11/19	11/25	12/4	12/11	12/18
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Specialists	10/22	10/30	11/6	11/13	11/19	11/25	12/4	12/11	12/18
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	NO	Yes	Yes	Yes	NO	Yes	Yes	NO	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Remove



## ELIGIBILITY NOTIFICATION TO STUDENT

To: (STUDENT NAME)

You are ineligible to participate in the following sport beginning **DATE**:

---

You are failing: **LIST COURSE(S)**

---

Teacher(s) Name: \_\_\_\_\_

Please check with your teacher and see what you need to do so that you can improve your grade. You have one week to bring your grade up to passing. If that does not happen, another week of ineligibility will occur.

### **WHILE YOU ARE INELIGIBLE:**

1. You do not quit the team.
2. You have one week to get your grade up to passing, and then you're eligible to play.
3. You do attend all practices. You are still on the team and they need you. Your part is to get your grades up!!
4. It would be a good idea for you to attend "Working Lunch" until you are eligible!!!
5. YOU DO NOT GO TO GAMES...Stay home and work on your academics!!

Your Name  
Athletic Director  
Your School

OPTIONAL

School Name Athletic Eligibility Report

Develop an Eligibility Report Each Quarter							
<b>Soccer</b>	<b>Gr.</b>	<b>9/11</b>	<b>9/18</b>	<b>9/25</b>	<b>10/2</b>	<b>10/9</b>	<b>10/16</b>
Student Name	6		<i>Lang 75 Sci 79</i>	<i>Lang 78</i>	<i>Lang 78</i>	<i>Lang 75 Sci 76</i>	Season Complete
Student Name	6	Lang 63	Lang 64	<i>Lang 70</i>	<i>Lang 72</i>	Lang 69	Season Complete
<b>Soccer</b>	<b>Gr.</b>	<b>9/11</b>	<b>9/18</b>	<b>9/25</b>	<b>10/2</b>	<b>10/9</b>	<b>10/16</b>
Student Name	7			<i>Lang 79</i>	<i>Lang 78</i>		Season Complete
Student Name	7				<i>Math C</i>	<i>Math C</i>	Season Complete
Student Name	8	Missing make-up work in Language	<i>Sci 79 Lang 71 SS 75</i>	<i>Lang 71</i>	<i>Sci 76 Lang 74</i>	<i>Sci 76 Lang 74</i>	Season Complete
Student Name	8		<i>Sci 78 SS 78</i>	<i>SS 78 C Math</i>	<i>SS 78 Math C Sci 75</i>	<i>Math C Sci 75 SS 79</i>	Season Complete
Student Name	8	<i>C Math</i>		D Math	D Math	D Math	Season Complete
Student Name	8	<i>C Math</i>	<i>Lang 74</i>	<i>C Math</i>	<i>C Math Sci 77</i>	D Math Sci 75	Season Complete
<b>Cross Country</b>	<b>Gr.</b>	<b>9/11</b>	<b>9/18</b>	<b>9/25</b>	<b>10/2</b>	<b>10/9</b>	<b>10/16</b>
Student Name	6						Season Complete
Student Name	6	<b>Lang 59</b> Span 68	<b>Lang 56</b> Span 70	Lang 61 Span 71	<b>Remove</b>	<b>from</b>	<b>roster</b>
Student Name	6	Flex 68 <i>Lang 73</i>	Flex 60 <i>Lang 73</i>	Flex 64 <i>Lang 71</i>	Lang 67 Flex 64	<b>Remove</b>	<b>from roster</b>
Student Name	7	<b>Remove</b>	<b>from</b>	<b>roster</b>	<b>Remove</b>	<b>from</b>	<b>roster</b>
Student Name	7						Season Complete
<b>Girls Basketball</b>	<b>Gr.</b>						
Student Name	7			<i>Lang 77</i>			<i>Math C</i>
Student Name	7						<i>Math C</i>
Student Name	8						<i>Math C</i>

## **I.E.S.A MEMBERSHIP**

Illinois is one of the few states that offers elementary/middle school athletic competitions and provides opportunities to compete at the state level to attain championships through post season tournaments. Through membership in IESA, athletic and academic teams are able to aspire to be state champions and more importantly, the children become better individuals through participation in these sports/activities.

IESA must have correct contact information for your school, so all information can be received, and deadlines met. Some buildings name the building principal as the contact person, while other buildings rely on the athletic director to ensure all information is received and dealt with in a timely manner (so that no deadline/entries are missed).

Each year you will be required to renew your school's membership in the IESA. This is a process that is completed online using the IESA website. [www.iesa.org](http://www.iesa.org). This website is your resource for accessing information regarding athletics. Your school has been assigned a login and password to enter the member center. You may need to contact the IESA to receive your password. The member center is the bright red tab at the top left section of the IESA homepage. *(See examples as to how to complete the renewal process and what accounting codes will be required from the district business office.)*

You are required to attend an annual divisional meeting that is conducted live on the IESA website. You will receive email reminders of such meetings and will sign up for a specific time and date that works with your calendar. This is a mandatory meeting you must attend annually to keep your program in good standing with the IESA. At the meeting, you will receive information regarding specific sports, rules and any changes that may have taken place in the last year. Failure to attend the meeting will result in probation and possible exclusion from the IESA.

The IESA website has all of the contact information for each of the IESA sport athletic administrators including phone number, fax number and individual email athletic address.

Their names/titles are as follows:

Steve Endsley – Executive Director

Nicole Schaeffbauer – Associate Executive Director

Chris Frasco – Assistant Executive Director

Leslie Albee – Assistant Executive Director

Each of these individuals is the contact person for specific activities. Check the website to see who your contact person is for each activity.



The IESA provides the leadership and framework to ensure safe, equitable opportunities for students who are enriched through participation in education-based interscholastic activities.

March 2015

**SAMPLE**

**TO: ALL IESA MEMBER SCHOOLS PRINCIPALS. UPDATE 3/30**

Enclosed are instructions for on-line membership and activity renewal for the 2015-2016 school year. Please use these instructions as you renew on-line through the “Member Center Login” at [www.iesa.org](http://www.iesa.org). You will need to use your school password to complete the renewal process. Fees for athletics have changed to \$55.00 for 2015-2016, including the activities of softball, baseball, cross country, basketball, volleyball, wrestling and track.

Each member school should create their invoice on-line to be forwarded to the IESA, along with their school check. Entries must be postmarked by the appropriate deadlines. Membership renewal dues of \$75.00 have a deadline of **June 8, 2015**. Late renewals are \$150.00. You are reminded that **June 8, 2015** is the entry deadline for boys and girls golf, boys baseball, girls softball, boys and girls cross-country, girls basketball, and boys basketball entries. The deadline for scholastic bowl, girls volleyball, boys wrestling, and track and field is **October 5, 2015**. A school entering an activity for the first time will pay regular fees regardless of when they enter the activity. No school will be allowed to enter the state series after the final deadline for each activity. The following general guidelines also apply:

- **“Feeder”** schools pay only membership to the IESA. Registration should be done using the password for the Feeder school. (Example: Heyworth JHS pays membership and activities; Heyworth ES pays membership only)
- **Coop** schools must each pay the fee for the appropriate activity. Example: School A and School B coop in baseball – each must register on-line and pay fees for baseball.

During the registration renewal process, you will be asked several questions prior to reaching the entry page. The survey questions **must be answered** in order for you to proceed to the entry page:

- Please provide information regarding any activity participation fees your school may charge.
- Please provide activity participation statistics. You will be asked to indicate the total number of students in grades 5-8 who participate in each interscholastic sport your school sponsors. This should include those sports in which you do and do not participate in the IESA state series.

We will be collecting information regarding member school athletic facilities during the course of the year. Please look for a link to this survey in the Member Center to appear at a later date.

I urge you to return your entries by the appropriate deadlines to ensure your students have the opportunity to participate and no double fees are assessed. If you know you are leaving your present position, please make sure your school has renewed its membership and returned all of the paperwork prior to your leaving.

Respectfully,

Steve Endsley  
Executive Director

# INSTRUCTIONS FOR MEMBER CENTER AND ON-LINE REGISTRATION. UPDATE 3/20

**SAMPLE**

**MEMBER CENTER: IESA member school administrators may use this area of our website to:**

- Create invoices for dues and activities
- Update school information - contact person, personnel, etc.
- Submit host interest for regionals and sectionals

In all IESA information, schools are listed by city, then school. Ex. Normal Kingsley, Peoria Hollis

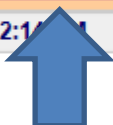
## RT THE RENEWAL PROCESS:

- A. Go to the IESA homepage at [www.iesa.org](http://www.iesa.org)
- B. Click on the red "Member Center Login" button located at the top of the page.
- C. Select your school name (city first) and enter the school administrative password for your school (Athletic password will not access registration.)
- D. Click on the "Registration and Entry Center Logins" link located above the Activity Tracker.

[Activity Tracker](#) - [Registration & Entry Center Logins](#) - [Information](#) - [Email Center](#) - [Officials Search](#)

Your user session will expire @ 8:32:11

[REGISTER FOR IESA TEXT ALERTS](#)



- E. Click on the appropriate link for [2015-2016](#). Options include:
  - Membership Dues only
  - Athletics/Scholastic (includes Membership Dues)
  - Music and Speech are available at a later date.
  - Golf
  - Cheer
  - Chess
  - Bowling

Membership Dues & Activity Registration	
<b>Membership renewed on 5/15/2014</b>	
Pay Membership Dues ONLY	<a href="#">2015-2016</a> - NEXT YEAR
<p>If you want to <i>pay DUES ONLY</i> now and <i>register for activities later</i>, please use the link above.</p> <p style="margin: 10px 0;">-OR-</p> <p><b>COMBINE DUES AND ACTIVITY REGISTRATION</b> by using links below. <i>Dues will only be added to your first registration of the year.</i></p>	
Indicate Your Emerging Activities	<a href="#">2015-2016</a>
Athletics and Scholastic Bowl	<a href="#">2014-2015</a> <a href="#">2015-2016</a> - NEXT YEAR
State Golf Tournament	<a href="#">2015-2016</a> - NEXT YEAR
State Cheer Competition	<a href="#">2015-2016</a> - NEXT YEAR
State Chess Competition	<a href="#">2015-2016</a> - NEXT YEAR
State Bowling Competition	<a href="#">2015-2016</a> - NEXT YEAR
-Music Registration is currently unavailable.	
-Speech Registration is currently unavailable.	

Click here to include activities with membership.



- F. Complete the survey questions presented and click "Submit Survey". All survey portions must be completed to proceed.

Boys Sports		Girls Sports	
Boys Baseball	<input type="text" value="0"/>	Girls Field Hockey	<input type="text" value="0"/>
Boys Basketball	<input type="text" value="0"/>	Girls Basketball	<input type="text" value="0"/>
Boys Bowling	<input type="text" value="0"/>	Girls Bowling	<input type="text" value="0"/>
Boys Cross-Country	<input type="text" value="0"/>	Girls Cross-Country	<input type="text" value="0"/>
Boys Golf	<input type="text" value="0"/>	Girls Golf	<input type="text" value="0"/>
Boys Football	<input type="text" value="0"/>	Girls Football	<input type="text" value="0"/>
Boys Soccer	<input type="text" value="0"/>	Girls Soccer	<input type="text" value="0"/>
Boys Softball	<input type="text" value="0"/>	Girls Softball	<input type="text" value="0"/>
Boys Swimming	<input type="text" value="0"/>	Girls Swimming	<input type="text" value="0"/>
Boys Track	<input type="text" value="0"/>	Girls Track	<input type="text" value="0"/>
Boys Volleyball	<input type="text" value="0"/>	Girls Volleyball	<input type="text" value="0"/>
Boys Wrestling	<input type="text" value="0"/>	Girls Wrestling	<input type="text" value="0"/>

Submit Survey

For the participation survey, you must include a number for at least one activity, whether or not your school participates in any of the listed activities with

- G. Click on the "Register" box for the appropriate activities to add them to your list for payment. Activities listed in "red" indicate your school's participation last year.

Athletic and Scholastic Bowl Registration - Step #1			
INSTRUCTIONS 1. Check appropriate boxes in "Register" column			
2. Proceed to Step #2			
Activities you participated in last year are displayed in RED			
Activity	Postmarked Entry Date and Fees	Final Postmarked Entry Date and Fees	Register
2015 Girls Softball	To 6/8/2015 \$55.00	6/18/2015 to 8/14/2015 \$55.00 - Double Fees waived	<input type="checkbox"/>
2015 Boys Baseball	To 6/8/2015 \$55.00	6/18/2015 to 8/14/2015 \$55.00 - Double Fees waived	<input type="checkbox"/>
2015 Boys Cross-Country	To 6/8/2015 \$55.00	6/18/2015 to 8/26/2015 \$55.00 - Double Fees waived	<input type="checkbox"/>
2015 Girls Cross-Country	To 6/8/2015 \$55.00	6/18/2015 to 8/26/2015 \$55.00 - Double Fees waived	<input type="checkbox"/>
2015 Girls 7th Grade Basketball	To 6/8/2015 \$55.00	6/18/2015 to 9/28/2015 \$55.00 - Double Fees waived	<input checked="" type="checkbox"/>
2015 Girls 8th Grade Basketball	To 6/8/2015 \$55.00	6/18/2015 to 9/28/2015 \$55.00 - Double Fees waived	<input checked="" type="checkbox"/>
2016 Boys 7th Grade Basketball	To 6/8/2015 \$55.00	6/18/2015 to 11/6/2015 \$55.00 - Double Fees waived	<input checked="" type="checkbox"/>
2016 Boys 8th Grade Basketball	To 6/8/2015 \$55.00	6/18/2015 to 11/6/2015 \$55.00 - Double Fees waived	<input checked="" type="checkbox"/>
2016 Boys Wrestling	To 10/5/2015 \$55.00	10/15/2015 to 12/18/2015 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Girls 7th Grade Volleyball	To 10/5/2015 \$55.00	10/15/2015 to 1/20/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Girls 8th Grade Volleyball	To 10/5/2015 \$55.00	10/15/2015 to 1/20/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Boys 7th Grade Track & Field	To 10/5/2015 \$55.00	10/15/2015 to 3/18/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Boys 8th Grade Track & Field	To 10/5/2015 \$55.00	10/15/2015 to 3/18/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Girls 7th Grade Track & Field	To 10/5/2015 \$55.00	10/15/2015 to 3/18/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Girls 8th Grade Track & Field	To 10/5/2015 \$55.00	10/15/2015 to 3/18/2016 \$55.00 - Double Fees waived	<input type="checkbox"/>
2016 Scholastic Bowl	To 10/5/2015 \$65.00	10/15/2015 to 2/29/2016 \$65.00 - Double Fees waived	<input type="checkbox"/>

• Entries submitted during the Final Entry Period incur a double entry fee.  
 • Double entry fees are waived for schools participating in an activity for the first time.  
 • No waivers will be granted for any late entries.

Proceed to Step #2



- H. Complete all the remaining levels of the registration process, clicking “Proceed...” as steps are completed. Update all school information, including principal for the coming year, etc. It is extremely important that principal and coach information are submitted and updated regularly. Continue to next step.
- I. A registration summary will be provided to check all entries for your school. All coach information, submitter name, email, and school password must all be provided to proceed. After review, proceed to “Final Invoice”.

#### Athletics & Scholastic Bowl Registration - Step #2

- National Federation rule book will be sent to each school for each activity entered.
- No waivers will be granted for any late entries.

Activity	Director	Email	Phone			
7th Girls Basketball Coach	Mary Jones	jones.mary@cmail.com	xxx	xxx	xxxx	EXT
8th Girls Basketball Coach	Mary Jones	jones.mary@cmail.com	xxx	xxx	xxxx	EXT
7th Boys Basketball Coach	Barry Smith	smith.barry@cmail.com	xxx	xxx	xxxx	EXT
8th Boys Basketball Coach	Barry Smith	smith.barry@cmail.com	xxx	xxx	xxxx	EXT

Activity	Fee	
2015 Basketball, 7th Girls	\$55.00	Remove
2015 Basketball, 8th Girls	\$55.00	Remove
2016 Basketball, 7th Boys	\$55.00	Remove
2016 Basketball, 8th Boys	\$55.00	Remove
<b>TOTAL FEES</b>	<b>\$220.00</b>	<a href="#">Change Entries</a>

**Checks must be postmarked by June 8, 2015.**

Your Name	<input type="text" value="Sammy Johnson"/>	Enter your name as submitter.
Your Email	<input type="text" value="johnson.sam@cmail.com"/>	Send email confirmation of this submission to this email address.
Confirm Email	<input type="text" value="johnson.sam@cmail.com"/>	Type email address again to confirm accuracy.
School Password	<input type="password" value="••••••••"/>	Enter your school password as administrator signature.

**NOTE:** Submitting this form with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance with the by-laws of the IESA.

[Proceed to Final Invoice](#)

All fields here must be filled in to proceed to final invoice and may be updated later through the Entry Center.

- J. An **invoice** will be generated at the final page of the process and a confirmation email will be sent to the email address you provided during the registration process.
- K. **Submit the invoice** to your bookkeeper/business manager to forward with a check for total amount shown.
- L. *Only school-issued checks will be accepted.* Please do not send personal checks or purchase orders. **Observe all deadlines to avoid late charges. PAYMENT MUST BE POSTMARKED BY THE DEADLINES TO AVOID LATE CHARGES.**

#### GENERAL REGISTRATION GUIDELINES:

- A. **“Feeder”** schools pay only membership to the IESA. Registration should be done using the password for the Feeder school.
- B. **Coop** schools must each pay the fee for the appropriate activity. Example: School A and School B coop in baseball – each must register on-line and pay fees for baseball.
- C. **Submitting registration forms with your school password denotes that your Board of Education has authorized your membership in the IESA, and that you are in compliance with the by-laws of the IESA.**

ATHLETIC ACCOUNTS FOR IESA RENEWAL		<b>SAMPLE</b>
Activity	Account #	Fee
2015 Boys A/AA Cross Country	10-XX-1563-0503-0640	\$55.00
2015 Girls A/AA Cross Country	10-XX-1523-0503-0-640	\$55.00
2015 8A/8AA Girls Basketball	10-XX-1523-0502-0-640	\$55.00
2015 7A/7AA Girls Basketball	10-XX-1523-0502-0-640	\$55.00
2015-16 8A/8AA Boys Basketball	10-XX-1563-0502-0-640	\$55.00
2015-16 7A/7AA Boys Basketball	10-XX-1563-0502-0-640	\$55.00
2016 8A/8AA Volleyball	10-XX-1523-0511-0-640	\$55.00
2016 7A/7AA Volleyball	10-XX-1523-0511-0-640	\$55.00
2016 8A/8AA Boys Track	10-XX-1563-0507-0-640	\$55.00
2016 7A/7AA Boys Track	10-XX-1563-0507-0-640	\$55.00
2016 8A/8AA Girls Track	10-XX-1523-0507-0-640	\$55.00
2016 7A/7AA Girls Track	10-XX-1523-0507-0-640	\$55.00
2015-16 Membership Dues	10-XX-2410-0042-0-640	\$75.00
<b>Total Fees &amp; Membership Dues:</b>		<b>\$735.00</b>





# Athletes



## YOU ARE ELIGIBLE FOR 2019-20 ATHLETICS:

1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.

2. If your birthday is on or after:

September 15, 2003 for Boys and Girls Golf  
September 29, 2003 for Girls Softball  
October 6, 2003 for Boys Baseball  
October 20, 2003 for Boys and Girls Cross-Country  
December 13, 2004 for 7th Grade Girls Basketball  
December 20, 2003 for 8th Grade Girls Basketball  
December 20, 2003 for 8th Grade Girls Basketball  
February 14, 2005 for 7th Grade Boys Basketball  
February 21, 2004 for 8th Grade Boys Basketball  
March 1, 2004 for Chess

March 15, 2004 for Boys Wrestling  
March 15, 2005 for 7th Grade Girls Volleyball  
March 22, 2004 for 8th Grade Girls Volleyball  
April 26, 2004 for Boys and Girls Bowling  
May 9, 2004 for Scholastic Bowl  
May 17, 2005 for 7A Boys and 7A Girls Track and Field  
May 17, 2004 for 8A Boys and 8A Girls Track and Field  
May 24, 2005 for 7AA Boys and 7AA Girls Track and Field  
May 24, 2004 for 8AA Boys and 8AA Girls Track and Field

3. If you try out only for those activities for which you are eligible by age.

4. If you have provided your principal with a birth certificate or hospital record. A baptismal record is not acceptable.

5. If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.

6. If you are doing passing work in all of your school subjects.

7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.

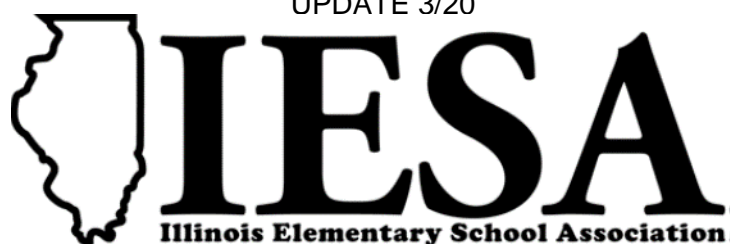
8. If you transfer, you become eligible on the 11th day of attendance at your new school provided you have met all other eligibility requirements and your new school will allow you to participate after the season has started.

9. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

NOTE: IESA By Laws are published in the official handbook. Your principal should be contacted to check with the Executive Director on any questions you may have concerning your eligibility.

There are minor exceptions to the above regulations, which may need further clarification.

(PLEASE POST ON BULLETIN BOARD)


**SAMPLE**

## Activity Limitations: Season, Team and Individual

**NOTE:** Should a student exceed the individual limitations, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

### **Boys and Girls Basketball Limitations**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline.

*Team:* May not participate in more than 22 games in a season exclusive of state series.

*Individual:* Students shall be limited to a maximum of eight (8) quarters per day in regular season contests and tournaments; maximum of 132 quarters in any one season, exclusive of the IESA tournament series. Students may participate in either or both grade levels of the IESA state tournaments for which they are qualified. Eighth graders are never permitted to play on seventh grade teams.

### **Boys Baseball Limitations**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline. No maximum.

*Pitching:* May not pitch more than seven innings in any one-day and nine innings on two consecutive days. If more than four innings are pitched on two consecutive days, two days of rest must follow. Maximum total number of innings in a calendar week (Sunday-Saturday) is sixteen. As soon as a pitcher delivers one pitch, the pitcher has pitched one inning. A starting pitcher withdrawn from the mound may return once in the game to the pitching position. A relief pitcher may not return to the mound once withdrawn.

### **Girls Softball Limitations**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline. No maximum.

### **Scholastic Bowl Limitations**

*Season:* Participated in at least three (3) interscholastic contests (using IESA scholastic bowl rules) prior to the online roster and record deadline. No maximum.

### **Boys and Girls Cross Country Limitations**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline. No maximum.

### **Cheerleading Competition Limitations**

*Rule:* Basket tosses and double full twisting dismounts are prohibited.

### **Boys Wrestling**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline.

*Team:* May not compete in more than 15 dates and 1 tournament; or 14 dates and 2 tournaments; or 13 dates and 3 tournaments; or 12 dates and 4 tournaments; or 11 dates and 5 tournaments. Date: two or three teams competing in a non-bracketed format. Tournament: opponents are determined through a bracketed format. A team is limited to a maximum of 25 regular season matches, exclusive of all regular season tournaments.

*Individual:* Maximum of five matches per day, with a minimum rest period of 45 minutes between each match and a maximum of 37 matches per season. Should a student exceed the limitations, the coach shall be ineligible for the next two contests. All wrestlers shall weigh-in before every contest and are limited to the maximum weight in each weight class without any extra allowance.

### **Girls Volleyball**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline.

*Team:* May not participate in more than 22 matches in a season. Any combination of matches and tournaments will be allowed as long as the total number of matches played prior to the start of regional play does not exceed 22. No team shall participate in more than four matches in one day in all tournament play.

*Individual:* Limited to a maximum of six (6) sets per day for regular season play and four matches per day in tournament play. Limited to a maximum of 110 sets in any one season, exclusive of the IESA tournament series. Students may participate in either or both grade levels of the IESA state tournaments for which they are qualified. Eighth graders are never permitted to play on seventh grade teams.

### **Boys and Girls Track and Field**

*Season:* Participated in at least three (3) interscholastic contests prior to the online roster and record deadline. No maximum.

*Individual:* Maximum of four (4) events per meet. Students may only be listed for two relays. If a student is listed for two relays, one of the relays must be the 4 x 400. No student may participate in both the 4 x 100 relay and the 4 x 200 relay. Relay teams may have five students listed. Any four of the five runners listed may run at either the sectional or state level of competition. Students are limited to participation in only one-track division (7<sup>th</sup> grade or 8<sup>th</sup> grade) per meet with the exception of relays. Students in grades 5-7 competing at the 7<sup>th</sup> grade level of competition may compete in one relay at the 7<sup>th</sup> grade level and one relay at the 8<sup>th</sup> grade level; or two relays at the 7<sup>th</sup> grade level; or two relays at the 8<sup>th</sup> grade level, which also applies to grades 5-7 competing at 8<sup>th</sup> grade level. Students in eighth grade may only compete at the 8<sup>th</sup> grade level.

## FINANCES

### Pay Rate for Officials/Referees

	2019-2020 Rate (Current)	2020-2021 Rate (Proposed)
Baseball	\$80	\$90
Boys Basketball	\$55	\$65
Girls Basketball	\$55	\$65
Soccer	\$45	\$55
Soccer Jamboree	\$45	\$55
Softball	\$80	\$90
Volleyball	\$50	\$65

The financial aspect of your job is important. You will be handling the district's money and receiving money from parents for participation fees. Your records need to accurately reflect all of your deposits and expenses. You oversee all athletic budget lines and you are responsible for the Athletic Director's Revolving Checking Account. Mishandling of funds will result in your dismissal. Keep accurate records of all expenditures/deposits and all checks that are written.

The district business office is your resource for all questions/concerns regarding district funds. Todd Covault is the Chief Operational Officer for the district, and he has several assistants:

**Lisa Jones** –revolving account questions and semester replenishments.

**Michelle Dixson** –deposits and account numbers.

**Lisa Jones** –district budget lines and monthly reports.

**Joanie Watson**–purchasing/ordering

**Jennifer Sommer** –officials' records of payments and IRS information.

Each start of the school year will require opening an Athletic Director's Revolving Checkbook Account. The building secretary will assist you in completing this task. The district allots \$2500 as a start-up balance for the first semester for the following buildings: Johns Hill, Hope, Decatur Montessori, Dennis, and (American Dreamers). Stephen Decatur and Thomas Jefferson will receive \$3500. \$2500 will be used as a start-up for Dennis, Garfield, and Hope. *(See the documents included in this binder to help you with opening your account. Reimbursement forms, activity account numbers)*

If you are new to the athletic director job, take necessary steps to become a signer on the Athletic Revolving Account. Send a copy of your driver's license and provide your SSN to Lisa Jones at the Keil Building or fax it to 424-3263. Please call Lisa Jones at 362-3022 with your SSN. Please don't send your SSN through email. If you can't make a legible copy of your driver's license, do so at the Keil Building between the hours of 7:30 a.m. and 4:00 p.m.

Once the bank receives the necessary information, it will send the Business Office signature documents for you to sign. You must sign them at the Keil Building. A journal entry will be entered into Infinite Visions by the building secretary to open your Athletic Account. Enter the amounts listed above as the start-up entry for the building.

Your Revolving Checkbook Account will be the resource you will use to pay for the following expenses:

- officials / referees / umpires
- tournament entry
- state meal money
- flowers/pictures for recognition night

You must keep an accurate database. *(See attached document for an example)*

A receipt or proof of purchase is needed for any check that is written from the Revolving Account. The cancelled checks will serve as proof of payments to officials and for all other checks, you must have a receipt of payment. When flowers are purchased at a local florist, the florist will provide a printed receipt, for example. Keep this receipt in your checkbook folder and turn it in at the end of the semester with your replenishment request.

State tournament meal money is handled differently. Meal money is allocated for all state qualifiers and coach(es). Write a check for the total amount of the meal expense to your coach. He/she will cash it and determine the correct individual dollar amounts to distribute to the athletes. You will need to supply your coach with a signature sign off sheet that will serve as a copy of receipt for the expense. Be sure to print two copies of the sheet, one for your records and one to be turned in with the replenishment request. The coach will return both signed copies to you after the state competition is completed. *(See attached document as an example of what can be used)*

You will be required to complete a Replenishment Request at the end of each semester and the close of the school year. This report will verify all expenses with the correct account codes for each of the expenditures. *(See document labeled "Revolving Account" in this binder as a guide for your use. You will also find the request to replenish.)*

Athletic budget lines are another of your oversight responsibilities. *(A document is included in this section to show you which accounts may be used for purchasing equipment and supplies.)* All orders must go through the building secretary who will make an entry in the requisition for purchase. The purchasing department will receive all requests and solicit bids to ensure that we get the best possible price on orders. Be sure to monitor your monthly budget sheets to check all expenditures and any encumbrances. (Expenditures have already been paid; encumbrances are orders placed that haven't been paid for.) Be sure to include the encumbrances as money spent. The account balance will show more money than is available to spend if you don't include the encumbrance line. The district has allocated an amount for your athletic program that is broken into specific line items. You are expected to stay within your budget. You are responsible for substitutes and part time salaries, all purchased services, supplies, capital equipment, non-capital equipment and dues/fees portion of your budget. Currently, that amount is \$7,020. Do not overspend the total of these accounts. Charge expenses to the appropriate sport and object. You may overspend one line and underspend on another line as long as you don't exceed the total budget. If you have an all sports line, treat this as a contingency line. The all sports allocation is part of your budget allocation, but expenses must be charged to the appropriate sport and object. The business office will enter the coaches' salaries and benefits. Kay Geskey is the contact person.

Home game deposits include all gate receipts received for home game contests. The district has specific guidelines to follow when making deposits of gate receipts. The ticket taker will keep a record of attendance to the game by marking a tally sheet to record the number of paid athletic admissions. You and the ticket taker will count the money received and sign off the amount on the tally sheet. Fill out a deposit slip that records the amount of money received and deposit code for the sport that was played. Michelle Dixson is the contact person. *(See this section for examples of both documents mentioned)*

Use the following codes for deposits:

- GBB 10-(building #)-1712-0502-0-001
- BB 10-(building #)-1711-0502-0-001
- VB 10-(building #)-1711-0511-0-001

Once you have completed the deposit slip, the principal must sign off on the deposit slip to ensure the dollar amount is correct. He/she will also sign off on the hourly time sheet to record number of hours worked by each person for each home game. Deliver the deposit bag to the principal so he/she can secure it in a locked location before it is sent to the business office for deposit.

**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**OPEN ATHLETIC REVOLVING FUND ACCOUNT FOR 2018-2019**

Please complete this form and send to Lisa Jones - Keil Building  
A Journal Entry Spreadsheet will need to be completed in to request these funds  
Attach a copy of this completed form to the Journal Entry Spreadsheet requisition

**SCHOOL  
NAME:**

**PLEASE OPEN THE ATHLETIC REVOLVING FUND FOR THE ABOVE-MENTIONED SCHOOL**

**OPENING AMOUNT OF**

Please send the check to the Athletic Director at the above mentioned school

\_\_\_\_\_  
PRINT ATHLETIC DIRECTOR'S  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ATHLETIC DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE

Business Office Use:

A Deposit of:

\$

Into Account

Date:

By:

**SAMPLE**

# Journal Entry

Journal entry template is located in iVisions

Date	Memo	Reference	Bank Account
4/24/15		School Name	
Account Number	Description	Debit	Credit
10-XX-0000-0000-0-911	Open Athletic Revolving Fund	2000.00	0
10-XX-0000-0000-0-910	Sport or Name of Person/Event Paid (money spent)		2000.00

Send this with the Request to Open and the Replenishment Request to Lisa Jones – Business Office



**DECATUR PUBLIC SCHOOL DISTRICT #61**  
**REPLENISH ATHLETIC REVOLVING FUND ACCOUNT FOR**  
**2020-2021**

Please complete this form and send to Lisa Jones - Keil Building  
A Journal Entry Spreadsheet will need to be completed to request these funds  
Attach a copy of this completed form to the Journal Entry Spreadsheet

**SCHOOL NAME:**

**PLEASE REPLENISH THE ATHLETIC REVOLVING FUND FOR THE ABOVE-MENTIONED SCHOOL**

**2ND SEMESTER  
REPLENISHMENT AMOUNT**

Please send the check to the Athletic Director at the above mentioned school

---

PRINT ATHLETIC DIRECTOR'S NAME

---

DATE

---

ATHLETIC DIRECTOR SIGNATURE

---

DATE

---

PRINCIPAL SIGNATURE

---

DATE

Please submit an expenditure sheet showing payments for officials and all items paid out of this account, and a journal entry. This is the total for the 1st semester expenses only.

The replenishment amount and the 1st semester amount paid out should equal the total amount requested at the beginning of the school year.

Business Office Use:

A Deposit of:

\$

Into Account

Date:

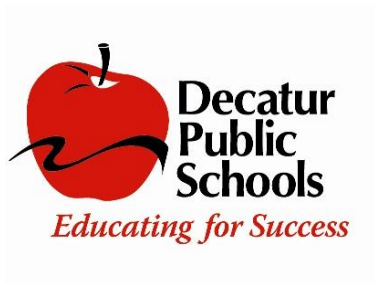
By:

**SAMPLE**

School Name								
Athletic Director's Revolving Account								
Athletic Director's Name								
Send a copy of this information to Jennifer Sommer in the Business Office								
Check #	Amount	Date	Official's Name	SS #	Sport	Account Code	Voided Checks	Reconciled Checks
4661	45.00	9/17/15			Soccer	10.XX.1560.5014.0.319		X
4662	45.00	9/17/15			Soccer	10.XX.1560.5014.0.319		X
4663	55.00	10/9/15			GBB	10.XX.1520.0502.0.319		X
4665	55.00	10/9/15			GBB	10.XX.1520.0502.0.319		X
4666	45.00	10/10/15			Soccer	10.XX.1560.5014.0.319		X
4667	45.00	10/10/15			Soccer	10.XX.1560.5014.0.319		X
4668	55.00	10/15/15/			GBB	10.XX.1520.0502.0.319		X
4669	55.00	10/15/15			GBB	10.XX.1520.0502.0.319		X
4670	45.00	10/15/15			Soccer	10.XX.1560.0514.0.319	X	X
4671	50.00	10/16/15			GBB	10.XX.1520.0502.0.319		X
4672	55.00	10/16/15			GBB	10.XX.1520.0502.0.319		X
4673	55.00	10/17/15			BB	10.XX.1520.0502.0.319		X
4674	55.00	10/17/15			BB	10.XX.1520.0502.0.319		X

## Outstanding Checks:

Check#	Official's Name	Date Issued	Sport	Amount
#4680	Scott Hood	11/24/14	BB	\$55.00
#4681	Bryan Green	11/24/14	BB	\$55.00
#4682	Scott Hood	12/1/14	BB	\$55.00
#4683	Bryan Green	12/1/14	BB	\$55.00
#4684	Doug Hartwig	12-9-14	BB	\$55.00
#4685	John Fitzgerald	12-9-14	BB	\$55.00
#4686	Ron Wilhelm	12-16-14	BB	\$55.00
#4687	Randy Thacker	12-16-14	BB	\$55.00
#4690	LSA	10/21/14	BB Tourn	\$75.00
#4692	Skywalker Int.	12/9/14	BB Tourn	\$100.00
Total of outstanding checks				\$615.00



Lisa Jones  
Claims Supervisor  
Decatur Public School District 61  
101 West Cerro Gordo ~ Decatur, IL 62523  
Phone 012014~ Fax 217-424-3263

---

---

To:

Date: 6/17/2020

Subject: Closing Athletic Revolving Funds

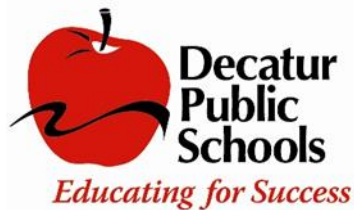
---

As indicated in the Closing the Schools Bulletin all athletic revolving funds must be closed prior to June 30, 2018. The following items should be sent to Lisa Jones, **no later than Tuesday, May 26, 2020**, to close the revolving fund and to be available for audit inspection:

- Check register or check stubs for all issued checks.
- Unused checks, along with your checkbook.
- Voided checks.
- Bank statements with a bank reconciliation attached for all months through May 2015. If you don't have the May statement, please send when received.
- **A list of outstanding checks, if any, as of 05/26/20.**
- Requisition for all issued checks since your last replenishment. The principal must sign the requisition.

In order for your revolving fund to close, your checkbook balance plus your requisition amount must total your starting balance. Your starting balance this year was **\$2500.00.**

**Please call 012014 with questions. Thank you!**



## Closing Athletic Revolving Funds

School: \_\_\_\_\_

Please close the Athletic Revolving Fund for the above mentioned school in the amount of:

\$ \_\_\_\_\_

The above amount should be what is left in your checkbook after ALL check and deposits are accounted for.

Signed:

\_\_\_\_\_

Athletic Director

\_\_\_\_\_

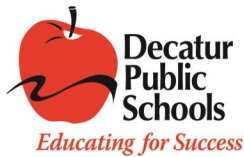
Principal

# State Track Meal Money Receipt

Please sign by your name to indicate receiving meal money for the time that you are competing at the 2017 State Track Meet 5/16/17.

Yes, I received money for meals while I participated in the State Track Meet in East Peoria.  
Allotment per meal: 5.00 for Breakfast, 6.00 for Lunch, 6.00 for Dinner

<u>Name</u>	<u>Signature</u>	<u>Amount Received</u>
1. Coach John Doe	_____	_____
2. Coach Jane Doe	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



# Athletic Contest Tally Report Middle School (For AD Records Only)

**Sport:**

**Date:**

**Opponent:**

High School and Adults \$3		

K-8 \$2	Seniors free	

Total \$3 Admission

Total \$2 Admission

Deposit total

Startup  
money

\$120

**Cost of official's for the night**

Names

**# of Hours for Scorekeeper**

**# of Hours for Clock**

**# of Hours for Ticket Taker**

**Total hours part time staff**

**Part time staff Cost**

When turning in money to the Public School Office, use this form. (print on blue paper)

Currency..... \$ \_\_\_\_\_

Silver ..... \$ \_\_\_\_\_

Checks..... \$ \_\_\_\_\_

Total amount turned in \$ \_\_\_\_\_

Name of School \_\_\_\_\_

Account Code \_\_\_\_\_ Source \_\_\_\_\_

---

When turning in money to the Public School Office, use this form. (print on blue paper)

Currency..... \$ \_\_\_\_\_

Silver ..... \$ \_\_\_\_\_

Checks..... \$ \_\_\_\_\_

Total amount turned in \$ \_\_\_\_\_

Name of School \_\_\_\_\_

Account Code \_\_\_\_\_ Source \_\_\_\_\_

---

When turning in money to the Public School Office, use this form. (print on blue paper)

Currency..... \$ \_\_\_\_\_

Silver ..... \$ \_\_\_\_\_

Checks..... \$ \_\_\_\_\_

Total amount turned in \$ \_\_\_\_\_

Name of School \_\_\_\_\_

Account Code \_\_\_\_\_ Source \_\_\_\_\_

**GATE RECEIPTS**  
(For AD Records Only)

**SAMPLE**

School Name Here

<u>Date</u>	<u>Sport</u>	<u>Opponent</u>	<u>Total</u>	<u>Adult/HS</u>	<u>MS / Senior</u>	<u>Total</u>	<u>Over / Under</u>
10/9/14	GBB	Hope	\$49.00	14	21	35	\$106.00
10/14/14	GBB	Holy Family	\$46.00	18	10	28	\$101.50
10/16/14	GBB	Thomas Jefferson	\$46.00	12	18	30	\$105.50
10/23/14	GBB	Cerro Gordo	\$96.00	20	54	74	\$51.50
10/27/14	GBB	Garfield	\$49.00	20	9	29	\$98.50
11/20/14	GBB	Argenta-Oreana	\$44.00	18	4	22	\$86.00
11/24/14	BB	Springfield Franklin	\$145.00	60	25	85	\$40.00
12/1/14	BB	LSA	\$228.00	91	46	137	\$50.50
12/6/14	BB	OLOL	\$115.00	45	25	70	\$62.50
<u>Date</u>	<u>Sport</u>	<u>Opponent</u>	<u>Total</u>	<u>Adult/HS</u>	<u>MS / Senior</u>	<u>Total</u>	
12/16/14	BB	Hope	\$115.00	40	35	75	\$62.50
1/13/15	BB	Holy Family	\$131.00	47	37	84	\$54.00
1/27/15	GVB	LSA	\$116.00	46	24	70	\$66.50
1/28/15	GVB	Thomas Jefferson	\$129.00	50	29	79	\$81.00
2/3/15	GVB	Cerro Gordo	\$121.00	45	31	76	\$54.00
2/5/15	GVB	Bement	\$137.00	48	41	89	\$38.00
2/17/15	GVB	OLOL	\$132.00	48	36	84	\$3.00
2/24/15	GVB	Sangamon Valley	\$121.00	48	25	73	\$34.00
2/26/15	GVB	SDMS	\$132.00	49	34	83	\$48.00



## ORDERING EQUIPMENT/MATERIALS

All equipment purchases and materials require a completed requisition from the building secretary. Have all necessary information included on a database and send it electronically to the secretary to assist him/her complete the requisition. *(See attached document as an example)* You must use your budget reports to check availability of funds for proposed purchases. Identify the account that you wish to credit when placing orders. Account codes will be found on your monthly budget sheets.

When you receive materials/equipment that were purchased, provide the building secretary the packing invoice to ensure that all items that were ordered were received and recorded in the computer program used for requisitions.

Athletic budget line items are not approved until the September board of education meeting. The first report you receive will most likely show all "0" account balances. Don't be alarmed, the budget will reflect the amounts approved by the board of education once they are approved.

## ATHLETIC EQUIPMENT ORDER      SAMPLE

Item #	Description	Cost	Qty.	Total
	24 Match Scorebook	\$7.99	2	\$15.98
	BSN 30 Game Scorebook	\$6.99	2	\$13.98
	BSN 30 Game Scorebook	\$6.99	2	\$13.98
Acct: All Sport	10-XX-1550-0500-0-410			\$43.94
	White Field marking paint	\$57.99	1 case	\$57.99
Acct: C/C Supply	10-XX-1560-0503-0-410			\$57.99
(Quote sheet )	Tachikara Ball Cart	\$127.49	1	\$127.49
	Tachikara Blue/White Volleyball	\$34.99	5	\$174.95
Acct: VB Supply	10-XX-1520-0511-0-410			\$302.44
			S/H	\$19.00
			TOTAL:	\$404.37

## **COACHING VACANCY / HIRING PROCESS**

In the event you have a coaching vacancy in one or more sports, you will be asked to identify the vacancy to the building principal, and he/she will create a vacancy in APPLITRACK. The principal will monitor the vacancy posting and applicants. The principal will work with you to set interview dates and times. You and the principal will create interview questions to be used in the process and conduct the interviews together. Once a candidate is chosen, the principal will submit the candidate's name to APPLITRACK where Human Resources will accept or deny the candidate. All hires must be approved by Human Resources and the board of education. HR will notify the candidate to confirm the hire. You are directed not to make any contact with the candidate once his or her interview is concluded. Human Resources will contact the principal to indicate board of education approval.

## **COACHES' EVALUATION PROCESS**

You are responsible for completing each coach's evaluation with the principal at the end of each season. The district has a form to help you complete this duty. Evaluations are mandatory and must be submitted to the principal and sent to Human Resources at the Keil Building. Please be sure to include pertinent information about the season with any accomplishments you recognized or concerns that you had during the season. Hold an individual evaluation meeting with each coach to go over and discuss the outcome of the evaluation. The meeting may include you and the coach, or you may schedule these meetings to include the principal. Before the meeting is over, obtain the coach's signature on the evaluation and make a copy for the coach. If a coach refuses to sign, make a note of that fact.

All Schedule B assignments are year to year and no coach has tenure or seniority in a position. Evaluation is an important factor in the consideration of rehire or dismissal.

## COMMUNICATION

Communication is an important element of your job as athletic director. You will have conversations with all parties involved in athletics. It is vital that everyone who is involved has the most current and accurate schedule of events. Send copies of all schedules to the principal and building staff. The schedule must have all game dates/times and possible early release times included. The schedule allows staff members to plan and allow for major events that require a large number of athletes to be dismissed early from school.

Each building must have a calendar meeting that allows all parties to attend to plan events so conflicts may be avoided. The meeting is typically held at the end of the year before students are released for the summer. A master calendar is created to include all activities with times and dates for access by building administration and staff.

Communicate with your coaching staff. You are required to hold an annual meeting with all coaches in the program to cover your expectations for them. *(See attached document for a list of items to discuss during the meeting.)*

Attend all parent meetings for each sport. Your presence shows support for the coach and athletes and helps set the tone for the season. You will be available to answer questions and collect participation fees.

The athletic director's presence in the building helps to establish rapport with athletes. Make it a point to get to know your athletes and stress the expectations (academics and behavior) that you have of them. They are students first and foremost and everything they do and how they conduct themselves matters.

Most of the challenges you will face will come from parents. The district has adopted a process for dealing with parental complaints about playing time and game strategies. DPS will back you in avoiding those conversations, but that will not deter parents from trying to influence a decision that advantages their child. Parents often challenge coaches' decisions during a contest, lobby for playing time, and attempt to influence eligibility decisions. Be very careful in how you choose to communicate with parents. Realize that sometimes parents just need to "vent" and it makes them feel better to express their thoughts. You are a buffer for the coaches. You will occasionally take care of the issues raised before they are blown out of proportion. In the event that a serious issue is brought to your attention, set a time to meet with the coach to investigate the concern, and if necessary, set a time when the parent(s), coach and you meet to arrive at a positive solution. The district has a set chain of communication:

### **Chain of Communication:**

- parent meets with the coach
- if issue is not resolved, then a meeting is set with parent, coach and athletic director
- if the issue is still not resolved, then a meeting is set with the principal, parent, coach and athletic director.

after all attempts are exhausted with no solution, then a meeting will be held with the Assistant Superintendent and all parties involved.

**All media releases must go through District 61 Community Engagement. The Director is Maria Robertson Her office is located at the Keil Building. Contact information is 362-3017 or mrobertson@dps61.org.**

The media is not as interested in the outcomes of middle school athletic contests as they are with the high school teams, but in the rare instance when a sectional or state championship is won, please reach out to the print and televised media as well as to the board of education to “toot your horn.” The kids and coaches deserve this moment and it needs to be celebrated. Holding an all school assembly is another way to celebrate the achievements of the athletes. Be sure to invite the athletes’ parents/grandparents, the local media, central athletic administration and the board of education. Take pictures and post them on your school website.

**Be sure to check for media release information in your building before posting photos on the web and releasing names to the media.**

The district holds mandatory quarterly athletic director meetings when all athletic directors gather to cover items that affect athletics. Meetings are typically held at 7:00 a.m. on the 3<sup>rd</sup> floor of the Keil Building. The Assistant Superintendent is the leader of this meeting and will sometimes ask for topics for discussion or items of concern prior to meeting to help set the meeting agenda.



NAME OF SCHOOL ATHLETIC DEPARTMENT

**YOUR NAME**, ATHLETIC DIRECTOR

PHONE: XXX-XXXX

**TO:** INCOMING MIDDLE SCHOOL STUDENTS AND PARENTS

**RE:** PHYSICAL EDUCATION AND ATHLETIC PROGRAMS AT **SCHOOL NAME** FOR INCOMING MIDDLE SCHOOL STUDENTS:

This is an informational letter to let you know what will be expected of you as you enter middle school at **SCHOOL NAME**. It is an exciting time and I hope to see all of you in the gym for various activities of your choice.

## **ATHLETICS:**

As a middle school student at **SCHOOL NAME**, you can participate in all of our interscholastic sports programs, which includes competition against other schools. Tryouts are held for each sport to determine who makes a team.

**A current physical** (one that is done during this school year) **must be on file at the school in order to try out for a team.**

Once a student makes the team/squad, you are required to pay a fee of \$10.00 per sport with a student cap of \$50.00 for the school year.

### ***FALL SPORTS:*** (Season 20-21)

**Boys Baseball** (August 3 – October 3)

**Girls Softball** (July 27-Sept 26)

**Cross-Country** (Aug. 3- Oct 17) (Co-Ed)

**Girls' Basketball** (Aug. 31 – December 17)

**Soccer** (August 17 – October 16) (Co-Ed.)

### ***WINTER SPORTS:*** (Season 20-21)

Cheerleading 7/8<sup>th</sup> girls only. (October 19)

Boys' Basketball (October 19 – February 19)

Girls Volleyball (November 30 – March 30)

***SPRING SPORTS:***

Girls' and Boys' Track (March 1 – May 15)

Once a student makes the team/squad, you are required to pay a fee of \$10.00 per sport with a student cap of \$50.00 for the school year.

**NAME OF SCHOOL**  
Coaching Staff Meeting (Date)

**SAMPLE**

- **Physicals** — No student is allowed to participate without turning in a current physical.
- **Participation Fees** — Fees must be collected before the first contest. If a parent hasn't paid the fee, then make a phone call or catch them after a practice to collect the fee. We cannot legally hold them out, but we can continue to ask that the fee is paid.
- **Parent Meetings** - These meetings are required to hold with your parents and athletes to cover expectations of the season as well as hand out practice / game schedules. This meeting sets the tone for the entire season.
- **Supervision** — Athletes should be supervised at all times. Coaches may not leave an activity/contest until all athletes are picked up by their parents.
- **"Rules on Roles"** — Coaches need to cover this information with their athletes in all programs. (A sample of this document is included in this handbook)
- **Mandatory Phone Tree** —Coaches will be required to turn in parent/guardian contact information to the Athletic Director so that the building will have emergency numbers. (Not student cell numbers)
- **Coaches' Contact Information Sheet** —Please double check the contact Information sheet and make any necessary corrections. (Athletic Directors will need to generate a Contact Information Sheet)
- **Bus Requests** — Athletic Director will request all of your busses for the year and will give you a copy of all verifications at the start of your season.
- **Communication** — Keep lines of communication open, clear and honest! Parent issues will go through this chain of command:
  1. Coach and the parent , then
  2. If not resolved Coach, Athletic Director, and parent
  3. If not resolved, School Principal, Coach, Athletic Director and parent.
- **Eligibility** — Weekly eligibility reports will be given to each coach during the season. Any failing grade will result in a week of denied participation in the sport.
- **Weekend Facility Usage** — You may use the facility on the weekends, but it must be set up **prior** to you being in the building. Coaches and athletes **MUST** stay within the gym area to ensure the alarm system isn't tripped. We are **CHARGED** a rather large fee each time this happens!!! If an alarm is tripped, you should call **Principal Name immediately**. Home: XXX-XXXX Cell: XXX-XXXX  
**Asst. Principal Name** Personal Cell: XXX-XXXX District Cell: XXX-XXXX
- **Practice Schedules** — Athletic Directors should have all indoor practice schedules completed. Please look over and check to see if any changes are needed.
- **End of Season Inventory** — This is a **MANDATORY** exercise that must be completed within a week of the close of the season. Uniforms and all equipment must be counted and evaluated for future use. This inventory is turned in to the Athletic Director and will be included in the coach's evaluation.

- **Evaluation Tool** – Cover areas of evaluation
- **Sportsmanship** – This is who we are and what we are about! Be the positive role model for our athletes and continue to express the importance of sportsmanship. It's the **NAME OF SCHOOL** way of doing things!!!
- **AD contact information** – Athletic Directors should list personal contact information.
  1. After hours- Home: XXX-XXXX Cell: XXX-XXXX
  2. During the workday: XXXX-XXXX or email XXXXXXXX@dsps61.org
- **Questions / Concerns** – Don't hesitate to contact your Athletic Director with issues as they arise. The Athletic Director's job is to give Coaches the support and see that you have all of the equipment you need to carry out your duties as a coach in our building. Together, we are the first team of **NAME OF SCHOOL** Athletics.



**Coaches' Role:** \_\_\_\_\_ **Date** \_\_\_\_\_

- Set a good example for the players and fans to follow. Sportsmanship matters!!!
- Be positive, fair and consistent with the players.
- Make playing time and strategy decisions with thought and care.
- Establish and organize practice for the team on a daily basis.
- Be a good communicator with players and parents.
- Protect the safety of all athletes.
- Know and employ injury-prevention procedures.
- Make sure players know expectations, procedures and rules of the program.
- Be a professional- stay current with the X's and O's of the sport.
- Keep an inventory of all equipment.
- Track the academic progress of athletes. (Eligibility)
- Be available to talk with the players and parents.

**Parents' Role:** \_\_\_\_\_ **Date** \_\_\_\_\_

- Be a fan of everyone on the team.
- Respect the decisions of the coaches and officials.
- Respect the other fans, coaches and players.
- Talk to your child if he/she has any questions and, if necessary; contact the coach for a meeting through agreed-upon athletic department procedures.
- Keep any negative thoughts about a coach, the program, or teammates to yourself.
- Do not talk to the coaches on game day about a complaint.
- Understand the coaches' responsibility is to make certain the athletes are safe and become better people/athletes, not win every game!
- Be supportive of your child in the classroom and athletic arena.
- Be a positive example of sportsmanship in the bleachers. Remember, you are representing yourself and our program!!

**Player's Role:** \_\_\_\_\_ **Date** \_\_\_\_\_

- Be positive and have a good attitude and work ethic.
- Support your teammates.
- Apply yourself in the competitive arena and in the classroom! You are a student first, then an athlete!
- Know and follow school and team rules/expectations.
- Challenge yourself as an athlete and a person! Good character matters!
- Notify the coach of any scheduling conflicts in advance.
- Be responsible, respectful and represent **NAME OF SCHOOL** in a positive manner!
- Be a positive role model for your peers to follow!!

**Athletic Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

## MISCELLANEOUS

- **Practice Schedules** - Some athletic directors leave this up to the respective coaches to complete, but in most cases, it would be better for you to do the scheduling of practice sessions with the coaches' input. This will help eliminate double scheduling of the gym or scheduling a practice on top of a building activity, athletic contest or music concert. You will have more than one sport up and running for most of the indoor season that will require gym space. It helps avoid conflicts when the parties can sit down together to determine the practice times for each sport.
- **Gym Usage** – Sometimes outside entities will request the use of the facilities. The district has a form available for you and the principal to fill out prior to community gym use. The community usage should not diminish the amount of gym time that your program sports require.
- **Sports Photos** – You will be required to set up times to have a photographer come to your building to take team photos. Typically, these are done during practice times, but it helps the photographer to set appointments for several teams at one time. For instance, you can set a fall sports photo time after school that would take care of cross country, soccer and girls basketball. Stagger the times and complete one team at a time. The photo company will send packets to your building that has all of the available packages and pricing listed. The students are required to bring payment at the time of the team photo.
- **Uniform Rotation Purchase** – The district moved to a cycle of uniform purchases a few years ago. You will find a document enclosed noting the port rotation cycle with all the necessary information. (How many can be purchased, what team is in queue for uniform purchase and what has already been purchased by the district.) Typically, we are allowed \$3,500 per cycle year for uniforms. Uniforms are athletic adopted by the district and no substitutions are allowed. The district's goal is to have a uniform appearance (save for school colors and mascot) that is consistent among the schools.

### SPORTS UNIFORM ROTATION – FUNDS PROVIDED BY DISTRICT

#### (ASSISTANT SUPERINTENDENT'S OFFICE)

Requisitions should be entered into iVisions with the proper account number

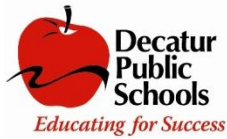
Purchasing area should contain school number followed by an "A" to ensure Assistant Superintendent Approval

FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
<b>CHEER</b>	<b>VOLLEYBALL</b>	<b>GIRLS TRACK</b>	<b>SOCCER</b>	<b>GIRLS BB</b>
15 Uniforms	7G 18 home jerseys 7G 18 away jerseys 7G 2 libero 7G 38 shorts 8G 18 home jerseys 8G 18 away jerseys 8G 2 libero 8G 38 shorts	7G 25 singlets 7G 25 shorts 8G 25 singlets 8G 25 Shorts	25 jerseys 25 shorts 2 goalkeeper jerseys/gloves <b>Cross Country</b> 25 Singlets 25 Shorts	7G 18 home uniforms 7G 18 away uniforms 8G 18 home uniforms 8G 18 away uniforms
<b>WRESTLING</b>		<b>BOYS TRACK</b>	<b>Baseball/Softball</b>	<b>BOYS BB</b>
20 Home 20 Away		7G 25 singlets 7G 25 shorts 8G 25 singlets 8G 25 shorts	22 Baseball Jerseys 22 Baseball Pants 22 Baseball Hats 22 Softball Jerseys 22 Softball Pants 22 Softball Visors	7G 18 home uniforms 7G 18 away uniforms 8G 18 home uniforms 8G 18 away uniforms

# This is a SAMPLE of a practice schedule for a team

## December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Tryouts 7:15-8:45	6 Tryouts 7:15-8:45	7 Tryouts 7:15-8:45	8 Tryouts 7:15-8:45	9 Tryouts 7:15-8:45	10
11	12 Practice 7:15-8:45	13 No Practice BB Game	14 Practice 3:50-5:30	15 Practice 3:50-5:30	16 Practice 7:15-8:45	17 Practice 10:00-12:00
18	19 Practice 11:00-12:00	20 No Practice BB Home Game	21 Practice 11:00-12:00	22 Practice 11:00-12:00	23 No Practice	24 No Practice
25	26 Practice 10:00-12:00	27 Practice 10:00-12:00	28 Practice 10:00-12:00	29 Practice 10:00-12:00	30 Practice 10:00-12:00	31 Practice 10:00-12:00



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Middle School Athletics Soy City Conference Charter
<b>Initiated By:</b> Joe Caputo, District Athletic Coordinator	<b>Attachments:</b> Middle School Athletics Soy City Conference Charter
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori, Stephen Decatur schedule athletic contests between each school and other non DPS schools. Each school is responsible for securing opponents, officials, locations and time. Part of the challenge with the process is securing opponents to play as well as securing game officials to officiate the athletic contests, due to schools competing for the same resources.

### **CURRENT CONSIDERATIONS:**

The Soy City Conference (SCC) is designed to provide organization, structure, and consistency for the middle school athletic program. Member schools will form a conference committee, which will be made up of primarily Middle School Athletic Directors. The conference committee will develop bi-laws and create all schedules for Girls/Boys Basketball, Cross Country, Volleyball, and Track & Field. The conference will have champions for Cross Country, Girls Basketball, Boys Basketball, Volleyball, and Track & Field. Each school will have the latitude to schedule non-conference play.

### **FINANCIAL CONSIDERATIONS:**

The charter identifies the need for two assigners. The responsibility of each assigner will be to secure officials and find replacements when an absence occurs. The assigner will be responsible for conference and non-conference games for American Dreamer, Dennis Lab, Hope, Johns Hill Magnet, Montessori and Stephen Decatur including Baseball, Basketball, Softball and Volleyball. Total amount requested is \$1,200.

### **STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board approve the Middle School Athletics Soy City Conference Charter for American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori Academy for Peace and Stephen Decatur as presented.

### **RECOMMENDED ACTION:**

☒ Approval  
☐ Information  
☐ Discussion

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



## **Member Schools**

American Dreamer

Dennis Lab School

Hope Academy

Johns Hill Magnet School

Montessori Academy For Peace

Robertson Charter

Stephen Decatur

Rational:

Soy City Conference (SCC) is a Decatur Public Middle School athletic conference designed to provide organization, structure, and consistency for the district high school athletic feeder programs. It is for student athletes to develop their skills, character and leadership that will prepare them for the rigor of both academics and sports.

Member schools will form a conference committee, which will be made up of Middle School AD's. The conference committee will develop bi-laws and create all schedules for Girls/Boys Basketball, Cross Country, Volleyball, and Track & Field. Schools will be allowed to schedule games outside of the conference. A conference assigner, as available, will be hired to schedule officials for conference games and to find replacement officials.

The conference will have champions for Cross Country, Girls Basketball, Boys Basketball, Volleyball, and Track & Field.

The above sports will have a post season 8<sup>th</sup> grade City Tournament which will prepare them for IESA post season. Hopefully this format will help motivate our young athletes to excel toward the end of their season.

Each 7<sup>th</sup> and 8<sup>th</sup> grade sport will have a conference champion.

SCC will offer ten sports for the school year:

- Fall: Cross Country, Soccer, Baseball, Softball, Girls Basketball
- Winter: Boys Basketball, Volleyball, Wrestling
- Spring: Boys Track & Field, Girls Track & Field

The conference will have to be approved by the following:

- 1) Middle Schools Athletic Directors
- 2) Keil Building Administration
- 3) DPS BOE
- 4) RCS Administration
- 5) RCS BOE

# **Constitution**

## **Article I**

### **Name**

The name of this association shall be Soy City Conference (SCC) Decatur Middle School Athletic Conference.

## **Article II**

### **Objective**

The objective of this conference is to encourage and develop inter-school activities among member schools that will have maximum educational and athletic values to those who participate.

## **Article III**

### **The Executive Body**

**Section 1.** The Executive Body shall consist of the Athletic Director from each member school. Decisions of the Executive Body shall be made by a majority vote of that body.

**Section 2.** A quorum shall be a simple majority of the member schools.

## **Article IV**

### **Membership**

**Section 1.** The following schools are charter members of the conference: American Dreamer, Dennis Lab, Hope Academy, Johns Hill Magnet, Montessori Academy for Peace, Robertson Charter, and Stephen Decatur.

**Section 2.** Other schools may be added to the conference upon written petition of the member schools and a favorable vote by not less than three-fourths of the member schools.

**Section 3.** Schools wishing to join the conference must submit a letter requesting admission to the Conference President. This letter must be presented to the Executive Body at the next meeting for the first reading. Participation will begin as decided by the Executive Body at the meeting.

**Section 4.** Member Schools are expected to participate in Cross Country, Girls / Boys Basketball, Volleyball, and Track & Field conference sports. If a member school cannot field a team for a conference contest, that contest will be considered a forfeit and the opposing school will be credited with the win.

## **Article V**

### **Officers**

**Section 1.** The officers of this conference shall be a President, Vice President and Secretary. A conference webpage will be added to the current district website.

**Section 2.** The Executive Body will appoint all officers for the conference. Only the athletic director of a member school may hold an office. The Executive Body may appoint officers on a permanent basis or they may rotate officers.

**Section 3.** The Executive Body will decide the dates for all meetings. The President will make all arrangements for meeting sites. The President will also be responsible for sending out meeting agendas working with the Vice President. The Secretary will be responsible for recording meeting minutes and preparing a report on expenditures, deposits and financial reports to the Executive Body. The Secretary will also be responsible for passing on all pertinent information to the Web Director, including conference contest results to be posted on the conference webpage.

**Section 4.** Upon the written request of three member schools, the President of the conference shall have the power to call special meetings. The President shall notify each school in the conference of the date, time, and place of such meeting.

## **Article VI**

### **Meetings**

**Section 1.** There shall be a mandatory August meeting for all athletic directors of member schools prior to the start of the upcoming school year. The fall meeting will be held at a place designated by the President. The date and time of the meeting will be decided at the spring meeting.

**Section 2.** After the August meeting, meetings will be held bi-monthly on dates to be determined at the Primary meeting in August. Athletic Directors will be released for a half day to attend the conference meeting. Member schools will pay for a full day sub for their Athletic Director to attend the meeting.

**Section 3.** Meetings will consist of review of old business, financial report, upcoming conference event planning, and the current agenda for that month's meeting.

**Section 4.** The last meeting date of the year will be for the purpose of year end business. This meeting shall be held at a site designated by the President during the month of May, and should begin at a time agreed upon by the member Athletic Directors. Each member school must send one representative with the authority and necessary materials to complete scheduling for the upcoming school year.



## **Article VII**

### **Dues and Assessments**

**Section 1.** The Executive Body shall have power to levy special assessments upon the member schools of the conference for the purpose of discharging the obligations of the conference incurred by an emergency or by a deficit incurred through the conduct of the conference activities.

**Section 2.** The Soy City Conference will hire two (2) official assigners, as available: one for baseball, softball and volleyball; & one for girls and boys basketball. Each athletic director will issue one check in the amount of \$100.00 to each assigner for a total of \$700.00 to each. The responsibility of each assigner will be to hire officials for each school and find replacements when an absence occurs. The assigner will take care of conference and non-conference games.

Assigner #1 – Baseball, Softball, Volleyball = \$700.00 (divided equally between the 7 member schools)

Assigner #2 - Girls and Boys Basketball = \$700.00 (divided equally between the 7 member schools)

## **Article VIII**

### **Amendments**

This constitution may be amended at any regular or special meeting upon a two-thirds vote of the Executive Body, provided that the proposed changes have been submitted in writing in advance (to all member schools two weeks prior to the meeting in which the vote is to be taken).

The by-laws may be amended at any regular or special meeting by a two-thirds vote of a quorum.

## **By-Laws**

### **Article I**

#### **Contests**

**Section 1.** This conference shall sponsor regular season contests in 7<sup>th</sup> & 8<sup>th</sup> grade Cross Country, Boys and Girls Basketball, Volleyball, and Track & Field - following all IESA guidelines.

**Section 2.** Under building discretion, the SCC will allow 5th/6th/7th grade students to play on both the seventh and eighth grade teams during regular conference play, but this action must comply with IESA's Athletic By-Laws on season limitation and participation limitation.

**Section 3.** City Tournaments will be held in the following activities and grade levels: 8<sup>th</sup> Grade Girls Basketball, 8<sup>th</sup> Grade Boys Basketball, and 8th Grade Girls Volleyball. In addition, a conference City Track and City Cross Country meet will be held each year. Regular season team competition will be held for 7<sup>th</sup> Grade Girls, 7<sup>th</sup> Grade Boys, 8<sup>th</sup> Grade Girls, and 8<sup>th</sup> Grade Boys.

**Section 4.** Conference start times:

All outdoor athletic contests will begin no later than 4:30 pm (Softball, Baseball, and Track/Cross Country).  
All indoor athletic contests will begin at a time the host school designates (Basketball and Volleyball)

**Section 5.** All conference games must be played. Any team that is required to forfeit must notify the opposing school/Athletic Director and the conference administration.

**Section 6.** Administrators are required to be present at all home contests.

### **Article II**

#### **Eligibility**

**Section 1.** The rules of the Illinois Elementary School Association shall govern the eligibility of all students participating in athletic contests (except as otherwise provided for by that governing body).

## Article III

### Conference Tournaments

**Section 1.** The Athletic Director of the school, which hosts the contest, or his/her designee, shall act as manager of the contest. All other Athletic Directors should be in attendance unless there is a prior school commitment with another home activity. An administrator must be present at conference tournament games.

**Section 2.** The net proceeds of the tournaments shall be paid to the SCC to meet financial needs of the conference.

### Section 3.

A. The Board of Education shall determine the price of admission to regular conference games.

B. At the spring meeting, the Executive Body will align the prices (according to those set forth by the IESA for postseason events) of admission to conference tournament games.

C. The current fees as of 2020-2021 School Year are:

- Conference Tournament Admission: Adults \$4.00 (High School and above), Child \$2.00 (up to 8<sup>th</sup> grade), Senior Citizens Free (65 and above)
- Proceeds from the Conference games will be used to off-set the cost of hosting the tournament.

**Section 4.** The Executive Body will establish conference tournament dates and Conference Track & Field meets.

**Section 5.** As of the 2017-2018 school year, permanent hosts have been determined. The following is a list of the tournaments and the host schools.

8th Girls Basketball – Hope Academy

8th Boys Basketball – Robertson Charter

8th Volleyball – Stephen Decatur

SCC City Cross Country Meet – South Shores Park

City Track Meet - MacArthur or Eisenhower High School (times and arrangements, TBA)

The Executive Body will review the tournament sites annually at the spring meeting.

**Section 6.** Tournament seeding will be determined by the following criteria and established by the Executive Body:

1. *Overall conference record*
2. *Head-to-head competition (If winning record is the same for both teams).*
3. *Winning percentage (For uneven number of games. Ex. 6-1 vs. 6-2)*
4. *Blind draw*

**Section 7.** The Soy City Conference may allow (at building discretion) 5th/6th/7th grade students to play on both the seventh and eighth grade teams during conference play under the following conditions:

1. Guidelines of games per day follow the IESA regulations
  - a. Basketball – for all regular season contests and tournaments, students shall be limited to a maximum of 8 quarters per day and a maximum of 24 contests per season at any grade level.
  - b. Volleyball – for all regular season contests, students shall be limited to a maximum of six (6) sets per weekday/twelve (9) sets per Saturday Tournament with a maximum of 24 contests per season. Students who participate on a school squad shall be limited to a maximum of 110 sets in any one season, exclusive of the IESA tournament series. For all tournaments, students may play in no more than four (4) matches per day.
2. For 8th grade conference tournament, the number of 5th/6th/7th graders allowed to dress and play up is used only to fill the number requirements 10-15 players for basketball and up to 15 for volleyball.
3. 5th/6th/7th graders are used only for substitutes unless the number of eighth graders is less than the number required to start competition. Eighth graders cannot participate in seventh grade competition.

## **Article IV**

### **Awards**

**Section 1.** The athletic director of each school should report the results of each regular season contest to the designated person per the August meeting. The designee will change on a rotating annual basis. The designee will post the results on the conference web site. The SCC member Athletic Director's will use the regular season contests to seed the tournament brackets.

The Conference Tournament seeding will be determined by the following criteria:

1. Overall conference record
2. Head-to-head competition

The Conference winner will be determined by the conference tournament.

**Section 2.** As of 2020-2021 school year, a traveling plaque/trophy will be established for conference tournament champions in cross country, boys/girls basketball, volleyball, and track & field.

**Trophy Display:** Trophy Display: Each time a conference school plays another during the conference tournament the trophy is displayed. If the school currently holding the trophy loses the contest, the trophy is transferred to the winning school. The trophy will remain with the tournament champion.

**Trophy Passing:** The trophy will be passed to the winning school after the contest. The losing school's team captains will bring the trophy to the winning school's team captains. After the conference tournament, each champion will keep the trophy until the following season.

**Soy City Conference**

***Sign off of Athletic Director Compliance and Understanding.***

American Dreamer

---

Dennis Lab School

---

Hope Academy

---

Johns Hill Magnet

---

Montessori Academy for Peace

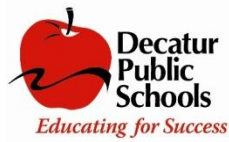
---

Robertson Charter

---

Stephen Decatur

---



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Recommended Athletic Programming to Align with the <b>BOLD</b> Facility Plan
<b>Initiated By:</b> Joe Caputo, District Athletic Coordinator	<b>Attachments:</b> FY2020-21 Uniform Rotation Chart
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### **BACKGROUND INFORMATION:**

The District created an athletic cooperative for middle school athletics. The middle school level programs associated with Hope, French, Dennis, and Garfield were aligned to either Stephen Decatur Middle School (SDMS) or Thomas Jefferson Middle School (TJMS) providing two athletic programs. During the 2019-20 school year, the two middle schools merged, but the two program cooperatives remained. The expanded SDMS provided one program, and the remaining schools Co-Oped to provide the second program under the host school, Garfield.

Athletic uniforms are replaced on a five year rotation schedule. As part of the rotation, uniform replacements are assigned by year. When uniforms are up for rotation, needs are reviewed, approval is granted, bids are secured, as needed, quotes are collected, and orders are placed.

### **CURRENT CONSIDERATIONS:**

As the District finalizes the BOLD plan and some of the District schools substantially increase in size (i.e. Dennis), buildings have sought to provide building level athletic programs. As American Dreamer expands to include middle school programming, associated athletic programming will be offered. Although Garfield will remain the host school for the Coop-ed schools, there will be a need to change uniform names.

Under the proposal, Dennis Lab Middle School would become a standalone baseball team due to the growth in student population. This will necessitate the purchase of separate uniforms.

For the 2020-21 school year, American Dreamer would have standalone teams for Cross Country, Girls Basketball, Boys Basketball, Girls Volleyball and Track/Field. American Dreamer would Co-Op with Montessori for Baseball and Softball. American Dreamer would Co-Op with Dennis Lab for Soccer and with SDMS for Wrestling.

For the 2020-21 school year, high school and middle school wrestling and cheer uniforms are already part of the scheduled uniform rotation. Due to school name changes and/or the addition of middle school athletic team(s), additional athletic uniforms are requested for American Dreamer, Dennis Lab, and Montessori Academy of Peace. The wrestling uniforms are requested for the youth wrestling program and t-shirts for the elementary school volleyball program.

**FINANCIAL CONSIDERATIONS:**

The estimated cost for 2020-21 school year is as follows for the requested standalone team at *Dennis Lab Middle School*:

- \$2,800 Baseball Uniforms
- \$1,440 Baseball Officials/Referee Fees (Estimate based on number of home games)
- \$200 Baseball related supplies including bats and balls
- \$55 IESA Baseball Activity Fee

**\$4,495 Total**

***Schedule B (starting stipends)***

*Head Coach, \$2,000*

*Asst Coach, \$1,250*

The estimated cost for 2020-21 school year is as follows for adding Middle School Athletics at *American Dreamer STEM Academy*:

- \$21,225 Middle School Athletic Uniforms
- \$3,640 Official/Referee Fees (Estimate based on number of home games)
- \$1000 Related athletic supplies
- \$960 IESA Membership & Associated Activity Fees

**\$26,825 Total**

***Schedule B (starting stipends)***

*Cross Country, Basketball, Volleyball, Track/Field Head Coach, \$14,000*

The amount requested for the Middle and High School Uniform Rotation Process, cheer and wrestling uniforms is \$43,300. The amount requested for the additional uniforms including American Dreamer, Montessori, Dennis, Youth Wrestling and Elementary t-shirts is \$52,071.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board approve the Updated Uniform Rotation Program and Associated Costs and allow for the added Baseball Programs at American Dreamer STEM Academy and Dennis Lab School. The recommended Athletic Programming will Align with the **BOLD** Facility Plan.

**RECOMMENDED ACTION:**

- ☒ **X** Approval  
☐ Information  
☐ Discussion

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

## Board of Education Decatur Public School District #61

### FY2020-21 Athletic Uniforms Request

- \$43,300 Middle/High School Uniform Rotation Process
- \$52,071 Additional Uniforms
- **\$95,371 Total**

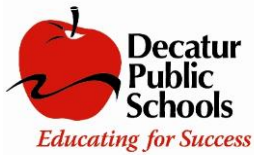
### FY2020-21 Athletic Uniform Rotation Process \$43,300

Uniform Rotation Process	FY2020-21	FY2020-21 % of Spend
Eisenhower Wrestling	\$4,400	10%
MacArthur Wrestling	\$4,400	10%
SDMS Wrestling	\$3,000	7%
American Dreamer Cheer	\$3,000	7%
Dennis Cheer	\$3,000	7%
Hope Cheer	\$3,000	7%
Johns Hill Cheer	\$3,000	7%
Montessori Cheer	\$3,000	7%
SDMS Wrestling	\$3,000	7%
MacArthur Cheer	\$3,000	7%
Eisenhower Cheer	\$3,000	7%
Elementary Replacement VB T-Shirts All Schools	\$3,000	7%
Elementary Wrestling Pilot	\$4,500	10%
<b>Total</b>	<b>\$43,300</b>	<b>100%</b>

### FY2020-21 Athletic Additional Uniforms \$52,071

Additional Uniforms	FY2020-21	FY2020-21 % of Spend
American D UNIFORMS BASKETBALL MIDDLE SCHOOL GIRLS	\$5,450	10%
American D UNIFORMS TRACK MIDDLE SCHOOL GIRLS	\$3,000	6%
American D UNIFORMS VOLLEYBALL MIDDLE SCHOOL GIRLS	\$5,700	11%
American D UNIFORMS BASKETBALL MIDDLE SCHOOL BOYS	\$5,450	10%
American D UNIFORMS CROSS COUNTRY MIDDLE SCHOOL	\$1,625	3%
Montessori UNIFORMS SOFTBALL MIDDLE SCHOOL GIRLS	\$2,665	5%
Montessori UNIFORMS BASEBALL MIDDLE SCHOOL BOYS	\$2,753	5%
Montessori UNIFORMS CROSS COUNTRY MIDDLE SCHOOL BOYS	\$1,625	3%
Montessori UNIFORMS BASKETBALL MIDDLE SCHOOL GIRLS	\$5,450	10%
Montessori UNIFORMS TRACK MIDDLE SCHOOL GIRLS	\$3,000	6%
Montessori UNIFORMS VOLLEYBALL MIDDLE SCHOOL GIRLS	\$5,700	11%
Montessori UNIFORMS BASKETBALL MIDDLE SCHOOL BOYS	\$5,450	10%
Montessori Soccer T-Shirts	\$250	0%
Dennis UNIFORMS BASEBALL MIDDLE SCHOOL BOYS SUPPLY	\$2,753	5%
American Dreamer Elementary VB T-Shirts	\$300	1%
American Dreamer Elementary CC T-Shirts	\$300	1%
Montessori Elementary VB T-Shirts	\$300	1%
Montessori Elementary CC T-Shirts	\$300	1%
<b>Total</b>	<b>\$52,071</b>	<b>100%</b>





## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Job Description
<b>Initiated By:</b> Todd Covault, Chief Operational Officer	<b>Attachments:</b> Job Description: Claims and Statistical Information Analyst
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent, and Deanne Hillman, Director of Human Resources	

**BACKGROUND INFORMATION:**

The employee in the position of Claims and Statistical Information Analyst recently took another job within the District. The job description for the position has not been updated since February 2011.

**CURRENT CONSIDERATIONS:**

The following job description was reviewed and updated as indicated:

Position Title	Changes/Updates
Claims and Statistical Information Analyst	Updated formatting, job title and job description.

**FINANCIAL CONSIDERATIONS:**

There will be no cost associated with the updated job description.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Job Description: Claims and Statistical Information Analyst as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**TITLE:** Claims and Statistical Information Analyst

**QUALIFICATIONS:**

1. Prior experience or training in business principles/practices and/or accounting.
2. Good interpersonal skills, leadership, and supervisory skills.
3. Experience using computers, Microsoft Office, internet transactions and financial software.
4. Able to exercise initiative, good judgment, and work with minimum supervision.
5. Familiar with government reporting requirements.
6. High school diploma or equivalent required; associates degree preferred; or equivalent relevant district experience.
7. Ability to maintain confidentiality.
8. Knowledge of accounting principles and practices.

**REPORTS TO:** District's Financial Officer and Treasurer

**JOB GOAL:** Complete the necessary detail, written work and coordination of essential matters to be an efficient and effective Claims and Statistical Information Analyst

**PERFORMANCE RESPONSIBILITIES:**

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

1. Monitor daily checking account balances, plot cash flow, and advise treasurer of surplus money for investment purposes. Invest surplus money in absence of treasurer.
2. Manage arbitrage accounts related to outstanding funds available from district bond issues.
3. Reconcile monthly bank statements and maintain canceled check file for consolidated and payroll accounts.
4. Review manually prepared checks and submit to treasurer for signature. In absence of treasurer, use digital signature on prepared checks.
5. Review and reconcile all accounts receivable.
6. Maintain investments and records for special scholarship funds.
7. Perform preliminary audits of athletic revolving funds.
8. Maintain files for tax collections.
9. Reconcile monthly cash report for financial system and coordinate any adjustments with other departments in the business office.
10. Prepare monthly treasurer's report for Board of Education.
11. Assist in financial analyses and budgeting as requested by the treasurer.
12. Prepare financial materials for special projects and assignments.
13. Maintain accurate records of all investments and maturity dates.
14. Complete the financial portion of the State Transportation Claim.
15. Monitor and process payment to food service contractor for the Child Nutrition Program.

16. Monitor and process payments for the charter schools in the district.
17. Assist in the preparation of information for the annual district audit.
18. Process and maintain procurement cards for all authorized District staff including recording monthly journal entries.
19. Process payment for special education transportation of residentially housed students.
20. Prepare various year-end statements including: Annual Statement of Cash Receipts and Disbursements (Athletic Accounts); Schedule of Expenditures of Federal Awards; Statement of Investments and Investment Income, etc.
21. Replenish athletic bank accounts as instructed by School Administrator/Athletic Director. Process corresponding journal entry.
22. Review and reconcile athletic revolving funds.
23. Process Macon-Piatt Special Education District tuition payment.
24. Allocate and record interest received on investments.
25. Prepare and enter various journal entries for adjustments on tax and insurance payments.
26. Close out bi-weekly payroll accounts.
27. Prepare quarterly and final reports for federal and state funded programs and projects as assigned, and additional reports as required.
28. Prepare and calculate billings to other districts for federal, state, and locally funded projects as assigned.
29. Process Credit Bureau referrals.
30. Process all revenue received by district from state, federal, and local agencies.
31. Monitor and process bills for students whose district pays tuition to District 61.
32. Process all building monies.
33. Process employee reimbursements including mileage, conference and expense reimbursements, and safety boots.
34. Process and submit annual unclaimed property to the State.
35. Maintain online payment system (RevTrak).
36. File annual Orphanage Claim.
37. Download and maintain Direct Certification lists from ISBE.
38. Prepare nutrition program annual budget.
39. Submit annual application to ISBE for the Child Nutrition Program.
40. Process monthly claim to the State for reimbursement for the Child Nutrition Program.
41. Organize work efficiently and effectively.
42. Assist and support the Assistant Director of Finance as necessary.
43. Perform other job related duties as assigned.

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

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

**GRADE LEVEL:** Classification D

#### **EVALUATION:**

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

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

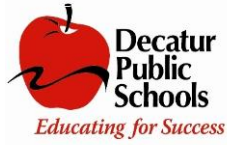
**WORK ENVIRONMENT:**

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

Generally the job requires 80% sitting, 10% walking, and 10% standing.

The noise level in the work environment is usually moderate.

*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 23, 2020	<b>Subject:</b> Follett Textbook Supply Maintenance
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum- Elementary and Dr. Joshua Peters, Director of Curriculum- Secondary	<b>Attachments:</b> Quotes for Destiny Renewal, Dennis Mosaic, South Shoures, SEAP, SDMS, Parsons, Oak Grove, Muffley, MHS, Johns Hill, Hope, and Franklin
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:**

Follett provides free shipping of textbooks and other instructional materials to Decatur Public School District 61 as well as barcodes the textbooks prior to shipment with no additional cost. The instructional materials needed from Follett include but are not limited to textbooks, teacher editions, digital textbooks and art supplies. Follett requires approval of the Board of Education. Included in this approval is the Destiny software we use to track textbook inventory.

**FINANCIAL CONSIDERATIONS:**

Funding for \$45,368.80 requested will be placed in the District's Instructional Materials budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Follett Textbook Supply Maintenance in the amount of \$45,368.80 as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**FOLLETT QUOTE  
TOTALS**

**\$13,591.08**

**\$1,030.05**

**\$2,622.45**

**\$2,199.60**

**\$1,226.20**

**\$157.00**

**\$520.32**

**\$3,020.05**

**\$964.83**

**\$770.58**

**\$997.16**

**\$11,573.63**

**\$1,227.80**

**\$5,468.05**

---

**\$45,368.80**

---



# RENEWAL QUOTE

Page	1
Quote#	7521918.01
Issue Date	06/12/2020
Expiration Date	09/30/2020
Customer#	1244390
Customer	DECATUR SCH DIST 61

DECATUR SCH DIST 61  
101 WEST CERRO GORDO  
DECATUR IL 62523

Quote Summary	Payable in USD
Quote Total	\$13,591.08
<b>Applicable taxes are NOT included</b>	

## NOTICE OF PAYMENT DUE

Mail Payment (Check)  
Follett School Solutions, Inc.  
91826 Collection Center Drive  
Chicago, IL 60693 USA

Mail Purchase Order  
Follett School Solutions, Inc.  
1340 Ridgeview Drive  
McHenry, IL 60050 USA  
Email: [FSSorders@follett.com](mailto:FSSorders@follett.com)  
Fax: 800-852-5458

## Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
<b>AMERICAN DREAMERS STEM - 1202652</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>BENJAMIN FRANKLIN ELEM SCH - 1202645</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>DENNIS MOSAIC - 1202647</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>EISENHOWER HIGH SCH - 1202649</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>ENTERPRISE SCH - 1244467</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>HARRIS/PHOENIX ALT ED - 1202661</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>HOPE ACAD - 1208578</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>JOHNS HILL MAGNET SCH - 1202646</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
			<b>Site Total</b>	<b>\$755.06</b>
<b>MACARTHUR HIGH SCH - 1202651</b>				
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06

If you have any questions about this quote, please contact us:  
US: 708-884-5100 or email [softwarecs@follett.com](mailto:softwarecs@follett.com)  
Canada: 877-857-7870 or email [canada@follett.com](mailto:canada@follett.com)  
Outside the US or Canada: email [international@follett.com](mailto:international@follett.com)

Did you know that Follett has a tool to manage your textbooks and other assets? Visit [k12.follett.com/drmcomplete](http://k12.follett.com/drmcomplete) to learn more about Destiny® Resource Manager Complete Edition.

Purchase Follett technology products 24/7 on [www.destinyexpress.com](http://www.destinyexpress.com).

# RENEWAL QUOTE



Page	2
Quote#	7521918.01
Issue Date	06/12/2020
Expiration Date	09/30/2020
Customer#	1244390
Customer	DECATUR SCH DIST 61

## Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
<b>MICHAEL E BAUM GRADE SCH - 1203886</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>MUFFLEY ELEM SCH - 1202654</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>OAK GROVE SCH - 1202655</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>PARSONS ELEM SCH - 1202657</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>PROF DEVELOPMENT INST - 1207842</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>SEAP - 1212302</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>SOUTH SHORES ELEM SCH - 1202660</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>STEPHEN DECATUR MDL SCH - 1202659</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06
<b>STEVENSON ELEM SCH - 1202663</b>				<b>Site Total   \$755.06</b>
48207P DISTRICT MEMBER TM - HOSTED SERVICE RENEWAL	12	06/30/2020	06/30/2021	\$755.06

End of Quote

If you have any questions about this quote, please contact us:  
 US: 708-884-5100 or email [softwarecs@follett.com](mailto:softwarecs@follett.com)  
 Canada: 877-857-7870 or email [canada@follett.com](mailto:canada@follett.com)  
 Outside the US or Canada: email [international@follett.com](mailto:international@follett.com)

Did you know that Follett has a tool to manage your textbooks and other assets? Visit [k12.follett.com/drmcomplete](http://k12.follett.com/drmcomplete) to learn more about Destiny® Resource Manager Complete Edition.

Purchase Follett technology products 24/7 on [www.destinyexpress.com](http://www.destinyexpress.com).





## RENEWAL QUOTE

Page	3
Quote#	7521918.01
Issue Date	06/12/2020
Expiration Date	09/30/2020
Customer#	1244390
Customer	DECATUR SCH DIST 61

If you have any questions about this quote, please contact us:  
US: 708-884-5100 or email [softwarecs@follett.com](mailto:softwarecs@follett.com)  
Canada: 877-857-7870 or email [canada@follett.com](mailto:canada@follett.com)  
Outside the US or Canada: email [international@follett.com](mailto:international@follett.com)

Did you know that Follett has a tool to manage your textbooks and other assets? Visit [k12.follett.com/drmcomplete](https://k12.follett.com/drmcomplete) to learn more about Destiny® Resource Manager Complete Edition.

Purchase Follett technology products 24/7 on [www.destinyexpress.com](https://www.destinyexpress.com).

## Beth Stout

---

**From:** Looome, Debbie <DLooome@follett.com>  
**Sent:** Tuesday, June 2, 2020 7:44 AM  
**To:** Beth Stout  
**Subject:** Emailing: Follett School Solutions - 2488501A Macarthur HS



June 2, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on FOLLETT 2488501A** and awaiting your comments or authorization to ship.

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Looome  
FOLLETT Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at [follettlearning.com/rewards](http://follettlearning.com/rewards).

### Follett School Solutions Order Status

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
-------	------------	-------	---------	--------------

2488501A	06/01/20	PHONE	DEBBIEL	HOLD FOR PO
----------	----------	-------	---------	-------------

FILE NO. 1244

BILL TO: 1244390

 DECATUR SCH DIST 61  
 101 W CERRO GORDO ST  
 DECATUR, IL 62523-1091  
 PO# NONE

SHIP

TO:

 MACARTHUR HIGH SCHOOL  
 ATTN:BSTOUT@DPS61.ORG BETH  
 1155 N FAIRVIEW AVE  
 DECATUR, IL 62522-1491

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	PEAR 2018 READ THINK WRITE TRUE INTEGRATION THROUGH (P) ISBN: 0-13-467881-8 ISBN-13: 9780134678818 Book	30	30	AVAILABLE (NEW)	101.29	3,038.70
OR						
(2)	PEAR 2018 READ THINK WRITE TRUE INTEGRATION {LOOSE LEAF} (P) ISBN: 0-13-471379-6 ISBN-13: 9780134713793 Book	35	35	AVAILABLE (NEW)	69.41	2,429.35

TOTAL READY TO SHIP:	0.00
SALES TAX:	0.00
SHIPPING:	0.00
 TOTAL ON ORDER / IN TRANSIT:	 5,468.05
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
 TOTAL AVAILABLE:	 5,468.05

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

#### Return Policy:

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490446A		
Hold Expiration Date:	07/04/20		
Order Total:	\$3,020.05		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$5,198.07
Shipping/Handling:	0.00	Your FSS Price:	\$3,020.05
	=====		=====
<b>TOTAL:</b>	<b>\$3,020.05</b>	<b>Total Maximum Savings:</b>	<b>\$2,178.02</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490446A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** DENNIS MOSAIC  
1499 W MAIN ST  
DECATUR, IL 62522-1909

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	MACM 2009 COMMUNITIES {IL} 3 ISBN: 0-02-152324-X ISBN-13: 9780021523245 Book	40	40	OUT OF STOCK	0.00	0.00
(2)	GLEN 2012 AMERICAN JOURNEY ISBN: 0-07-895364-2 ISBN-13: 9780078953644	60	33 27	READY TO SHIP OUT OF STOCK	82.45 0.00	2,720.85 0.00
(3)	GLEN 2012 AMERICAN JOURNEY (TEACHERS) ISBN: 0-07-895369-3 ISBN-13: 9780078953699	2	2	OUT OF STOCK	0.00	0.00
(4)	MACM 2009 COMMUNITIES 3 ISBN: 0-02-151346-5 ISBN-13: 9780021513468	40	40	READY TO SHIP	7.48	299.20

TOTAL READY TO SHIP:	3,020.05
SALES TAX:	0.00
SHIPPING:	0.00
TOTAL ON ORDER / IN TRANSIT:	0.00
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
<b>TOTAL AVAILABLE:</b>	<b>3,020.05</b>

Issue your PO for \$3,020.05 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490447A		
Hold Expiration Date:	07/04/20		
Order Total:	\$1,030.05		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$1,332.87
Shipping/Handling:	0.00	Your FSS Price:	\$1,030.05
	=====		=====
<b>TOTAL:</b>	<b>\$1,030.05</b>	<b>Total Maximum Savings:</b>	<b>\$302.82</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490447A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** BENJIMAN FRANKLIN ELEM SCH  
2440 N SUMMIT AVE  
DECATUR, IL 62526-3181

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	MACM 2009 UNITED STATES {IL} VOL 1 ISBN: 0-02-152328-2 ISBN-13: 9780021523283 Book	17	17	OUT OF STOCK	0.00	0.00
(2)	MACM 2009 UNITED STATES {IL} VOL 2 ISBN: 0-02-152329-0 ISBN-13: 9780021523290 Book	17	17	OUT OF STOCK	0.00	0.00
(3)	SCOT 2006 SCIENCE {IL} 5 ISBN: 0-328-14740-0 ISBN-13: 9780328147403 Book	21	21	OUT OF STOCK	0.00	0.00
(4)	MACM 2009 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book	8	8	OUT OF STOCK	0.00	0.00
(5)	MACM 2009 UNITED STATES VOL 1 ISBN: 0-02-151348-1 ISBN-13: 9780021513482	17	17	OUT OF STOCK	0.00	0.00
(6)	MACM 2009 UNITED STATES VOL 2 ISBN: 0-02-152405-X ISBN-13: 9780021524051	17	17	OUT OF STOCK	0.00	0.00
(7)	MACM 2009 UNITED STATES / 2 VOLUME SET 5 (P) ISBN: 0-02-152523-4 ISBN-13: 9780021525232	17	17	OUT OF STOCK	0.00	0.00
(8)	SCOT 2006 SCIENCE 5 ISBN: 0-328-10005-6 ISBN-13: 9780328100057 Book	21	21	READY TO SHIP	49.05	1,030.05
(9)	MACM 2009 WORLD / 2 VOL PACKAGE 6 ISBN: 0-02-153088-2 ISBN-13: 9780021530885	8	8	OUT OF STOCK	0.00	0.00

TOTAL READY TO SHIP:	1,030.05
SALES TAX:	0.00
SHIPPING:	0.00
TOTAL ON ORDER / IN TRANSIT:	0.00
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
<b>TOTAL AVAILABLE:</b>	<b>1,030.05</b>

Issue your PO for \$1,030.05 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

#### **Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.





June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490450A		
Hold Expiration Date:	07/04/20		
Order Total:	\$11,573.63		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$12,961.79
Shipping/Handling:	0.00	Your FSS Price:	\$11,573.63
	=====		=====
<b>TOTAL:</b>	<b>\$11,573.63</b>	<b>Total Maximum Savings:</b>	<b>\$1,388.16</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490450A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** HOPE ACADEMY  
955 N ILLINOIS ST  
DECATUR, IL 62521-1427

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	SCOT 2006 ACT BK FOR SCIENCE 2 (P) ISBN: 0-328-12623-3 ISBN-13: 9780328126231 Book	100	100	IN TRANSIT TO FSS (NEW)	9.38	938.00
(2)	SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book	100	100	IN TRANSIT TO FSS (NEW)	9.38	938.00
(3)	SCOT 2006 WKBK FOR SCIENCE 3 (P) ISBN: 0-328-12612-8 ISBN-13: 9780328126125 Book	110	110	READY TO SHIP	4.40	484.00
(4)	SCOT 2006 ACT BK FOR SCIENCE 4 (P) ISBN: 0-328-12625-X ISBN-13: 9780328126255 Book	110	31 9 70	READY TO SHIP IN TRANSIT TO FSS IN TRANSIT TO FSS (NEW)	3.60 3.60 10.55	111.60 32.40 738.50
(5)	SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book	110	110	READY TO SHIP (NEW)	10.55	1,160.50
(6)	SCOT 2006 SCIENCE {IL} 5 ISBN: 0-328-14740-0 ISBN-13: 9780328147403 Book	56	56	OUT OF STOCK	0.00	0.00
(7)	MACM 2009 UNITED STATES {IL} VOL 2 ISBN: 0-02-152329-0 ISBN-13: 9780021523290 Book	57	57	OUT OF STOCK	0.00	0.00
(8)	MACM 2009 UNITED STATES {IL} VOL 1 ISBN: 0-02-152328-2 ISBN-13: 9780021523283 Book	64	64	OUT OF STOCK	0.00	0.00
(9)	SCOT 2006 ACT BK FOR SCIENCE 5 (P) ISBN: 0-328-12626-8 ISBN-13: 9780328126262 Book	85	7 2 76	READY TO SHIP READY TO SHIP (NEW) IN TRANSIT TO FSS (NEW)	3.29 10.55 10.55	23.03 21.10 801.80

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490450A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** HOPE ACADEMY  
955 N ILLINOIS ST  
DECATUR, IL 62521-1427

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(10)	SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book	85	5 12 8 60	READY TO SHIP READY TO SHIP (NEW) IN TRANSIT TO FSS IN TRANSIT TO FSS (NEW)	4.45 10.55 4.45 10.55	22.25 126.60 35.60 633.00
(11)	SCOT 2006 ACT BK FOR SCIENCE 6 (P) ISBN: 0-328-12627-6 ISBN-13: 9780328126279 Book	90	90	IN TRANSIT TO FSS (NEW)	10.55	949.50
(12)	SCOT 2006 SCIENCE 5 ISBN: 0-328-10005-6 ISBN-13: 9780328100057 Book	56	56	READY TO SHIP	49.05	2,746.80
(13)	MACM 2009 UNITED STATES VOL 1 ISBN: 0-02-151348-1 ISBN-13: 9780021513482	57	14 43	READY TO SHIP OUT OF STOCK	25.00 0.00	350.00 0.00
(14)	MACM 2009 UNITED STATES VOL 2 ISBN: 0-02-152405-X ISBN-13: 9780021524051	64	48 13 3	READY TO SHIP IN TRANSIT TO FSS OUT OF STOCK	23.95 23.95 0.00	1,149.60 311.35 0.00

TOTAL READY TO SHIP: 6,195.48  
SALES TAX: 0.00  
SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 5,378.15  
SALES TAX: 0.00  
ESTIMATED SHIPPING: 0.00

**TOTAL AVAILABLE: 11,573.63**

Issue your PO for \$11,573.63 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials).

products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490451A		
Hold Expiration Date:	07/04/20		
Order Total:	\$157.00		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$909.80
Shipping/Handling:	0.00	Your FSS Price:	\$157.00
	=====		=====
<b>TOTAL:</b>	<b>\$157.00</b>	<b>Total Maximum Savings:</b>	<b>\$752.80</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490451A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** JOHNS HILL MAGNET SCHOOL  
1025 E JOHNS AVE  
DECATUR, IL 62521-2741

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	HAMP 2004 PRAC BK FOR AVENUES B (P) ISBN: 0-7362-1835-1 ISBN-13: 9780736218351 Book	20	20	READY TO SHIP	1.25	25.00
(2)	HAMP 2004 PRAC BK FOR AVENUES C (P) ISBN: 0-7362-1884-X ISBN-13: 9780736218849 Book	20	20	READY TO SHIP	1.06	21.20
(3)	HAMP 2004 PRAC BK FOR AVENUES D (P) ISBN: 0-7362-1678-2 ISBN-13: 9780736216784	20	20	READY TO SHIP	1.11	22.20
(4)	HAMP 2004 PRAC BK FOR AVENUES A (P) ISBN: 0-7362-1786-X ISBN-13: 9780736217866 Book	20	20	READY TO SHIP	4.43	88.60

TOTAL READY TO SHIP:	157.00
SALES TAX:	0.00
SHIPPING:	0.00
TOTAL ON ORDER / IN TRANSIT:	0.00
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
<b>TOTAL AVAILABLE:</b>	<b>157.00</b>

Issue your PO for \$157.00 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.





June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490453A
Hold Expiration Date:	07/04/20
Order Total:	\$1,227.80
Sales Tax:	0.00
Shipping/Handling:	0.00
	=====
<b>TOTAL:</b>	<b>\$1,227.80</b>

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>



**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490453A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** MACARTHUR HIGH SCHOOL  
1155 N FAIRVIEW AVE  
DECATUR, IL 62522-1491

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	GOOD 2015 PARENTS AND THEIR CHILDREN ISBN: 1-61960-640-2 ISBN-13: 9781619606401 Book	7	7	IN TRANSIT TO FSS (NEW)	88.20	617.40
(2)	GOOD 2010 PARENTS AND THEIR CHILDREN ACTIVITY GDE (P) ISBN: 1-59070-928-4 ISBN-13: 9781590709283 Book	7	7	IN TRANSIT TO FSS (NEW)	16.45	115.15
(3)	GOOD 2016 WORKING WITH YOUNG CHILDREN ISBN: 1-63126-024-3 ISBN-13: 9781631260247 Book	7	7	READY TO SHIP	70.75	495.25

TOTAL READY TO SHIP: 495.25  
SALES TAX: 0.00  
SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 732.55  
SALES TAX: 0.00  
ESTIMATED SHIPPING: 0.00

**TOTAL AVAILABLE: 1,227.80**

Issue your PO for \$1,227.80 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490455A
Hold Expiration Date:	07/04/20

Order Total:	\$1,226.20
Sales Tax:	0.00
Shipping/Handling:	0.00

	=====
<b>TOTAL:</b>	<b>\$1,226.20</b>

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490455A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** MUFFLEY ELEMENTARY SCHOO  
88 S COUNTRY CLUB RD  
DECATUR, IL 62521-4473

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book	25	25	IN TRANSIT TO FSS (NEW)	9.38	234.50
(2)	SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book	44	44	READY TO SHIP (NEW)	10.55	464.20
(3)	SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book	50	12	READY TO SHIP (NEW)	10.55	126.60
			38	IN TRANSIT TO FSS (NEW)	10.55	400.90

TOTAL READY TO SHIP:	590.80
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	635.40
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE:</b>	<b>1,226.20</b>
-------------------------	-----------------

Issue your PO for \$1,226.20 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490458A
Hold Expiration Date:	07/04/20
Order Total:	\$964.83
Sales Tax:	0.00
Shipping/Handling:	0.00
	=====
<b>TOTAL:</b>	<b>\$964.83</b>

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490458A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** OAK GROVE ELEMENTARY SCH  
2160 W CENTER ST  
DECATUR, IL 62526-3319

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	MACM 2007 STDNT PRACT & ACT WKBK FOR TIMELINKS PEOPLE AND PLACES (P) ISBN: 0-02-151738-X ISBN-13: 9780021517381 Book	3	3	READY TO SHIP	2.25	6.75
(2)	MACM 2009 UNITED STATES {IL} VOL 1 ISBN: 0-02-152328-2 ISBN-13: 9780021523283 Book	2	2	OUT OF STOCK	0.00	0.00
(3)	MCGR 2007 TIMELINKS PLACES AND EVENTS APPROACHING LVL 6 (P) ISBN: 0-02-152994-9 ISBN-13: 9780021529940 Book	1	1	OUT OF STOCK	0.00	0.00
(4)	MCGR 2007 TIMELINKS LEVELED PLACES AND EVENTS ON LVL SET 6 (P) ISBN: 0-02-153001-7 ISBN-13: 9780021530014 Book	1	1	OUT OF STOCK	0.00	0.00
(5)	SCOT 2006 ACT BK FOR SCIENCE 2 (P) ISBN: 0-328-12623-3 ISBN-13: 9780328126231 Book	48	48	IN TRANSIT TO FSS (NEW)	9.38	450.24
(6)	SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book	48	48	IN TRANSIT TO FSS (NEW)	9.38	450.24
(7)	SCOT 2006 SCIENCE {IL} VOL 1 (P) (TEACHERS) ISBN: 0-328-14748-6 ISBN-13: 9780328147489	1	1	OUT OF STOCK	0.00	0.00
(8)	SCOT 2006 STDNT WKBK FOR SCIENCE K (P) ISBN: 0-328-14586-6 ISBN-13: 9780328145867 Book	24	24	READY TO SHIP	2.40	57.60
(9)	MACM 2009 UNITED STATES VOL 1 ISBN: 0-02-151348-1 ISBN-13: 9780021513482	2	2	OUT OF STOCK	0.00	0.00

TOTAL READY TO SHIP:	64.35
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	900.48
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
<hr/>	
<b>TOTAL AVAILABLE:</b>	<b>964.83</b>

Issue your PO for \$964.83 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

#### Return Policy:

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490460A		
Hold Expiration Date:	07/04/20		
Order Total:	\$520.32		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$563.92
Shipping/Handling:	0.00	Your FSS Price:	\$520.32
	=====		=====
<b>TOTAL:</b>	<b>\$520.32</b>	<b>Total Maximum Savings:</b>	<b>\$43.60</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490460A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** PARSONS ACCELERATED SCHO  
3591 N MACARTHUR RD  
DECATUR, IL 62526-1452

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	SCOT 2006 ACT BK FOR SCIENCE 2 (P) ISBN: 0-328-12623-3 ISBN-13: 9780328126231 Book	24	24	IN TRANSIT TO FSS (NEW)	9.38	225.12
(2)	SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book	1	1	READY TO SHIP (NEW)	10.55	10.55
(3)	SCOT 2006 ANS KEY FOR SCIENCE 4 (P) (TEACHERS) ISBN: 0-328-12607-1 ISBN-13: 9780328126071	1	1	READY TO SHIP	2.05	2.05
(4)	SCOT 2006 ACT BK FOR SCIENCE K (P) ISBN: 0-328-14565-3 ISBN-13: 9780328145652 Book	30	30	IN TRANSIT TO FSS (NEW)	7.02	210.60
(5)	SCOT 2006 STDNT WKBK FOR SCIENCE K (P) ISBN: 0-328-14586-6 ISBN-13: 9780328145867 Book	30	30	READY TO SHIP	2.40	72.00

TOTAL READY TO SHIP:	84.60
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	435.72
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE:</b>	<b>520.32</b>
-------------------------	---------------

Issue your PO for \$520.32 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**



FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490463A		
Hold Expiration Date:	07/04/20		
Order Total:	\$2,622.45		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$3,948.00
Shipping/Handling:	0.00	Your FSS Price:	\$2,622.45
	=====		=====
<b>TOTAL:</b>	<b>\$2,622.45</b>	<b>Total Maximum Savings:</b>	<b>\$1,325.55</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490463A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** STEPHEN DECATUR MDL SCH  
1 EDUCATIONAL PARK  
DECATUR, IL 62526

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	DELT 2017 CHEMICAL INTERACTIONS ISBN: 1-62571-174-3 ISBN-13: 9781625711748 Book	57	57	READY TO SHIP	17.65	1,006.05
(2)	STEC 2004 MASTERING MATH D (P) (TEACHERS) ISBN: 0-7398-9215-0 ISBN-13: 9780739892152 Book	1	1	OUT OF STOCK	0.00	0.00
(3)	STEC 2004 MASTERING MATH E (P) (TEACHERS) ISBN: 0-7398-9216-9 ISBN-13: 9780739892169 Book	1	1	OUT OF STOCK	0.00	0.00
(4)	STEC 2004 MASTERING MATH F (P) (TEACHERS) ISBN: 0-7398-9217-7 ISBN-13: 9780739892176 Book	1	1	OUT OF STOCK	0.00	0.00
(5)	RANM 2015 CLASSROOM ATLAS WITH TEACHER'S GUIDE (30 PACK + TG 5-8 (P) ISBN: 0-528-01516-8 ISBN-13: 9780528015168 Book	6	6	AVAILABLE (NEW)	269.40	1,616.40

TOTAL READY TO SHIP:	1,006.05
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	1,616.40
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

SOURCING:	0.00
ESTIMATED SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE &amp; SOURCING</b>	<b>2,622.45</b>
---------------------------------------	-----------------

Issue your PO for \$2,622.45 for all books expected to be available as well as those we are sourcing for you.

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

---

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials, FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490470A		
Hold Expiration Date:	07/04/20		
Order Total:	\$770.58		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$1,818.90
Shipping/Handling:	0.00	Your FSS Price:	\$770.58
	=====		=====
<b>TOTAL:</b>	<b>\$770.58</b>	<b>Total Maximum Savings:</b>	<b>\$1,048.32</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490470A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** SEAP  
620 E GARFIELD  
DECATUR, IL 62526

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	MCDO 2005 EARTH SCIENCE ISBN: 0-618-49938-5 ISBN-13: 9780618499380 Book	6	6	READY TO SHIP	12.68	76.08
(2)	PREN 2009 PHYSICAL SCIENCE CONCEPTS IN ACTION WITH EARTH AND ISBN: 0-13-362816-7 ISBN-13: 9780133628166 Book	10	10	READY TO SHIP	69.45	694.50

TOTAL READY TO SHIP:	770.58
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	0.00
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE:</b>	<b>770.58</b>
-------------------------	---------------

Issue your PO for \$770.58 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490472A		
Hold Expiration Date:	07/04/20		
Order Total:	\$2,199.60		
Sales Tax:	0.00	* Publisher/Manufacturer Price:	\$2,216.81
Shipping/Handling:	0.00	Your FSS Price:	\$2,199.60
	=====		=====
<b>TOTAL:</b>	<b>\$2,199.60</b>	<b>Total Maximum Savings:</b>	<b>\$17.21</b>
		(If all items ship)	

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions**  
**Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490472A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** SOUTH SHORES ELEMENTARY SCHOOL  
2500 SOUTH FRANKLIN STREET RD  
DECATUR, IL 62521

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	MACM 2009 UNITED STATES {IL} VOL 1 ISBN: 0-02-152328-2 ISBN-13: 9780021523283 Book	11	11	OUT OF STOCK	0.00	0.00
(2)	MCGR 2008 TIMELINKS LEVELED READER LIBRARY APPROACHING 1 (P) ISBN: 0-02-152769-5 ISBN-13: 9780021527694 Book	1	1	OUT OF STOCK	0.00	0.00
(3)	MCGR 2007 TIMELINKS LEVELED READER LIBRARY PLACES AND EVENTS 1 (P) ISBN: 0-02-152781-4 ISBN-13: 9780021527816 Book	1	1	OUT OF STOCK	0.00	0.00
(4)	MCGR 2007 TIMELINKS LEVELED READER LIBRARY PLACES AND EVENTS 1 (P) ISBN: 0-02-152775-X ISBN-13: 9780021527755 Book	1	1	OUT OF STOCK	0.00	0.00
(5)	SCOT 2006 SCIENCE {IL} VOL 1 (P) (TEACHERS) ISBN: 0-328-14743-5 ISBN-13: 9780328147434	1	1	OUT OF STOCK	0.00	0.00
(6)	SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book	54	54	READY TO SHIP (NEW)	10.55	569.70
(7)	SCOT 2006 ACT BK FOR SCIENCE 5 (P) ISBN: 0-328-12626-8 ISBN-13: 9780328126262 Book	54	2	READY TO SHIP (NEW)	10.55	21.10
			52	IN TRANSIT TO FSS (NEW)	10.55	548.60
(8)	SCOT 2006 SCIENCE {IL} 5 ISBN: 0-328-14740-0 ISBN-13: 9780328147403 Book	10	10	OUT OF STOCK	0.00	0.00
(9)	SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book	54	12	READY TO SHIP (NEW)	10.55	126.60
			42	IN TRANSIT TO FSS (NEW)	10.55	443.10



**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490472A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** SOUTH SHORES ELEMENTARY SCHOOL  
2500 SOUTH FRANKLIN STREET RD  
DECATUR, IL 62521

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(10)	SCOT 2006 SCIENCE FLIPCHARTS 6 ISBN: 0-328-12999-2 ISBN-13: 9780328129997 Book	2	2	OUT OF STOCK	0.00	0.00
(11)	MACM 2009 UNITED STATES VOL 1 ISBN: 0-02-151348-1 ISBN-13: 9780021513482	11	11	OUT OF STOCK	0.00	0.00
(12)	SCOT 2006 SCIENCE 5 ISBN: 0-328-10005-6 ISBN-13: 9780328100057 Book	10	10	READY TO SHIP	49.05	490.50
(13)	SCOT 2006 SCIENCE {VOL 1} 1 (P) (TEACHERS) ISBN: 0-328-11387-5 ISBN-13: 9780328113873	1	1	READY TO SHIP	0.00	0.00

TOTAL READY TO SHIP:	1,207.90
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	991.70
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE:</b>	<b>2,199.60</b>
-------------------------	-----------------

Issue your PO for \$2,199.60 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



June 12, 2020

1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

Dear Customer:

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

Order Number:	2490474A
Hold Expiration Date:	07/04/20
Order Total:	\$997.16
Sales Tax:	0.00
Shipping/Handling:	0.00
	=====
<b>TOTAL:</b>	<b>\$997.16</b>

**Don't miss your opportunity for these significant savings!**

E-mail, fax, mail, or call us with your purchase order, procurement/credit card or authorization to ship.

Please note, until FSS receives authorization to ship, quantities are subject to change. Please provide us with your authorization to ship as soon as possible. **Please include the order number on all PO's.**

Thank You!



Debbie Loome  
Sales Consultant  
dloome@follett.com  
1-877-899-8550 ext. 46207

---

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458 or 815.759.9831  
1340 Ridgeview Drive, McHenry, IL 60050 • <http://www.follettclassroom.com/>

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490474A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** STEVENSON ACCELERATED EL  
3900 N NEELY AVE  
DECATUR, IL 62526-1915

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1)	SCOT 2006 WKBK FOR SCIENCE 6 (P) ISBN: 0-328-12615-2 ISBN-13: 9780328126156 Book	27	2	READY TO SHIP	4.20	8.40
			25	IN TRANSIT TO FSS (NEW)	10.55	263.75
(2)	SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book	25	25	READY TO SHIP (NEW)	10.55	263.75
(3)	SCOT 2010 SCIENCE {VOL 2} 4 (P) (TEACHERS) ISBN: 0-328-45592-X ISBN-13: 9780328455928 Book	1	1	IN TRANSIT TO FSS (NEW)	156.44	156.44
(4)	SCOT 2006 ANS KEY FOR SCIENCE 4 (P) (TEACHERS) ISBN: 0-328-12607-1 ISBN-13: 9780328126071	2	2	OUT OF STOCK	0.00	0.00
(5)	SCOT 2006 SCIENCE {IL} 5 ISBN: 0-328-14740-0 ISBN-13: 9780328147403 Book	6	6	OUT OF STOCK	0.00	0.00
(6)	SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book	28	12	READY TO SHIP (NEW)	10.55	126.60
			16	IN TRANSIT TO FSS (NEW)	10.55	168.80
(7)	SCOT 2006 SCIENCE {IL} VOL 1 (P) (TEACHERS) ISBN: 0-328-14748-6 ISBN-13: 9780328147489	1	1	OUT OF STOCK	0.00	0.00
(8)	SCOT 2006 ACT BK FOR SCIENCE K (P) ISBN: 0-328-14565-3 ISBN-13: 9780328145652 Book	1	1	IN TRANSIT TO FSS (NEW)	7.02	7.02
(9)	SCOT 2006 STDNT WKBK FOR SCIENCE K (P) ISBN: 0-328-14586-6 ISBN-13: 9780328145867 Book	1	1	READY TO SHIP	2.40	2.40

**Follett School Solutions  
Order Status**

ORDER	ORDER DATE	MEDIA	HELD BY	ORDER STATUS
2490474A	06/09/20	MAIL	ROBERTK1	HOLD FOR PO

**FILE NO.** 1244

**BILL TO:** 1244390  
DECATUR SCH DIST 61  
101 W CERRO GORDO ST  
DECATUR, IL 62523-1091  
PO# NONE

**SHIP TO:** STEVENSON ACCELERATED EL  
3900 N NEELY AVE  
DECATUR, IL 62526-1915

	Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(10)	SCOT 2006 SCIENCE 6 ISBN: 0-328-10006-4 ISBN-13: 9780328100064 Book	6	6	OUT OF STOCK	0.00	0.00
(11)	SCOT 2006 SCIENCE VOL 1 (P) (TEACHERS) ISBN: 0-328-11392-1 ISBN-13: 9780328113927	1	1	OUT OF STOCK	0.00	0.00

TOTAL READY TO SHIP:	401.15
SALES TAX:	0.00
SHIPPING:	0.00

TOTAL ON ORDER / IN TRANSIT:	596.01
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00

<b>TOTAL AVAILABLE:</b>	<b>997.16</b>
-------------------------	---------------

Issue your PO for \$997.16 for all books expected to be available. **Please include the order number on all PO's.**

**Ready to Ship:** These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

**Available:** "Available to order" upon request, subject to publisher availability.

**In Transit to FSS:** These books are expected to arrive at FSS shortly. Pre-owned books need to pass our quality control inspections before confirmed as available. Quantities subject to change.

**Sourcing:** These books are actively being sought but are not guaranteed available.

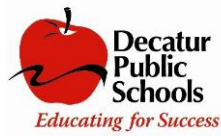
**Out of Stock:** These books are not available to order at this time.

\* : Prices on New Publisher Materials are subject to change.

**Return Policy:**

FSS will accept authorized returns within 60 days from original invoice date. Prior authorization must be obtained. FSS must receive returned products within 30 days of authorization. FSS will pay return shipping costs for returns due to FSS error. Digital products are non-refundable once accessed online. Software is non-returnable once opened.

FSS will replace products or issue credits for returns with the exception of custom orders (including but not limited to bar-coded materials. FollettBound Platinum and BookGuard paperbacks). All materials must be returned in original condition (unopened and in original packaging or shrink-wrap where applicable.) Books stamped or otherwise altered after shipping are non-returnable.



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Textbook Supply Maintenance – Scholastic Magazine K-12
<b>Initiated By:</b> Charlotte Thompson, Director of Curriculum- Elementary; Dr. Joshua Peters, Director of Curriculum- Secondary	<b>Attachments:</b> Scholastic Magazine Quotes for Baum, Dennis, Franklin, American Dreamers (French), Hope, Johns Hill, MHS, Muffley, Oak Grove, Parsons, SEAP, South Shores, and Stevenson Elementary School
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:** Scholastic Magazine is an instructional materials that Decatur Public School District 61 uses to help promote literacy throughout the curriculum. The instructional materials needed are consumables. This is the yearly renewal for the 2020-2021 school year.

**FINANCIAL CONSIDERATIONS:**

Funding will be from the District's Instructional Materials budget.

**STAFF RECOMMENDATION:**

The Administration respectfully requests that the Board of Education approve the Scholastic Magazine K-12 Textbook Supply Maintenance Renewal for 2020-2021 in the cumulative amount of \$31,783.71 as presented.

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

**SCHOLASTIC  
MAGAZINE QUOTE  
TOTALS**

**\$849.76**

**\$3,024.91**

**\$2,691.36**

**\$861.82**

**\$3,349.47**

**\$2,365.07**

**\$4,893.42**

**\$1,304.60**

**\$2,131.46**

**\$428.56**

**\$2,505.93**

**\$208.78**

**\$197.78**

**\$1,236.18**

**\$3,236.09**

**\$2,498.52**

---

**\$31,783.71**

# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: BAUM ELEMENTARY SCHOOL (62521015)

Contact: LANA FORSYTHE

School Address: 801 S LAKE RIDGE AVE

School City: DECATUR

State: IL Zip: 62521-4399

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
Robert Winters	LET'S FIND OUT	008	25	\$5.75	\$143.75
Robert Winters	ScienceSpin K-1	300	25	\$0.99	\$24.75
SARA BARNETT	LET'S FIND OUT	008	25	\$5.75	\$143.75
SARA BARNETT	ScienceSpin K-1	300	25	\$0.99	\$24.75
T CARVER	LET'S FIND OUT	008	25	\$5.75	\$143.75
T CARVER	ScienceSpin K-1	300	25	\$0.99	\$24.75
PAM BLADES	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
PAM BLADES	ScienceSpin K-1	300	25	\$0.99	\$24.75
L EASTIN	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
L EASTIN	ScienceSpin K-1	300	25	\$0.99	\$24.75
MICHELLE VANDERBERG	SCHOLASTIC NEWS 2	012	25	\$5.75	\$143.75
MICHELLE VANDERBERG	ScienceSpin 2	302	25	\$0.99	\$24.75
G CLIFTON	SCHOLASTIC NEWS 2	012	25	\$5.75	\$143.75
G CLIFTON	ScienceSpin 2	302	25	\$0.99	\$24.75
JENNIFER THOMAS	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
JENNIFER THOMAS	ScienceSpin 3-6	304	27	\$0.99	\$26.73
M NIELSON	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
M NIELSON	ScienceSpin 3-6	304	27	\$0.99	\$26.73
CHELSIE KIRSCHNER	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
CHELSIE KIRSCHNER	ScienceSpin 3-6	304	27	\$0.99	\$26.73
ASHLEY MINTON	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
ASHLEY MINTON	ScienceSpin 3-6	304	27	\$0.99	\$26.73
BRIANNA FINK	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
BRIANNA FINK	ScienceSpin 3-6	304	27	\$0.99	\$26.73
M BIRT	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
M BIRT	ScienceSpin 3-6	304	27	\$0.99	\$26.73
		Total Subscriptions	674	Subtotal	\$2271.38
				10% S & H	\$227.14
				Price Total	\$2498.52

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.



## **Order Instructions**

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days



# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: BENJAMIN FRANKLIN ELEM SCHOOL (62526060)

Contact: LANA FORSYTHE

School Address: 2440 N SUMMIT AVE

School City: DECATUR State: IL Zip: 62526-3181

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
KELSEY BECK	LET'S FIND OUT	008	24	\$5.75	\$138.00
KELSEY BECK	ScienceSpin K-1	300	24	\$0.99	\$23.76
CHELSEA DAVIS	LET'S FIND OUT	008	24	\$5.75	\$138.00
CHELSEA DAVIS	ScienceSpin K-1	300	24	\$0.99	\$23.76
BRIANNE BARRETT	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
BRIANNE BARRETT	ScienceSpin K-1	300	24	\$0.99	\$23.76
DENITA HENTZ	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
DENITA HENTZ	ScienceSpin K-1	300	24	\$0.99	\$23.76
Kay Green	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
Kay Green	ScienceSpin 2	302	24	\$0.99	\$23.76
VERNADENE WELLS	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
VERNADENE WELLS	ScienceSpin 2	302	24	\$0.99	\$23.76
MACIE GILLIS	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
MACIE GILLIS	ScienceSpin 3-6	304	25	\$0.99	\$24.75
Emily Kane	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
Emily Kane	ScienceSpin 3-6	304	25	\$0.99	\$24.75
Hannah Blanck	SCHOLASTIC NEWS 4	016	24	\$5.75	\$138.00
Hannah Blanck	ScienceSpin 3-6	304	24	\$0.99	\$23.76
Kristin Portis	SCHOLASTIC NEWS 4	016	24	\$5.75	\$138.00
Kristin Portis	ScienceSpin 3-6	304	24	\$0.99	\$23.76
PATRICIA PAULSON	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
PATRICIA PAULSON	ScienceSpin 3-6	304	25	\$0.99	\$24.75
NICHOLE TORBERT	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
NICHOLE TORBERT	ScienceSpin 3-6	304	27	\$0.99	\$26.73
JOBETH PAGE	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
JOBETH PAGE	ScienceSpin 3-6	304	25	\$0.99	\$24.75
		Total Subscriptions	638	Subtotal	\$2150.06
				10% S & H	\$215.01
				Price Total	\$2365.07

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

## Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_



When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days

<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: DENNIS LAB SCHOOL (62522040)

Contact: LANA FORSYTHE

School Address: 1499 W MAIN ST

School City: DECATUR

State: IL Zip: 62522-1909

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
ANGIE MEHR	MY BIG WORLD WITH CLIFFORD	006	20	\$5.50	\$110.00
ANGIE MEHR	MY BIG WORLD WITH CLIFFORD	006	20	\$5.50	\$110.00
Kindergarten Teacher	LET'S FIND OUT	008	26	\$5.75	\$149.50
Kindergarten Teacher	ScienceSpin K-1	300	26	\$0.99	\$25.74
ARYN DOBERNICK	LET'S FIND OUT	008	26	\$5.75	\$149.50
ARYN DOBERNICK	ScienceSpin K-1	300	26	\$0.99	\$25.74
PAULA GRUEN	LET'S FIND OUT	008	26	\$5.75	\$149.50
PAULA GRUEN	ScienceSpin K-1	300	26	\$0.99	\$25.74
CASSIE MANN	SCHOLASTIC NEWS 1	010	26	\$5.75	\$149.50
CASSIE MANN	ScienceSpin K-1	300	26	\$0.99	\$25.74
DAYKIN	SCHOLASTIC NEWS 1	010	26	\$5.75	\$149.50
DAYKIN	ScienceSpin K-1	300	26	\$0.99	\$25.74
JILL ROBERTSON	SCHOLASTIC NEWS 1	010	26	\$5.75	\$149.50
JILL ROBERTSON	ScienceSpin K-1	300	26	\$0.99	\$25.74
KRISTEN PRICE	SCHOLASTIC NEWS 2	012	26	\$5.75	\$149.50
KRISTEN PRICE	ScienceSpin 2	302	26	\$0.99	\$25.74
MARIA BOHNSAC	SCHOLASTIC NEWS 2	012	26	\$5.75	\$149.50
MARIA BOHNSAC	ScienceSpin 2	302	26	\$0.99	\$25.74
CARYN FUITEN	SCHOLASTIC NEWS 2	012	26	\$5.75	\$149.50
CARYN FUITEN	ScienceSpin 2	302	26	\$0.99	\$25.74
JAMIE GOODMAN	SCHOLASTIC NEWS 3	014	30	\$5.75	\$172.50
JAMIE GOODMAN	ScienceSpin 3-6	304	30	\$0.99	\$29.70
S LONG	SCHOLASTIC NEWS 3	014	30	\$5.75	\$172.50
S LONG	ScienceSpin 3-6	304	30	\$0.99	\$29.70
A EMORSKI	SCHOLASTIC NEWS 3	014	30	\$5.75	\$172.50
A EMORSKI	ScienceSpin 3-6	304	30	\$0.99	\$29.70
BRITTANY ACREE	SUPER SCIENCE	046	30	\$7.49	\$224.70
JENNIFER PARKS	SUPER SCIENCE	046	30	\$7.49	\$224.70
SARAH SMITH	SUPER SCIENCE	046	30	\$7.49	\$224.70
BRITTANY ACREE	STORYWORKS	038	30	\$8.49	\$254.70
JENNIFER PARKS	STORYWORKS	038	30	\$8.49	\$254.70
SARAH SMITH	STORYWORKS	038	30	\$8.49	\$254.70
APRIL BACON	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
APRIL BACON	ScienceSpin 3-6	304	30	\$0.99	\$29.70
5 <sup>th</sup> Grade Teacher	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
5 <sup>th</sup> Grade Teacher	ScienceSpin 3-6	304	30	\$0.99	\$29.70
5 <sup>th</sup> Grade Teacher	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
5 <sup>th</sup> Grade Teacher	ScienceSpin 3-6	304	30	\$0.99	\$29.70

		Total Subscriptions	1048	Subtotal	\$4448.56
				10% S & H	\$444.86
				Price Total	\$4893.42

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### **Order Instructions**

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. . . . To order by fax: 1-877-242-5865**

**To order via email: [eprocurement@scholastic.com](mailto:eprocurement@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days



## SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: DENNIS LAB SCHOOL (62522040)

Contact: LANA FORSYTHE

School Address: 1499 W MAIN ST

School City: DECATUR

State: IL Zip: 62522-1909

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
DEBORAH SONDER	ACTION	022	10	\$9.49	\$94.90
SARA NAVE	ACTION	022	30	\$9.49	\$284.70
KAYLEE SANGSTER	ACTION	022	30	\$9.49	\$284.70
DEBORAH SONDER	SCOPE	050	10	\$9.99	\$99.90
SARA NAVE	SCOPE	050	30	\$9.99	\$299.70
KAYLEE SANGSTER	SCOPE	050	30	\$9.99	\$299.70
PHIL WINECKE	SCIENCE WORLD	040	30	\$9.49	\$284.70
DEBORAH SONDER	JR SCHOLASTIC	020	10	\$8.49	\$84.90
SARA NAVE	JR SCHOLASTIC	020	30	\$8.49	\$254.70
KAYLEE SANGSTER	JR SCHOLASTIC	020	30	\$8.49	\$254.70
DEBORAH SONDER	NYT Upfront	058	10	\$9.99	\$99.90
SARA NAVE	NYT Upfront	058	30	\$9.99	\$299.70
KAYLEE SANGSTER	NYT Upfront	058	30	\$9.99	\$299.70
		Total Subscriptions	310	Subtotal	\$2941.90
				10% S & H	\$294.19
				Price Total	\$3236.09

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ☐ Teachers ☐ School ☐ District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

FRENCH ACADEMY (62522050)

P.O. #

JULIE FANE

520 W WOOD ST

DECATUR, IL 62522-3112

Teacher Name	Item #	Product Title	Promo	Quantity	Price	Ext. Price
COURTNEY SETTLES	018	SCHOLASTIC NEWS 5/6	2133	50	\$5.75	\$287.50
COURTNEY SETTLES	304	ScienceSpin 3-6	2133	50	\$0.99	\$49.50
JULIE FANE	002	STORYWORKS JR	2132	100	\$8.49	\$849.00
				<i>Total Quantity</i>	200	<i>Subtotal</i>
						<i>10% S &amp; H</i>
						<b>Price Total</b>
						<b>\$1,304.60</b>

*\*\*This total does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine and Teacher's Guide. The online resources include digital editions of each issue online, videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

## Order Instructions

**You can use this quote as a place holder for your budget or to generate your purchase order.**

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention:

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone:** 1-800-387-1437 ext.6383 **To order by fax:** 1-877-242-5865.

**To order via email:** [jschaller@scholastic.com](mailto:jschaller@scholastic.com)

**To order by mail, note any quantity changes and send this form to:**

Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175

Prices quoted are valid for 30 days

## SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: HOPE ACADEMY (00251257)

Contact: LANA FORSYTHE

School Address: 955 N ILLINOIS ST

School City: DECATUR

State: IL Zip: 62521-1427

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
RAJILLIA SULLIVAN	LET'S FIND OUT	008	26	\$5.75	\$149.50
RAJILLIA SULLIVAN	ScienceSpin K-1	300	26	\$0.99	\$25.74
stacey williams	LET'S FIND OUT	008	26	\$5.75	\$149.50
stacey williams	ScienceSpin K-1	300	26	\$0.99	\$25.74
ERIN MILLER	LET'S FIND OUT	008	26	\$5.75	\$149.50
ERIN MILLER	ScienceSpin K-1	300	26	\$0.99	\$25.74
ANN DOWNEY	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
ANN DOWNEY	ScienceSpin K-1	300	25	\$0.99	\$24.75
Summer Hemphill	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
Summer Hemphill	ScienceSpin K-1	300	25	\$0.99	\$24.75
ANN DOWNEY	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
ANN DOWNEY	ScienceSpin K-1	300	25	\$0.99	\$24.75
ANNETTE KIRKPATRICK	SCHOLASTIC NEWS 2	012	78	\$5.75	\$448.50
ANNETTE KIRKPATRICK	ScienceSpin 2	302	78	\$0.99	\$77.22
WHITNEY BROWN	SCHOLASTIC NEWS 2	012	27	\$5.75	\$155.25
WHITNEY BROWN	ScienceSpin 2	302	27	\$0.99	\$26.73
SUSIE CONWAY	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
SUSIE CONWAY	ScienceSpin 3-6	304	30	\$0.99	\$29.70
SUSIE CONWAY	STORYWORKS	038	30	\$8.49	\$254.70
SUELLEN MACKEY	SCOPE	050	85	\$9.99	\$849.15
		Total Subscriptions	691	Subtotal	\$3044.97
				10% S & H	\$304.50
				Price Total	\$3349.47

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**



**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: HOPE ACADEMY (00251257)

Contact: LANA FORSYTHE

School Address: 955 N ILLINOIS ST

School City: DECATUR

State: IL Zip: 62521-1427

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
MARIANNE BLACK	ACTION	022	10	\$9.49	\$94.90
MARIANNE BLACK	MATH	048	10	\$8.49	\$84.90
		Total Subscriptions	20	Subtotal	\$179.80
				10% S & H	\$17.98
				Price Total	\$197.78

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days



<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: JOHNS HILL MAGNET SCHOOL (62521090)

Contact: LANA FORSYTHE

School Address: 1025 E JOHNS AVE

School City: DECATUR

State: IL Zip: 62521-2798

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
LIZ HARDING	SCHOLASTIC NEWS 3	014	52	\$5.75	\$299.00
LIZ HARDING	ScienceSpin 3-6	304	52	\$0.99	\$51.48
MORGAN WOLTER	STORYWORKS	038	51	\$8.49	\$432.99
		Total Subscriptions	155	Subtotal	\$783.47
				10% S & H	\$78.35
				Price Total	\$861.82

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill    ☐ Teachers    ☐ School    ☐ District    Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: MACARTHUR HIGH SCHOOL (62522140)

Contact: LANA FORSYTHE

School Address: 1499 W GRAND AVE

School City: DECATUR State: IL Zip: 62522-1411

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
ELIZABETH WILLIAMS	CHOICES	036	10	\$9.49	\$94.90
CHRIS LIPE	ACTION	022	10	\$9.49	\$94.90
		Total Subscriptions	20	Subtotal	\$189.80
				10% S & H	\$18.98
				Price Total	\$208.78

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days



# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: MUFFLEY ELEMENTARY SCH (62521070)

Contact: LANA FORSYTHE

School Address: 88 S COUNTRY CLUB RD

School City: DECATUR

State: IL Zip: 62521-4499

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
J FOLMNSBEE	LET'S FIND OUT	008	24	\$5.75	\$138.00
J FOLMNSBEE	ScienceSpin K-1	300	24	\$0.99	\$23.76
MELISSA PRASUN	LET'S FIND OUT	008	24	\$5.75	\$138.00
MELISSA PRASUN	ScienceSpin K-1	300	24	\$0.99	\$23.76
DIANE ORR	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
DIANE ORR	ScienceSpin K-1	300	24	\$0.99	\$23.76
SUSAN BARNES	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
SUSAN BARNES	ScienceSpin K-1	300	24	\$0.99	\$23.76
M NOEL	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
M NOEL	ScienceSpin K-1	300	24	\$0.99	\$23.76
A COVERSTONE	SCHOLASTIC NEWS 1	010	10	\$5.75	\$57.50
A COVERSTONE	ScienceSpin K-1	300	10	\$0.99	\$9.90
Karen McCoskey	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
Karen McCoskey	ScienceSpin 2	302	24	\$0.99	\$23.76
M MORTHLAND	SCHOLASTIC NEWS 3	014	10	\$5.75	\$57.50
M MORTHLAND	ScienceSpin 3-6	304	10	\$0.99	\$9.90
Jobeth Sweeney	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
Jobeth Sweeney	ScienceSpin 3-6	304	27	\$0.99	\$26.73
JAROD STAPLES	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
JAROD STAPLES	ScienceSpin 3-6	304	27	\$0.99	\$26.73
Megan Hull	SCHOLASTIC NEWS 4	016	10	\$5.75	\$57.50
Megan Hull	ScienceSpin 3-6	304	10	\$0.99	\$9.90
L GREER	SCHOLASTIC NEWS 4	016	10	\$5.75	\$57.50
L GREER	ScienceSpin 3-6	304	10	\$0.99	\$9.90
HILDA NICHOLLS	STORYWORKS	038	27	\$8.49	\$229.23
ANN AKERS	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
ANN AKERS	ScienceSpin 3-6	304	27	\$0.99	\$26.73
Megan Hull	SCHOLASTIC NEWS 5/6	018	10	\$5.75	\$57.50
Megan Hull	ScienceSpin 3-6	304	10	\$0.99	\$9.90
ASHLEY ATCHASON	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
ASHLEY ATCHASON	ScienceSpin 3-6	304	27	\$0.99	\$26.73
ANGIE GUERNSEY	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
ANGIE GUERNSEY	ScienceSpin 3-6	304	27	\$0.99	\$26.73
		Total Subscriptions	685	Subtotal	\$2446.69
				10% S & H	\$244.67
				Price Total	\$2691.36

*The total above does not reflect any applicable state or local taxes.*

Prices quoted are valid for 30 Days



Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

---

### **Order Instructions**

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill    (    ) Teachers (    ) School (    ) District    Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: OAK GROVE ELEMENTARY SCHOOL (62526150)

Contact: ANNETTE BELUE

School Address: 2160 W CENTER ST

School City: DECATUR

State: IL Zip: 62526-3398

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
MELISSA SCHULZ	LET'S FIND OUT	008	23	\$5.75	\$132.25
MELISSA SCHULZ	ScienceSpin K-1	300	23	\$0.99	\$22.77
VACANT	LET'S FIND OUT	008	23	\$5.75	\$132.25
VACANT	ScienceSpin K-1	300	23	\$0.99	\$22.77
Brooke Segelhorst	SCHOLASTIC NEWS 1	010	23	\$5.75	\$132.25
Brooke Segelhorst	ScienceSpin K-1	300	23	\$0.99	\$22.77
TAYLOR HATHCOAT	SCHOLASTIC NEWS 1	010	23	\$5.75	\$132.25
TAYLOR HATHCOAT	ScienceSpin K-1	300	23	\$0.99	\$22.77
AMANDA REEVE	SCHOLASTIC NEWS 2	012	23	\$5.75	\$132.25
AMANDA REEVE	ScienceSpin 2	302	23	\$0.99	\$22.77
JESSICA NIEBRUGGE	SCHOLASTIC NEWS 2	012	23	\$5.75	\$132.25
JESSICA NIEBRUGGE	ScienceSpin 2	302	23	\$0.99	\$22.77
Blair Paulson	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
Blair Paulson	ScienceSpin 3-6	304	25	\$0.99	\$24.75
MADISON STARK	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
MADISON STARK	ScienceSpin 3-6	304	25	\$0.99	\$24.75
CAROLYNN KEIZER	SCHOLASTIC NEWS 4	016	25	\$5.75	\$143.75
CAROLYNN KEIZER	ScienceSpin 3-6	304	25	\$0.99	\$24.75
ABBEY BARKER	SCHOLASTIC NEWS 4	016	25	\$5.75	\$143.75
ABBEY BARKER	ScienceSpin 3-6	304	25	\$0.99	\$24.75
Alicia Alves	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
Alicia Alves	ScienceSpin 3-6	304	25	\$0.99	\$24.75
APRIL PARPART	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
APRIL PARPART	ScienceSpin 3-6	304	25	\$0.99	\$24.75
ROCHELLE RICO	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
ROCHELLE RICO	ScienceSpin 3-6	304	25	\$0.99	\$24.75
VACANT	SCHOLASTIC NEWS 5/6	018	25	\$5.75	\$143.75
VACANT	ScienceSpin 3-6	304	25	\$0.99	\$24.75
		Total Subscriptions	676	Subtotal	\$2278.12
				10% S & H	\$227.81
				Price Total	\$2505.93

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.



## **Order Instructions**

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill    (    ) Teachers (    ) School (    ) District    Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days

# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: PARSONS ELEMENTARY SCHOOL (62526175)

Contact: LANA FORSYTHE

School Address: 3591 N MACARTHUR RD

School City: DECATUR

State: IL Zip: 62526-1498

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
Sarah Hott	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
Sarah Hott	ScienceSpin K-1	300	24	\$0.99	\$23.76
RHONDA GANLEY	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
RHONDA GANLEY	ScienceSpin K-1	300	24	\$0.99	\$23.76
LISA LANDACRE	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
LISA LANDACRE	ScienceSpin 2	302	24	\$0.99	\$23.76
AMANDA BODINE	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
AMANDA BODINE	ScienceSpin 3-6	304	27	\$0.99	\$26.73
TAMI BROWNING	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
TAMI BROWNING	ScienceSpin 3-6	304	30	\$0.99	\$29.70
DAWN HAWKINS	SCHOLASTIC NEWS 5/6	018	30	\$5.75	\$172.50
DAWN HAWKINS	ScienceSpin 3-6	304	30	\$0.99	\$29.70
MELISSA GOEDE	ACTION	022	54	\$9.49	\$512.46
AMANDA BODINE	STORYWORKS	038	27	\$8.49	\$229.23
		Total Subscriptions	399	Subtotal	\$1813.35
				10% S & H	\$181.34
				Price Total	\$1994.69

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

## Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ☐ Teachers ☐ School ☐ District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

Prices quoted are valid for 30 Days





<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: PHOENIX ACADEMY (00543629)

Contact: LANA FORSYTHE

School Address: 300 E ELDORADO ST

School City: DECATUR State: IL Zip: 62523-1037

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
MICHELLE HOCHINS	CHOICES	036	30	\$9.49	\$284.70
KATHY MOORE	SCOPE	050	30	\$9.99	\$299.70
MICHELLE HOCHINS	MATH	048	30	\$8.49	\$254.70
KATHY MOORE	SCIENCE WORLD	040	30	\$9.49	\$284.70
		Total Subscriptions	120	Subtotal	\$1123.80
				10% S & H	\$112.38
				Price Total	\$1236.18

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



## SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: SEAP (00895163)

Contact: LANA FORSYTHE

School Address: 601 N CHURCH ST

School City: DECATUR

State: IL Zip: 62522-2107

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
HARL HILLMAN	SCHOLASTIC NEWS 1	010	14	\$5.75	\$80.50
HARL HILLMAN	ScienceSpin K-1	300	14	\$0.99	\$13.86
ANNIE BRAHLER	SCHOLASTIC NEWS 2	012	10	\$5.75	\$57.50
ANNIE BRAHLER	ScienceSpin 2	302	10	\$0.99	\$9.90
ANNIE BRAHLER	STORYWORKS JR	002	10	\$8.49	\$84.90
TAMMY STONEBURG	SCHOLASTIC NEWS 3	014	13	\$5.75	\$74.75
TAMMY STONEBURG	ScienceSpin 3-6	304	13	\$0.99	\$12.87
TAMMY STONEBURG	SUPER SCIENCE	046	13	\$7.49	\$97.37
SHERYL AUSTIN	SCHOLASTIC NEWS 5/6	018	13	\$5.75	\$74.75
SHERYL AUSTIN	ScienceSpin 3-6	304	13	\$0.99	\$12.87
JESSICA ELLISON	SCOPE	050	13	\$9.99	\$129.87
JESSICA ELLISON	SCIENCE WORLD	040	13	\$9.49	\$123.37
		Total Subscriptions	149	Subtotal	\$772.51
				10% S & H	\$77.25
				Price Total	\$849.76

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ☐ Teachers ☐ School ☐ District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



<b>SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION</b>
---

School Name: SEAP (00895163)

Contact: LANA FORSYTHE

School Address: 601 N CHURCH ST

School City: DECATUR

State: IL Zip: 62522-2107

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
KATIE JOSTES	CHOICES	036	10	\$9.49	\$94.90
CHRISTOPHER SEIDER	CHOICES	036	10	\$9.49	\$94.90
KATIE JOSTES	NYT Upfront	058	10	\$9.99	\$99.90
CHRISTOPHER SEIDER	NYT Upfront	058	10	\$9.99	\$99.90
		Total Subscriptions	40	Subtotal	\$389.60
				10% S & H	\$38.96
				Price Total	\$428.56

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

### Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: jschaller@scholastic.com**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines**

**Attn: Justin Schaller**

**2315 Dean Street, Suite 600**

**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: SOUTH SHORES ELEM SCHOOL (62521330)

Contact: LANA FORSYTHE

School Address: 2500 S FRANKLIN STREET RD

School City: DECATUR

State: IL Zip: 62521-5302

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
LORRAINE MAJOR	LET'S FIND OUT	008	24	\$5.75	\$138.00
LORRAINE MAJOR	ScienceSpin K-1	300	24	\$0.99	\$23.76
LACY WOOD	LET'S FIND OUT	008	24	\$5.75	\$138.00
LACY WOOD	ScienceSpin K-1	300	24	\$0.99	\$23.76
VACANT	LET'S FIND OUT	008	24	\$5.75	\$138.00
VACANT	ScienceSpin K-1	300	24	\$0.99	\$23.76
KIM HAINLINE	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
KIM HAINLINE	ScienceSpin K-1	300	24	\$0.99	\$23.76
C WILLIAMS	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
C WILLIAMS	ScienceSpin K-1	300	24	\$0.99	\$23.76
PAM HELM	SCHOLASTIC NEWS 1	010	24	\$5.75	\$138.00
PAM HELM	ScienceSpin K-1	300	24	\$0.99	\$23.76
CRYSTAL RORA	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
CRYSTAL RORA	ScienceSpin 2	302	24	\$0.99	\$23.76
DEB HARPER	SCHOLASTIC NEWS 2	012	24	\$5.75	\$138.00
DEB HARPER	ScienceSpin 2	302	24	\$0.99	\$23.76
Tricia Athey	SCHOLASTIC NEWS 3	014	27	\$5.75	\$155.25
Tricia Athey	ScienceSpin 3-6	304	27	\$0.99	\$26.73
JONI GRUBBS	SCHOLASTIC NEWS 3	014	27	\$5.75	\$155.25
JONI GRUBBS	ScienceSpin 3-6	304	27	\$0.99	\$26.73
STEPHEN WOOD	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
STEPHEN WOOD	ScienceSpin 3-6	304	27	\$0.99	\$26.73
SARA KENNEDY	SCHOLASTIC NEWS 4	016	27	\$5.75	\$155.25
SARA KENNEDY	ScienceSpin 3-6	304	27	\$0.99	\$26.73
GREG SMITH	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
GREG SMITH	ScienceSpin 3-6	304	27	\$0.99	\$26.73
BOBBI CLARK	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
BOBBI CLARK	ScienceSpin 3-6	304	27	\$0.99	\$26.73
KIMBERLY SCHEUERMANN	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
KIMBERLY SCHEUERMANN	ScienceSpin 3-6	304	27	\$0.99	\$26.73
VACANT	SCHOLASTIC NEWS 5/6	018	27	\$5.75	\$155.25
VACANT	ScienceSpin 3-6	304	27	\$0.99	\$26.73
		Total Subscriptions	816	Subtotal	\$2749.92
				10% S & H	\$274.99
				Price Total	\$3024.91

*The total above does not reflect any applicable state or local taxes.*

Prices quoted are valid for 30 Days



Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

---

### **Order Instructions**

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill    ☐ Teachers ☐ School ☐ District    Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

**To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)**

**To order by mail, note any quantity changes and send this form to:**

**Scholastic Classroom Magazines  
Attn: Justin Schaller  
2315 Dean Street, Suite 600  
St. Charles, IL 60175**

# SCHOLASTIC CLASSROOM MAGAZINES 2020/2021 QUOTATION

School Name: STEVENSON ELEMENTARY SCHOOL (62526250)

Contact: LANA FORSYTHE

School Address: 3900 N NEELY AVE

School City: DECATUR

State: IL Zip: 62526-1915

Ordering Teacher Names	Product Titles	Product Code #	Quantity	Price	Total Price
AMANDA ROBERTS	LET'S FIND OUT	008	25	\$5.75	\$143.75
AMANDA ROBERTS	ScienceSpin K-1	300	25	\$0.99	\$24.75
TESSA MEINDERS	LET'S FIND OUT	008	25	\$5.75	\$143.75
TESSA MEINDERS	ScienceSpin K-1	300	25	\$0.99	\$24.75
ROXANN KENNEDY	SCHOLASTIC NEWS 1	010	25	\$5.75	\$143.75
ROXANN KENNEDY	ScienceSpin K-1	300	25	\$0.99	\$24.75
SHEREE PARK	SCHOLASTIC NEWS 2	012	25	\$5.75	\$143.75
SHEREE PARK	ScienceSpin 2	302	25	\$0.99	\$24.75
Stacey Wilson	SCHOLASTIC NEWS 2	012	25	\$5.75	\$143.75
Stacey Wilson	ScienceSpin 2	302	25	\$0.99	\$24.75
OLIVIA MANNLEIN	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
OLIVIA MANNLEIN	ScienceSpin 3-6	304	25	\$0.99	\$24.75
CARRIE SAGER	SCHOLASTIC NEWS 3	014	25	\$5.75	\$143.75
CARRIE SAGER	ScienceSpin 3-6	304	25	\$0.99	\$24.75
LESLIE WOOLSEY	SCHOLASTIC NEWS 4	016	25	\$5.75	\$143.75
LESLIE WOOLSEY	ScienceSpin 3-6	304	25	\$0.99	\$24.75
KELLY BAILEY	STORYWORKS	038	25	\$8.49	\$212.25
Rebecca Harman	SCHOLASTIC NEWS 5/6	018	28	\$5.75	\$161.00
Rebecca Harman	ScienceSpin 3-6	304	28	\$0.99	\$27.72
OLIVIA WERNECKE	SCHOLASTIC NEWS 5/6	018	28	\$5.75	\$161.00
OLIVIA WERNECKE	ScienceSpin 3-6	304	28	\$0.99	\$27.72
		Total Subscriptions	537	Subtotal	\$1937.69
				10% S & H	\$193.77
				Price Total	\$2131.46

*The total above does not reflect any applicable state or local taxes.*

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online and videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line, and cross genre. Research shows that classroom magazines are vital to student success.

## Order Instructions

**Important:** If your school orders supplies using a purchase order, complete this form and attach it to the purchase order or write purchase order number in here: \_\_\_\_\_

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone, please call: 1-800-387-1437 ext. 6383 To order by fax: 1-877-242-5865**

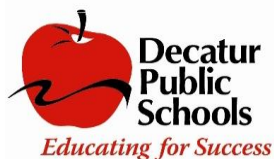


To order via email: [jschaller@scholastic.com](mailto:jschaller@scholastic.com)

To order by mail, note any quantity changes and send this form to:

**Scholastic Classroom Magazines**  
**Attn: Justin Schaller**  
**2315 Dean Street, Suite 600**  
**St. Charles, IL 60175**

Prices quoted are valid for 30 Days



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Integrated Systems Corp
<b>Initiated By:</b> Dr. Joshua Peters, Director of Curriculum and Instruction	<b>Attachments:</b> Integrated Systems Corp Quote
<b>Reviewed By:</b> Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:** Annual Service Bureau Subscription Fee. This is the renewal of the third year of a three year contract. IsCorp is the database hosting company of the Skyward student system.

**FINANCIAL CONSIDERATIONS:**

The total of this quote is \$27,000.00. The Funding for this will come from pre-allocated funds.

**STAFF RECOMMENDATION:**

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

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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





Page 1/1  
 Invoice 0707742  
 Date 6/1/2020

## Integrated Systems Corporation

10325 N. Port Washington Road  
 Mequon WI 53092

**Bill To:** Decatur School District 61  
 101 W. Cerro Gordo St  
 Decatur IL 62523

**Ship To:** Decatur School District 61  
 101 W. Cerro Gordo St  
 Decatur IL 62523

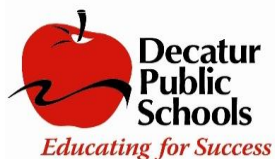
Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		DECATUR SD 61			OFFICE	Net 30	6/1/2020	86,922
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
1.00	1.00	0.00	SUBSCFEE	Service Bureau Subscription Fee		\$0.00	\$27,000.00	\$27,000.00

Skyward hosting services from July 2020 through June 2021.

NOTICE: Please be advised that ISCorp will not change bank accounts or other financial information without first notifying you in writing and with a follow-up call. Please contact ISCorp's Accounting Department at 262-240-7777 if you have questions regarding where to direct payments.

Subtotal	\$27,000.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
<b>Total</b>	<b>\$27,000.00</b>

**Remit To:**  
 P.O. Box 686578  
 Chicago, IL 60695-6578



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Decision Ed Group Inc
<b>Initiated By:</b> Dr. Joshua Peters, Director of Curriculum and Instruction	<b>Attachments:</b> Decision Ed Group Quote
<b>Reviewed By:</b> Paul Fregeau, Superintendent	

**CURRENT CONSIDERATIONS:**

This is the annual license fee for our data warehouse software.

**FINANCIAL CONSIDERATIONS:**

The total of this quote is \$25,8000.00. The Funding for this will come from pre-allocated funds.

**STAFF RECOMMENDATION:**

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

**RECOMMENDED ACTION:**

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

DecisionEd Group, Inc

9901 Valley Ranch Pway East  
Suite 1060  
Irving, TX 75063

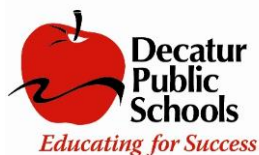
Invoice

Date	Invoice #
6/1/2020	3499

Bill To
Decatur Public Schools 300 East El Dorado Street Decatur, IL 62523

P.O. No.	Support Period
	8/2020-7/2021

Quantity	Description	Rate	Amount
1	Annual support DecisionEd XJ1 performance management  Payment due prior to support renewal	25,800.00	25,800.00
		Total	\$25,800.00



## Board of Education Decatur Public School District #61

<b>Date:</b> June 23, 2020	<b>Subject:</b> Network Upgrades – Domain Controller and Unified Computing System
<b>Initiated By:</b> Maurice Payne, Director of Information Technology	<b>Attachments:</b> Network Upgrades – Domain Controller and Unified Computing System – SOW
<b>Reviewed By:</b> Dr. Paul Fregeau, Superintendent	

### BACKGROUND INFORMATION:

The DPS Domain Controller and Unified Computing System includes, but is not limited to:

- VMWare software that runs our virtual servers
- Cisco VoIP Communication servers
- Cisco Emergency Responder (E911)
- Firmware on all VoIP phones
- InformaCast Communication System
- Voice Telephone Gateways

### CURRENT CONSIDERATIONS:

This purchase would upgrade the versions of the Domain Controller and Unified Computing System to make them current.

### FINANCIAL CONSIDERATIONS:

The cost of the upgrade is \$32,360.25, and would be paid from the FY21 IT budget.

### STAFF RECOMMENDATION:

The Administration respectfully requests the Network Upgrades – Domain Controller and Unified Computing System in the amount of \$32,360.25 as presented.

### RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

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

# **DC & UC Upgrade**

## **STATEMENT OF WORK**

**DECATUR SCHOOL DISTRICT #61**

6/11/20

## PROPOSAL TEAM

Name	Company/Function	Phone	Email
Tadd Gerst	Presidio Account Manager	309.306.7833	tgerst@presidio.com
Esmeralda Jimenez	Presidio Solution Architect	847.469.3418	ejimenez@presidio.com
Talbert Houle	Presidio Solution Architect	309.306.7837	thoule@presidio.com

## REVISION HISTORY

Revision	Revision Date	Name	Notes
V0.1	5/18/2020	Esmeralda Jimenez	First Internal Release
V1.0	5/21/2020	Esmeralda Jimenez & Talbert Houle	First Client Release
V1.1	5/28/2020	Talbert Houle	Adjustments to SoW after RAP
V1.2	6/11/2020	Talbert Houle	Added one additional host to upgrade

© 2020 Presidio. All Rights Reserved. This document and its contents are the confidential and proprietary intellectual property of PRESIDIO and may not be duplicated, redistributed or displayed to any third party without the express written consent of PRESIDIO.

Other product and company names mentioned herein may be the trademarks of their respective owners.

The scope and pricing are valid for 60 days unless otherwise noted.

## Contents

1. Executive Overview.....	4
1.1. Introduction.....	4
1.2. Solution and Approach Overview .....	4
1.3. Locations .....	4
2. Scope of Work.....	4
2.1. Project Scope.....	4
2.2. Training & Knowledge Transfer .....	6
2.3. Post Cutover Support .....	6
2.4. Deliverables .....	6
2.5. Project Management.....	6
2.6. Resources .....	7
2.7. Project Change Request Process .....	7
3. Assumptions.....	8
3.1. Project Assumptions.....	8
3.2. General Assumptions .....	8
3.3. General Client Responsibilities .....	9
4. Lifecycle Methodology .....	10
4.1. Project Initiation and Kickoff .....	10
4.2. Planning and Design .....	10
4.3. Staging .....	11
4.4. Project Implementation .....	11
4.5. First Day in Service & Operational Handoff.....	11
4.6. Project Closure .....	12
4.7. Escalation Path .....	12
4.8. Technical Support after Completion .....	12
5. Pricing.....	13
5.1. Expenses .....	13
5.2. Travel Time .....	13
6. Terms and Conditions .....	13
7. Approval Signoff.....	16

## 1. EXECUTIVE OVERVIEW

### 1.1. Introduction

Presidio Networked Solutions Group LLC ("Presidio") is pleased to propose the following solution to Decatur Schools ("Client"). This Statement of Work ("SOW") defines the scope of work to be accomplished by Presidio. The tasks to be performed by Presidio are defined and the responsibilities of Presidio and Client are contained herein as well.

### 1.2. Solution and Approach Overview

The intent of this project is to upgrade Decatur School District's Cisco Unified Collaboration (UC) environment to 12.5 as well as upgrade their VMware vSphere environment to the latest stable release of vSphere 6.7. Dependent components will also be upgraded to ensure everything is compatible and fully supported.

### 1.3. Locations

Work will be done at the following locations. All work will be performed remotely unless otherwise specified.

Site Name	Address	On-Site / Remote Services
Main	300 E. Eldorado Street, Decatur, IL 62523	Remote

## 2. SCOPE OF WORK

### 2.1. Project Scope

#### 2.1.1. UC Upgrade

Presidio will engage with Decatur School District's staff to plan and execute an upgrade of all system related to the Unified Communications environment. This process will include the creation of a Design Document (SER), which will be agreed too before execution to make sure all parties agree on the steps involved as well as risks.

Presidio will review the current DC & UC systems, any issues found will need to be addressed via the change control process before proceeding.

Presidio will perform an upgrade of Decatur School District's Cisco UC environment. The following are the tasks involved in this effort:

- Validate configuration on existing Cisco UCS servers
  - Two (2) UCS B200 M4 Blades
  - Verify existing VMWare ESXi on existing hosts (current running version 6.70)

The following will be upgraded to the latest, most stable and recommended version(s) or 12.5x:

- Cisco Unified Communications Manager (CUCM)
  - Upgrade (2) virtual servers – existing running version 11.0.1.21900-11
  - Includes upgrading phone firmware of ~540 Cisco IP phones
  - Migrate to Smart Account
- Cisco Unity Connection (CUC)
  - Upgrade (2) virtual servers – existing running version 11.5.1.129.00-21
- Cisco Instant Messaging and Presence (CUPS)
  - Upgrade (2) virtual servers – existing running version 11.0.1.10000-6
- Cisco Emergency Responder (CER)



- Upgrade (2) virtual servers – existing running version 11.0.1.10000-3
- Cisco Expressway
  - Upgrade Core and Edge virtual server – existing running version X8.9
- InformaCast
  - Upgrade (1) virtual server – existing running version 11.0.5-113
- Voice Gateways
  - Upgrade 2 x 2921 voice gateways from IOS version 15.7(3)M4
- Presidio will work with Decatur School District to create a test plan for the upgrade of the systems
  - If a plan already exists, Presidio will review that test plan and recommend updates or changes if needed.
  - If no test plan exists, Presidio will work with assist Decatur School District to create a test plan.
  - Decatur School District is responsible for running through the test plan (including SRST) and for documenting the results before the solution upgrade occurs.
  - It is recommended that Decatur School District keeps an electronic copy of the test plan for future upgrades or changes to the platform.
- **Note:** Customer is responsible for any upgrades required on third party applications, including xMedius Fax.

**Note:** Please note the following Cisco IP Phone models are no longer supported nor functional with CUCM version 12.x:

Cisco Unified Wireless IP Phone 7921  
Cisco Unified IP Phone 7970  
Cisco Unified IP Phone 7971  
Cisco Unified IP Phone 7902G  
Cisco Unified IP Phone 7905G  
Cisco Unified IP Phone 7910  
Cisco Unified IP Phone 7910G  
Cisco Unified IP Phone 7910+SW  
Cisco Unified IP Phone 7910G+SW  
Cisco Unified IP Phone 7912G  
Cisco Unified Wireless IP Phone 7920  
Cisco Unified IP Conference Station 7935

## 2.1.2. VMware Upgrade

### 2.1.2.1. Data Center Project Admin

- Presidio engineers will host up to 1 external kick off meeting(s).
- Presidio engineers will host up to 1 project status meeting(s).

### 2.1.2.2. Nimble

- Presidio engineers will validate and then upgrade the firmware Nimble storage array.

- Presidio engineers will install the needed Nimble Connection Manager upgrade for each host, which will require a reboot to complete the installation

#### **2.1.2.3. VMware**

- Presidio will install and configure up to 1 vCenter Appliance(s).
- Presidio will install and configure up to 1 instance(s) of the Platform Services Controller.
- Presidio engineers will upgrade VMware vSphere ESXi host during scheduled maintenance window on up to 3 general compute hosts at primary data center.
- Presidio engineers will upgrade VMware vSphere ESXi host during scheduled maintenance window on up to 2 voice compute hosts a primary data center.
- Presidio engineers will upgrade VMware vSphere ESXi host during scheduled maintenance window on up to 1 general compute host (C220 M3) at separate site, not at primary data center.

#### **2.1.2.4. Cisco UCS B-Series**

- Presidio engineers will upgrade production Cisco UCS Manager (FIs, IO Modules and Manager).
- Presidio engineers will upgrade up to 5 production Cisco UCS Blade(s).

## **2.2. Training & Knowledge Transfer**

Presidio will provide up to 4 hours of basic knowledge transfer

## **2.3. Post Cutover Support**

Presidio will provide up to eight (8) hours of remote support

## **2.4. Deliverables**

Other documentation may be created by Presidio and provided as part of the Project Deliverables. Some of these deliverables may be delivered as a single document. The specific documentation to be provided depends on your chosen solution(s); several example documentation items are listed below. Additional documentation and/or printed documentation is available upon request for an additional cost.

Deliverable	Format
As-Built Documentation	PDF

With the exception of Project Status Reports, each deliverable material will be approved in accordance with the following procedure:

- If a written list of requested changes to an agreed upon deliverable is received within five (5) business days, the Presidio Project Team will make the mutually agreed upon revisions or provide detail to support original or revised input, and will, within five (5) business days, re-submit the updated version to Client
- If a written list of requested changes is received within five (5) business days, the Presidio Project Team will make the agreed upon revisions and will, within five (5) business days, re-submit the updated version to Client.
- At that time Client has five (5) business days to review and request changes for the final document. If no written response is received from Client within five (5) business days, either accepting or requesting changes, then the deliverable material shall be deemed accepted.
- Deliverable documentation may be delivered via email, uploaded to a portal, or provided on a physical media and it may be provided in either an encrypted or unencrypted format. If Client requests a specific delivery method and format, Presidio will use that method for all documentation delivery and format otherwise, the sender will choose a delivery method and format that they feel is appropriate given the content of the documentation.

## **2.5. Project Management**

Presidio will provide a Project Manager (PM), who will be single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the overall project

timeline, scope, budget management, resource scheduling/tracking, communication planning, and execution in accordance with the Presidio Lifecycle Methodology.

Included for our standard Project Management offering for this engagement are the following:

- Kickoff meeting with presentation (remote)
- Planning and design session facilitation(remote)
- Working calls as required (remote)
- Project plan development and management
- Agenda, meeting minutes and risk, and issue and action item tracking
- Deliverable/milestone tracking
- Resource scheduling and oversight
- Scope/budget Management
- Project closeout (remote)

## 2.6. Resources

Presidio approaches project execution from a skills-based perspective. Our Execution Team is made up of individuals who have specific skill sets that will be utilized at different times during a given project. This allows us to provide a very specialized workforce to Client and utilize the appropriate resource for the task required.

### 2.6.1. Presidio Engineering Resources

- **Practice Manager(s)** – the technical manager and regional team lead of the field consulting team. The Practice Manager provides resource and technical oversight assistance to the Project Manager and ensures availability of technical resources and escalation paths for field consultants.
- **Architect / Senior Engineer(s)** – the technical escalation points for Engineer(s) and Project Oversight teams. An Architect or Senior Engineer is a subject matter expert within a certain technology or field. This senior level resource will be the principal technical resource for the engagement and will have ownership of the final deliverables.
- **Engineer(s)** – one or more individuals assigned to complete technical project tasks. Assignment of these resources depends upon the skill set of the task(s) and the timeline(s) within which the task(s) must be completed. These individuals report directly to the Project Manager for task assignment updates and to the Practice Manager or Architect/Senior Engineer for technical escalation needs.

The following Presidio resources will be engaged on this project:

- Collab Engineer
- Data Center Engineer

Contact information for the project team personnel will be distributed by the Project Manager.

### 2.6.2. Client Resources

Throughout the project, Client resources may be required for completion of specific tasks, providing key information or data, oversight, review, and approvals. The responsibilities of Client are outlined in this document.

The following Client resources will be engaged on this project:

- Collaboration Engineer

Contact information for the project team personnel will be distributed by the Project Manager.

## 2.7. Project Change Request Process

In the event that both Presidio and Client agree to a change in this Statement of Work, a written description of the agreed upon change will be prepared using a Project Change Request (PCR) form, which both parties must sign. The PCR form will be used to describe the change, the rationale for the change, and to specify any change in the charges, estimated schedule, or other terms. Depending on the extent and complexity of the requested changes, Presidio may charge for the effort required to analyze it. When charges are necessary to analyze a change, Presidio will provide a written estimate and begin the analysis upon written

authorization from Client. The terms of a mutually agreed upon Change Authorization will prevail over those of this Statement of Work or any previous Change Authorization.

### 3. ASSUMPTIONS

Presidio makes the following assumptions in developing this Statement of Work. These assumptions serve as the foundation to which the project estimate, approach and timeline were developed. By signing this SOW, Client agrees that these assumptions are correct and valid. Any changes to the following assumptions must be processed using the Presidio Change Management Process and may impact the project duration and labor requirements.

#### 3.1. Project Assumptions

1. Presidio will perform a like-to-like upgrade; no new features or additional configuration will be configured on any of the Cisco UC applications involved in this project. Unless otherwise specified in the scope.
2. Customer will restart all guest UC servers and physical servers before Presidio's engineers engage in any service that will impact any operations/work. Presidio can be available remotely if needed during this time.
3. Customer is responsible for any upgrades required on the following third party applications:
  - a. xMedius Fax
4. This scope does not include the physical deployment and/or configuration of additional endpoints/IP phones.
5. Customer is current on all Cisco maintenance required for ordering the upgraded licenses.
6. Customer has current and functional backups running on all existing collaboration software.
7. Customer has active Cisco SmartNet and/or SWSS maintenance contracts of all UC components involved in this project.
8. Presidio will provide eight (8) hours of post cutover support remotely.
9. All work to be performed remotely.

#### 3.2. General Assumptions

The following project assumptions are made and will be verified as part of the engagement:

1. All Presidio activities will take place during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) unless noted as "Off Hours" in this SOW.
2. Any items or tasks not explicitly listed as in-scope within this SOW are considered to be outside of the scope and not associated with this SOW and price.
3. If integration of the product is performed at a Presidio facility, then transfer of ownership (acceptance) occurs upon the receipt and integration of goods at Presidio, regardless of shipment, as manufacturers will not accept returns of opened products.
4. Changes to the Design, Equipment List or proposed timeline presented to Client in this SOW will require a Project Change Request. A Project Change Request could impact the cost of the project
5. Presidio will not be held responsible for troubleshooting networks, applications and/or hardware if Client has no formal change management documented processes and policies
6. Presidio may engage subcontractors and third parties in performing a portion of this work.
7. Presidio will not make changes to the configuration of any network equipment after it has been installed and tested.
8. Some activities included in this project may be performed on Presidio's premises.
9. Additional required tasks discovered after the execution of this SOW that are not mentioned in this SOW will require a Project Change Request.

10. Presidio will configure the systems outlined within this Statement of Work, with a unique set of authentication credentials, unless otherwise provided by Client. Upon the completion of the engagement, Presidio will provide Client with all user names, passwords, and additional authentication information that were implemented during the engagement. Presidio strongly recommends that these credentials be changed upon the completion of the engagement.

### **3.3. General Client Responsibilities**

The following items are listed as responsibilities of Client for this engagement. Client is responsible for performing the items and activities listed in this section or arranging for them to be performed by a third-party if appropriate.

1. Provide a single Client point of contact with the authority and the responsibility of issue resolution and the identification, coordination and scheduling of Client personnel to participate in the implementation of the SOW.
2. Participate in any required design sessions or workshops.
3. Provide or procure all appropriate hardware, software, licensing and media required for implementation of the SOW.
4. Supply current equipment configuration for review if applicable.
5. Schedule appropriate maintenance windows for system upgrades or installs and notify user community.
6. Be responsible for having in place, active manufacturer support contracts on all devices that are the subject of this SOW.
7. Dispose all retired equipment as part of this project.
8. Provide all required physical access to Client's facility (identification badge, escort, parking decal, etc.), as required by Client's policies; and provide all required functional access (passwords, IP address information, etc.), as required for Presidio to complete the tasks.
9. Provide to Presidio all required IP addresses, passwords, system names, and aliases.
10. Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
11. Provide adequate facilities for the installation of the hardware. This includes all necessary peripheral hardware (KVM ports or monitors, keyboards, mice, network access, etc.) as well as electrical and spatial needs and required antivirus software.
12. Provide high-speed access to the Internet for verification of device support requirements and for software downloads.
13. Verify operation of the installed/upgraded equipment per the predefined Verification Plan.
14. Provide Presidio administrator access on appropriate devices for the completion of the engagement.
15. Complete all Client installations where required in accordance with Client PC requirements for the new application versions.
16. Provide remote access for troubleshooting and configurations related to the project - preferably VPN access, as necessary.
17. Provide requested documentation or information needed for the project within two (2) business days, unless otherwise agreed to by all parties.
18. Transport of equipment from receiving area(s) to the data center(s) and/or equipment rooms where it will be installed.
19. Ensure all Cat. 5 (or higher) and fiber cable infrastructure is in place and tested (for all sites).
20. Provide patch cables and complete necessary fiber or CAT5 cable terminations to patch panels for new switching and routing infrastructure.

## 4. LIFECYCLE METHODOLOGY

Presidio has developed a project methodology that utilizes best practices from our experience throughout the project lifecycle. Our process begins during the presales process as we gather critical data points, design the appropriate solution, and set reasonable expectations. This process continues through project delivery as our Account Management, Project Oversight, and Service Delivery teams work together with Client to manage and deploy Client solution as effectively and efficiently as reasonably possible, within the constraints of the agreed upon scope, budget, and timeline.

### 4.1. Project Initiation and Kickoff

Once the Statement of Work has been executed and the proper financial and legal approvals are received, the following occurs:

- The Presidio Professional Services organization officially opens the project and assigns a Project Manager; this assignment is dependent upon the deliverables and requirements elected within the Statement of Work.
- Once the Project Manager has been assigned, the Initiation Phase begins. During the Initiation Phase, the Presidio Project Oversight and Technical Management teams perform a thorough evaluation of the project scope; they identify the Project Team most appropriate for the technical and business requirements described.
- When the Project Team is assembled, an Internal Kick-off Meeting is held; during this meeting, the Presidio Account Management and Solutions Architecture teams brief the Project Team and formally hand over the technical execution of the project. Stakeholder identification, solution briefing, Client responsibilities, and estimated timelines are all topics discussed during the Internal Kick-off Meeting.
- Once the internal kick-off has occurred, the project moves forward with the scheduling of a formal Project Kickoff with Client.
- The Project Kickoff marks the official beginning of the work associated with the approved Statement of Work. The way in which the Project Kickoff is handled is directly dependent upon the method of project oversight elected within the Statement of Work; however, with either model, the purpose of the Project Kickoff is to:
  - Introduce the project manager and service delivery team
  - Review resource, roles, and responsibilities
  - Review project goals and objectives
  - Review scope
  - Review high-level design (if applicable)
  - Review change control process
  - Review milestone process
  - Review escalation process
  - Review client responsibilities
  - Review current product ship dates and delivery addresses (if applicable)
  - Review timeline expectations

### 4.2. Planning and Design

The Planning and Design Phase incorporates detailed discovery, analysis, planning, and knowledge transfer. The results of this phase may include detailed, functional, design specifications, and a specific project and migration plan, as well as and testing plans. Detailed planning is necessary to ensure that the proposed solution will meet project requirements and help to reduce risk of an unsuccessful or unexpectedly expensive Execution Phase. The Planning & Design documents are the technical and operational foundation for a successful execution.

Depending on the number of services offerings included within this Statement of Work, multiple technical Planning and Design meetings may be required. The estimated number of recurring Planning and Design sessions are indicated in this Statement of Work; for details, see the topic Project Scope

In an effort to realize scheduling efficiencies, multiple planning and design sessions may be combined; this depends on the availability of Presidio and Client resources.

During the Planning and Design session, the following occurs:

- The Presidio team utilizes a design checklist to ensure that all necessary information is discussed and clearly articulated to Client team.
- Capabilities and features of the solution as elected in Statement of Work are explained.
- Technical and logistical requirements expected from Client are explained.

### 4.3. Staging

Presidio maintains staging facilities where staging and field consultants perform pre-building, base configuration, and testing of equipment before delivery to a Client site. To realize efficiencies during the staging process, the use of the Presidio facility for staging is preferred. Presidio invites any Client to visit the facility during the staging of their equipment. The specific staging activities are indicated in this Statement of Work; for details, see the topic Project Scope.

Depending on the agreed upon project deployment schedule and phases, the Staging phase may be repeated multiple times during the project life cycle.

### 4.4. Project Implementation

During the Project Implementation phase, the Presidio Project Team performs configuration, deployment, and migration of the technologies as indicated in this Statement of Work; for details, see the topic *Project Scope*.

The following are some essentials regarding the Implementation phase:

- Depending on the project phases defined and agreed upon in this SOW, the Project Implementation phase may occur multiple times.
- To minimize the impact on Client's business, it is strongly recommended that deployments and migrations occur during a scheduled change control window. The number of migrations included in the project is detailed within this Statement of Work.
- Client is responsible for managing and providing the necessary paperwork or presentations in accordance with their change control processes. For an additional fee, Presidio's assistance with Client's change control processes may be requested.
- Prior to any migration, the Presidio Project Team works with Client's project team to co-author a Migration or Cutover Checklist document as well as a Test and Acceptance document to ensure that the migration of the technical services are properly planned and followed.
- This plan exists to ensure that the overall functionality is working as designed and Client will be required to accept the authenticity of the plan via signature. Therefore, it is essential that Client participate in creation of the migration/cutover and the test and acceptance plan

### 4.5. First Day in Service & Operational Handoff

Post-Cutover Support, also known as First Day in Service (FDIS), is an available option after each major migration. As part of this support, the Presidio Project Team works alongside Client's project team to assist with support of the systems within Presidio's control during the allotted FDIS. This helps to:

- Ensure that the deployed applications and services are performing as designed.
- Proactively identify and resolve issues related to the services provided by Presidio within the Statement of Work.
- Assist with approved changes during FDIS as requested.



The completion of FDIS marks the Operational Handoff of the deployed solution to Client. From that point forward, the maintenance and operation of the implemented equipment and applications is Client's responsibility unless Presidio is contracted to provide Managed Services support.

#### 4.6. Project Closure

At the completion of the project, Presidio will perform a Project Closure meeting. Presidio and Client will perform the following activities

- Review the final deliverables for the engagement.
- Review project objectives to ensure that they have been completed as outlined within the SOW.
- Have both Presidio and Client sign the final project milestone and acceptance document.
- Identify any follow up items or actions that may be required or desired by Client.

#### 4.7. Escalation Path

Client experience is of the utmost importance to Presidio. If at any time a Client feels the need to escalate an issue or concern, please consider the escalation points and options described below.

##### Level 1

- **Account Manager** – Client's first point of escalation is always their Account Manager. The AM can facilitate additional escalation if required and coordinate meetings between the required people within Presidio and Client in order to swiftly resolve any issues.
- **Project Manager** – for projects that include Project Management, the Project Manager is an escalation point for any concerns or questions.
- **Practice Manager** – for technical issues, the Service Delivery team will reach out to the manufacturer's support avenues within one (1) hour of identifying an issue. If additional technical escalation is warranted, the Presidio Practice Manager will be contacted after that time.

##### Level 2

- **Service Delivery Director** – if the issue is not resolved within an hour, the Service Delivery Director will be contacted for additional escalation and action. For technical issues escalated by the Delivery Team, the Service Delivery Director will:
  - Contact and speak with Client via phone to explain the status
  - Develop a plan of action
  - Communicate the plan of action status and completion to Client
  - Contact the Operations team, as required, to request additional resources, as required, in order to execute the plan of action.

##### Level 3

- **Project Management Office (PMO) Director** – for projects that include Project Management, the PMO Director is the second escalation point for any non-technical concerns or questions.
- **Services Vice President** – if the issue or concern cannot be addressed or resolved within Level 1 or Level 2 of the escalation process, the issue will be raised to the executive level for visibility and resolution.

#### 4.8. Technical Support after Completion

For non-critical support, including system expansion options, assessments, audits, and related services, or services that are not covered by a support contract with Presidio or another vendor, Presidio offers a variety of options including Fixed Fee, Hourly Rate, or Daily Rate options. Pricing for these services is not included in this Statement of Work.



Managed Services Clients	Non-Managed Services Clients
<p>Technical support for the solution implemented within the scope of this SOW can be obtained by:</p> <ul style="list-style-type: none"> <li>calling 800-494-0118</li> <li>sending an email to presidio@service-now.com</li> </ul>	<p>Vendor's (such as Cisco or EMC) Support Center or Technical Assistance Center (TAC) is the vehicle for all support.</p> <p>These Vendor Support Centers provides 7x24 support on all hardware and software, including replacement parts, software patches and updates, and configuration assistance</p>

## 5. PRICING

Presidio is providing a Fixed Fee Price as part of this Statement of Work. Presidio will invoice Client based on the project milestone(s) listed below:

Milestone Name	Amount
Project Start	\$8,090.06
Project Closure	\$24,270.19
<b>Total</b>	<b>\$32,360.25</b>

Presidio will bill Client upon completion of each Milestone. Invoices may contain multiple Milestones.

If Client requires a change in the scope of work, the parties will negotiate in good faith to generate a written change order documenting the additional labor and requirements that will be mutually agreed upon by the parties prior to onset of the additional work. Payment terms are subject to credit department approval and will be negotiated and documented on a valid purchase order or other financial document. Presidio payment terms are Net-30. If Client fails to provide a notice of acceptance or a statement of issues to be resolved within ten (10) business days of project conclusion, the project will be deemed accepted and Client will be invoiced.

### 5.1. Expenses

There are no anticipated travel or incidental expenses to be incurred by Presidio in association with the execution of this Statement of Work and therefore no expenses will be billed to Client.

### 5.2. Travel Time

All effort to be performed remotely therefore, there is no travel anticipated.

## 6. TERMS AND CONDITIONS

The following terms and conditions shall govern this Statement of Work (SOW) unless a valid Master Services & Product Agreement between the parties, if any, for professional services has been executed and is in force at the time any SOW is executed; in which case the terms of the Master Services & Product Agreement shall govern to the extent that they are inconsistent with this SOW.

1. Purchase Orders, Invoicing, Payment and Acceptance. Any purchase order submitted by Decatur Schools "CLIENT" in connection with this SOW shall be deemed subject to these Additional Terms and this SOW. Unsigned, electronically submitted purchase orders shall be deemed to include CLIENT's electronic signature and shall be binding to the extent accepted by PRESIDIO. PRESIDIO's performance of such purchase order shall not constitute PRESIDIO's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, CLIENT agrees that its signature below grants PRESIDIO the right to invoice CLIENT and authorizes payment to PRESIDIO for the amounts owed. Further, CLIENT represents that PRESIDIO can rely on such CLIENT signature for payment.

PRESIDIO shall invoice CLIENT for the Services in accordance with the terms stated in the SOW. The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that CLIENT pays using a credit card or debit card.

CLIENT shall make payment to PRESIDIO within thirty (30) days from the date of invoice. Except for taxes due on PRESIDIO's net income, CLIENT shall pay all taxes. PRESIDIO reserves the right to bill CLIENT for additional work requested by CLIENT and performed by PRESIDIO, and for applicable expenses incurred by PRESIDIO pursuant to providing such additional services, which are not described in this SOW.

Unless otherwise indicated in this SOW, CLIENT agrees that staff augmentation services and services performed on a time and materials basis shall be deemed accepted as performed. Unless otherwise indicated in this SOW, Projects shall be deemed accepted upon the earlier of PRESIDIO's receipt of a signed Milestone Completion and Acceptance document which has been signed and dated by an authorized representative of CLIENT, or ten (10) calendar days from the date of the delivery of the milestone deliverable. If acceptance is refused, Client shall provide, in writing to PRESIDIO, its reasonable basis for refusal, prior to the expiration of the Ten (10) calendar day period. PRESIDIO shall address the issue before subsequent work is undertaken.

**Limitations of Warranties. PRESIDIO WARRANTS THAT SERVICES SHALL BE PROVIDED BY COMPETENT PERSONNEL IN ACCORDANCE WITH APPLICABLE PROFESSIONAL STANDARDS. WITH RESPECT TO SERVICES PERFORMED BY PRESIDIO, PRESIDIO WARRANTS TO CLIENT, THAT THE SERVICES RENDERED SHALL BE PERFORMED IN A SKILLFUL AND PROFESSIONAL MANNER COMMENSURATE WITH THE REQUIREMENTS OF THIS EFFORT. CLIENT SHALL NOTIFY PRESIDIO IN WRITING WITHIN THIRTY (30) DAYS AFTER COMPLETION OF THE SERVICES IN QUESTION WHEN ANY OF THE SERVICES FAIL TO CONFORM TO THE STANDARD OF CARE SET FORTH IN THIS AGREEMENT. THE PASSAGE OF THE THIRTY (30) DAY PERIOD AFTER COMPLETION OF THE SERVICES WITHOUT THE NOTIFICATION DESCRIBED HEREIN SHALL CONSTITUTE CLIENT'S FINAL ACCEPTANCE OF THE SERVICES. TROUBLESHOOTING AND RECONFIGURATION DUE TO CHANGES TO THE CONFIGURATION BY CLIENT AFTER DELIVERY WILL REQUIRE THE PREPARATION OF A BILLABLE CHANGE ORDER AND PRESIDIO WILL USE ITS BEST EFFORTS TO PROVIDE ANY ADDITIONAL SUPPORT THAT MAY BE REQUIRED THEREAFTER ON A TIME AND MATERIALS BASIS AS SOON AS RESOURCES ARE REASONABLY AVAILABLE. PRESIDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

2. Intellectual Property. CLIENT acknowledges that PRESIDIO, its vendors, and/or its licensors retain all patents and/or copyrights in and to all proprietary data, processes and programs, if any, provided in connection with Services performed hereunder; any PRESIDIO software provided to CLIENT as part of the Services provided shall be subject to the vendor's, licensor's or OEM's copyright and licensing policy. To the extent such software is prepared by PRESIDIO, it is provided by nontransferable, nonexclusive license for CLIENT'S internal use only, subject strictly to the terms and conditions of this Agreement, and shall terminate upon termination or expiration of this Agreement. CLIENT shall not duplicate, use or disclose for the benefit of third parties, reverse engineer or decompile any such software.
3. Confidential Information. The parties agree that Confidential Information means any information disclosed by the disclosing party to the receiving party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment, "CLIENT" lists or other "CLIENT" information not known to the public), which is designated as "Confidential," "Proprietary" or some similar designation, or is the type of information which should reasonably be recognized as Confidential or Proprietary. The receiving party shall not use any Confidential Information of the disclosing party for any purpose except to evaluate and engage in discussions concerning this SOW. Each party agrees to protect the other party's Proprietary and Confidential Information to the same extent that it protects its own Proprietary and Confidential Information but with no less than a reasonable degree of care.

4. **Limitation of Liability.** IN NO EVENT SHALL PRESIDIO BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY CLIENT FOR SERVICES AND/OR PERFORMANCE HEREUNDER. Without limiting the foregoing, PRESIDIO will have no responsibility for the adequacy or performance of (i) any third party software provided to PRESIDIO under this agreement; (ii) any hardware, and (iii) any services provided by any third party.
5. **Non-Solicitation Provision.** During the term of this SOW and for twelve (12) months thereafter, CLIENT will not solicit for a permanent or other position any employee or subcontractor of PRESIDIO to whom CLIENT was introduced through its relationship with PRESIDIO. Should CLIENT solicit and/or hire an employee or contractor from PRESIDIO, CLIENT shall pay to PRESIDIO an administrative fee equal to 1 year's salary of the employee's new salary at CLIENT.
6. **Force Majeure.** Neither party shall be liable for any failure or delay in performance of its obligations hereunder where such performance is prevented or delayed by causes beyond its reasonable control, including without limitation, flood, war, embargo, strike or other labor dispute, riot, acts of God or the intervention of any government authority.
7. **Choice of Law and Venue.** The parties will attempt to settle any claim or controversy arising under this SOW through consultation and negotiation in good faith and a spirit of mutual cooperation. This SOW and all matters relating thereto shall be governed exclusively by the substantive law of the State of Michigan. Any dispute relating directly or indirectly to this SOW or any other contract or agreement between the parties which cannot be resolved through the process of consultation and negotiation shall be brought in a court of competent jurisdiction in Kent County, Michigan, that being the exclusive venue for any dispute between or any claims held by any of the parties to this SOW.
8. **Miscellaneous.** This SOW constitutes the entire agreement of the parties and supersedes all prior written or oral agreements, representations and understandings relating to the subject matter hereof, with the exception of a valid Master Services and Product Agreement between the parties under the terms of which this SOW shall be incorporated. This SOW shall not be amended or modified except by written instrument signed by the parties. Should additional work beyond the scope of the Services detailed herein by PRESIDIO be requested by CLIENT, fees for such additional Services will be negotiated with CLIENT prior to performing such work and will be memorialized in writing between the Parties by utilizing a Project Change Request form ("PCR") or an additional SOW as appropriate. PRESIDIO will invoice CLIENT for any additional work performed and expenses incurred which are not described in this SOW. The Parties agree that neither may assign its rights or duties under this contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
9. **Severability.** The provisions of this SOW are severable. If any provision of this SOW or its application to any person or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of this Agreement and the application of such provision or part of this SOW to other persons or circumstances shall not be affected.

## 7. APPROVAL SIGNOFF

The use of signatures on this Statement of Work is to ensure agreement on project objectives and the work to be performed by Presidio.

Presidio signature signifies our commitment to proceed with the project as described in this document. Please review this document thoroughly, as it will be the basis for all work performed by Presidio on this project.

This Statement of Work is valid for a period of sixty (60) days from the date that this Statement of Work is provided by Presidio to Client unless otherwise agreed to by both parties.

Decatur Schools

---

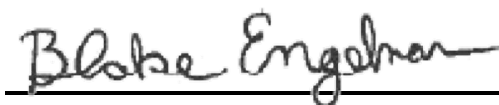
Signature

Date

---

Printed Name

Presidio



6/11/2020

---

Signature

Date

Blake Engelman

Director of Professional Services

---

Printed Name & Title