

DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

Regular Meeting
Keil Administration Building
3rd Floor Conference Rooms
1st Floor Board Room

June 26, 2018
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

Board of Education Mission Statement:

“As elected representatives of the Decatur community, the Board of Education aspires to make our schools high performing and visionary. We seek to collaborate with and inspire all our stake-holders to promote a student-centered, inclusive, value-driven environment in all our schools. The school board recognizes its fiduciary responsibilities and board members strive to be engaged and promote a culture conducive to learning.”

The Board of Education Core Values:

Engaged ~ Collaborate ~ Inclusive ~ Excellence ~ Citizenship ~ Innovation

IO 1.0 CALL TO ORDER
Roll Call

IO 2.0 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, pending and/or imminent litigations and discussion of collective negotiating matters between the Board and representatives of its employees.

IO 3.0 PLEDGE OF ALLEGIANCE

AI 4.0 APPROVAL OF AGENDA, JUNE 26, 2018

IO 5.0 PUBLIC PARTICIPATION

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

IO 6.0 SPECIAL PRESENTATIONS AND DISTRICT HIGHLIGHTS

AI 7.0 CONSENT ITEMS

- A. Minutes: Open/Closed Meetings June 12, 2018 and Special Meeting June 14, 2018
- B. Financial Conditions Report
- C. Treasurer’s Report
- D. Textbook Supply Maintenance for Follett K-12

- E. Decatur Public Schools Foundation Director's Contract
- F. Intergovernmental Agreement for Allocation of Building Space by and between Decatur Public School District 61 and Richland Community College 537
- G. Intergovernmental Agreement Renewal between Decatur Public School District 61 and Richland Community College-Dual Credit Courses for the 2018-2019 School Year
- H. Microsoft Software Licensing One-year Extension Agreement
- I. Worker's Compensation Excess Insurance Renewal
- J. District Safety Hazards Annual Report
- K. Job Description: Care (Calm) Recovery Room Assistant
- L. Job Description: Student Transition Room Assistant (Secondary)
- M. Proposal to Accept Bid for MacArthur High School Fence
- N. Proposal to Accept Bid on Cameras for Phase Two (2) Buildings
- O. Approval of Updates to School Board Policies
 - Policies: Section 02 – School Board
 - Policy: Section 04 – Operational Services
 - Policies: Section 05 – Personnel
 - Policies: Section 06 – Instruction
 - Policy: Section 07 – Students
 - Policy: Section 08 – Community Relations

AI 8.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items
- B. Reduction in Force Resolutions for Decatur Public School District 61
 - Honorable Dismissal of five (5) Educational Support Personnel
 - One (1) Lead Parent Educator/Parent Educator
 - Four (4) Parent Educators

IO 9.0 SUPERINTENDENT'S REPORT

- A. Alternative Education Program Update
- B. Update on Board of Education Policies

DI 10.0 BOARD DISCUSSION ITEMS

- A. Board Committee Updates and other Discussion

IO 11.0 ANNOUNCEMENTS

The Board of Education sends condolences to the family of:

Mark Douglas Logue, who passed away Sunday, June 17, 2018. Mr. Logue was the brother-in-law of Dan Fuentes, retired Principal from Decatur Public Schools.

IO 12.0 IMPORTANT DATES

Please Note: Summer Camp Programs for K – 8th Grades ends on June 29, 2018.

July 02 Session II Begins at EHS and MHS for Middle and High School Students
– Monday through Friday, 8:00am to 12:00pm

– There will be **NO Summer School Session on July 04, 2018**

Please Note: Summer School Session II for Middle and High School Students ends on July 23, 2018.

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, July 10, 2018 in the 1st Floor Board Room at the Keil Administration Building.

13.0 ADJOURNMENT

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

DATE/TIME: June 12, 2018

5:00 PM

LOCATION: Keil Administration Building
3rd Floor Conference Room and
1st Floor Board Room

PRESENT: Dan Oakes, President
Kendall Briscoe
Beth Creighton
Sherri Perkins

Beth Nolan, Vice President
Courtney Carson
Brian Hodges

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

President Oakes called the meeting to order at 5:00 PM.

| TOPIC | DISCUSSION | ACTION |
|--|---|---|
| Call for Closed Executive Session | President Oakes 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 discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mrs. Perkins. | Board moved to Closed Executive Session at 5:00 PM. |
| | Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Hodges, Carson, Perkins, Oakes, Briscoe, Nolan, Creighton Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent | |
| Return to Open Session | President Oakes motioned to return to Open Session, seconded by Mrs. Perkins. All were in favor. | Board returned to Open Session at 6:30 PM. |
| Open Session Continued | President Oakes 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 discussion of collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session. | |
| Pledge of Allegiance | President Oakes led the Pledge of Allegiance. | |
| Approval of Agenda, June 12, 2018 | Superintendent Fregeau recommended the Board approve the June 12, 2018 Open Session Board Meeting agenda as presented. Mr. Carson moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor. | Agenda was approved as presented. |

| TOPIC | DISCUSSION | ACTION |
|--|---|-------------------|
| Public Participation | <p>President Oakes noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> ● Identify oneself and be brief ● Comments should be limited to 3 minutes | Information only. |
| | <p>Ferita Anderson, parent of DPS student, spoke to the Board regarding the proper procedure or protocol when a student is caught with currency at school.</p> | |
| Special Presentations and District Highlights | <p>District Highlights – Maria Robertson, Director of Community Engagement, Introduced Ashley Grayned, Extended Learning Supervisor, and Caterpillar Representatives that shared information regarding the Student Internship Program and the partnership with DPS 61. This is a pilot for this year and will be offered next year as well. This program is a pathway for success for high school students.</p> | Information only. |
| School Spotlight | <p>The school spotlight was Phoenix Alternative Education Program. Barbara Morrow, Principal at Phoenix Alternative Education Program, shared information as follows:</p> <ul style="list-style-type: none"> ● Demographics (population by grade level 6th – 10th) <ul style="list-style-type: none"> ○ Previous Enrollment: 6th – nine students, 7th – four students, 8th – two students, 9th – nine students, 10th – three students ● Previous Enrollment Status <ul style="list-style-type: none"> ○ Three high school students will be transitioning to homeschools ○ Three high school students will be transitioning to FUTURES ○ One middle school student will be transitioning to high school ○ Five 6th graders will be transitioning to 7th grade in their homeschools ○ Fourteen students will remain at Phoenix ○ Three new enrollments ● Attendance 65% and Truancy 82% ● High School MAP Data ● Resources for Social Emotional Learning ● Discipline Data ● Community Outreach ● Strengths (PE at Skywalker, universal matrix aligned with classroom management plan, points/incentives, community partners, behavior intervention plans) ● Opportunities (more communication with home schools, build teacher leadership capacity, create a meaningful parental engagement, provide ongoing PD for staff, earn credits with Early Bird) ● Threats/Weaknesses (Need more resources, not enough involvement with home schools, lack of electives and extracurricular activities, few classes offer direct instruction, alternative placement and care room in the building, transition plan with the counselors, building safety – need another security officer) | Information only. |
| | <p>Principal Morrow would like to see more cooperation and/or supports from the home schools of the students and more parental involvement. She would also like to have care room space (cooling down area), with the appropriate trained staff, but currently they are sent home. Students cannot be forced to stay at Phoenix.</p> | |

| TOPIC | DISCUSSION | ACTION |
|----------------------|---|--|
| Consent Items | <p>Please note: After the motion and second, Mrs. Perkins asked the Board to discuss letters M. Job Description: Assistant Superintendent/Executive Director of Support Services and N. Job Description: Assistant Superintendent of Teaching & Learning.</p> <p>Superintendent Fregeau recommended the Board approve the Consent Items as presented, which included:</p> <ul style="list-style-type: none"> A. Minutes: Open/Closed Meetings May 22, 2018 B. Closed Session Meeting Minutes and Closed Session Meeting Tapes C. Freedom of Information Report D. Bills E. Illinois Association of School Boards (IASB) 2018-2019 Membership Dues F. Alternate School Food Authority (SFA) Arrangement Application G. Decatur Public School District 61 and Illinois State University Partnership for Classroom Re-Design H. Athletic Guide Revisions for Middle and High Schools I. Resolution: Disposal of Surplus Textbook Materials J. Textbook Supply Maintenance for Scholastic Magazine K-12 K. Textbook Supply Maintenance for Springboard 6-11 L. TalentEd Perform and TalentEd Records (People Admin) Annual Agreement M. Job Description: Assistant Superintendent/Executive Director of Support Services N. Job Description: Assistant Superintendent of Teaching & Learning O. Job Description: Network Manager P. Resolution: Prevailing Wage Q. Investment Report | <p>Motion carried. The Consent Items were approved as presented.</p> |
| | <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe.</p> | |
| | <p>Mrs. Perkins noted that she was concerned with the educational background for the Assistant Superintendent/Executive Director of Support Services job description as it relates to a specific focus on the Alternative Education Program. The consensus from the Board of Education was to modify the Assistant Superintendent/Executive Director of Support Services job description and remove the supervision of alternative education. The supervision will be re-added at a later date. These job descriptions were not added positions. They were reconfigurations of the two assistant superintendents' job duties and responsibilities.</p> | |
| | <p>The previous motion and second were amended.</p> | |
| | <p>Superintendent Fregeau recommended the Board approve the Consent Items as presented, with the modification of the Assistant Superintendent/Executive Director of Support Services job description and removing the supervision of the Alternative Education Program.</p> | |

| TOPIC | DISCUSSION | ACTION |
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| | <p>Ms. Nolan moved to approve the recommendation, seconded by Mrs. Creighton. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Creighton, Nolan, Perkins, Briscoe, Oakes, Carson, Hodges Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | |
| Personnel Action Items | <p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources, as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Oakes, Nolan, Perkins, Briscoe, Creighton, Hodges, Carson Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | <p>Motion carried. The Personnel Action Items were approved as presented.</p> |
| Dean of Students at Eisenhower High School | <p>Superintendent Fregeau recommended the Board approve the appointment of Jenny Kosiec for the position of a Dean of Students at Eisenhower High School at Level 13, Step 05, effective date of July 30, 2018 as presented.</p> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Carson, Perkins, Briscoe, Creighton, Oakes, Nolan, Hodges Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | <p>Motion carried. The Dean of Students at EHS was approved as presented.</p> |
| Adoption of Settlement Agreement | <p>Superintendent Fregeau recommended the Board adopt the Settlement Agreement between Decatur Public School District 61, Macon-Piatt Special Education District and the Doe Family as presented.</p> <p>Mr. Hodges moved to approve the recommendation, seconded by Mrs. Perkins. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Hodges, Oakes, Perkins, Carson, Briscoe, Nolan, Creighton Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | <p>Motion carried. The Settlement Agreement was adopted as presented.</p> |
| Memorandum Agreement DFTA Reduction in Force Changes 2018 | <p>Superintendent Fregeau recommended the Board adopt the Memorandum of Agreement between the Decatur Federation of Teaching Assistants, Local 4342, IFT/AFT, AFL-CIO and the Board of Education Decatur Public School District #61 Article XX Reduction in Force Changes 2018 as presented.</p> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Creighton. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Perkins, Nolan, Briscoe, Creighton, Carson, Hodges, Oakes Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | <p>Motion carried. The MOU with DFTA (RIF Changes) was adopted as presented.</p> |

| TOPIC | DISCUSSION | ACTION |
|---|--|--|
| Memorandum Agreement DFTA Elimination of APR Assistant Positions at the end of 2017-2018 School Year | <p>Superintendent Fregeau recommended the Board adopt the Memorandum of Agreement between the Decatur Federation of Teaching Assistants, Local 4342, IFT/AFT, AFL-CIO and the Board of Education Decatur Public School District #61</p> <p>Elimination of Alternative Placement Room (APR) Assistant Positions at the end of the 2017-2018 School Year as presented.</p> <p>Mr. Hodges moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Briscoe, Carson, Perkins, Creighton, Oakes, Hodges, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | <p>Motion carried. The MOU with DFTA Elimination of APR Assist. Positions end of 2017-2018 was adopted as presented.</p> |
| Supt.'s Report Mater Communication Plan | <p>Maria Robertson, Director of Community Engagement, presented a Master Communication Plan for Decatur Public School District 61.</p> <p>With development of this plan, Decatur Public Schools will assure that all related stakeholders would receive current information and details for associated issues and messaging. The first phase will enhance and improve the communication methods of the school district. The services by the SOLVR Group, were sought out to assist with the creation of the plan. The SOLVR Group has over 20 years of experience in marketing and strategic development.</p> <p>The District must speak with one clear voice when communicating information regarding DPS 61.</p> | <p>Information only.</p> |
| School Board Policies | <p>Dr. Todd Covault, Chief Operational Officer, presented a brief update on the following School Board Policies:</p> <ul style="list-style-type: none"> ● Section 02 – School Board ● Section 04 – Operational Services ● Section 05 – Professional Personnel ● Section 06 – Instruction ● Section 07 – Students ● Section 08 – Community Relations | <p>Information only.</p> |
| | <p>These policies will be brought back at the June 26, 2018 Board meeting for approval.</p> | |
| Board Discussion Items | <p><u>Board Committee Updates</u></p> <p>Mrs. Creighton noted that she and Mr. Hodges attended a Schedule B meeting. Hopefully, several Schedule B job descriptions will be forthcoming.</p> <p>Vice President Nolan noted that there was a Finance Committee meeting and the policies were discussed.</p> | <p>Information only.</p> |

| TOPIC | DISCUSSION | ACTION |
|---|---|-------------------|
| Board Discussion Items Continued | <p><u>Board Discussion</u></p> <p>Vice President Nolan noted that there was nothing in the current policies that addressed only nepotism. The consensus from the Board of Education was for administration to move forward with researching and creating such policy for discussion.</p> <p>Vice President Nolan noted the contract between DPS 61 and IBEW for a trade's curriculum in the high schools. Assistant Superintendent Dugan noted that if there was any litigation, it would have to take place in Washington DC. The vendor would not change the contract to allow the District to hire an Illinois attorney, if needed; the attorney would have to be from Washington DC. The partnership with the trade's union was very important to District 61 and the consensus from the Board was to move forward with the contract for approval.</p> | Information |
| Announcements | <p>The Board of Education sends condolences to the families of:</p> <p>Rita Anne Barnes, who passed away Thursday, May 17, 2018. Mrs. Barnes was the mother of Cathy Jones, Teacher at French STEM Academy Magnet School, and Carol Dance, Teacher at William Harris Elementary School.</p> <p>Mary Martha Hale, who passed away Saturday, May 26, 2018. Mrs. Hale was the mother of Chris Hale, School Liaison Resource Officer.</p> <p>Mary Lou Collingwood, who passed away Saturday, June 02, 2018. Mrs. Collingwood was the mother of Greg Collingwood, retired Athletic Director from Decatur Public School District 61.</p> | Information only. |
| Important Dates | <p><u>June</u> 14 Board of Education Special Open/Closed Meeting</p> <ul style="list-style-type: none"> - University Commons at Millikin University - Closed Executive Session, 12:00 PM in the Leadership Room - Open Session, 2:15 PM in Banquet Room B <p>Summer Programs Begin, Monday through Friday,</p> <ul style="list-style-type: none"> - Camp Connections: K – 5th Grade Students, Hope Academy <ul style="list-style-type: none"> o 7:30 AM-2:30 PM - Camp Discovery: 6th – 8th Grade Students, MHS <ul style="list-style-type: none"> o 8:30 AM- 3:30 PM - Smash Jr. Camp: 2nd – 5th Grade Gifted Students, Dennis Lab School <ul style="list-style-type: none"> o 8:30 AM- 3:30 PM - Smash Camp: 6th – 8th Grade Gifted Students, Millikin University <ul style="list-style-type: none"> o 8:30 AM- 3:30 PM | Information only. |

Please Note: Summer Camp Programs for K – 8th Grades ends on June 29, 2018.

____ TOPIC _____ DISCUSSION _____ ACTION _____

Summer School: Session I Begins at EHS and MHS for Middle and High School Students

- Monday through Friday, 8:00am to 12:00pm

Please Note: Summer School Session I for Middle and High School Students ends on June 22, 2018.

July 02 Session II Begins at EHS and MHS for Middle and High School Students

- Monday through Friday, 8:00am to 12:00pm
- **There will be NO Summer School Session on July 04, 2018**

Please Note: Summer School Session II for Middle and High School Students ends on July 23, 2018.

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, June 26, 2018, in the 1st Floor Board Room at the Keil Administration Building.

Adjournment

President Oakes asked for a motion to adjourn. Mrs. Creighton moved to adjourn, seconded by Mrs. Briscoe. All were in favor.

Board adjourned at 8:06 PM.

Dan Oakes, President

Melissa Bradford, Board Secretary

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

DATE/TIME: June 14, 2018

12:00 PM

LOCATION: Millikin University Commons
Leadership Room
1184 W. Main Street
Decatur, IL 62522

PRESENT: Dan Oakes, President
Kendall Briscoe
Beth Creighton
Sherri Perkins
Beth Nolan, Vice President
Courtney Carson
Brian Hodges

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

President Oakes called the meeting to order at 12:00 PM.

| TOPIC | DISCUSSION | ACTION |
|--|---|--|
| Call for Closed Executive Session | <p>President Oakes moved to go into Closed Executive Session for the Board to participate in a Board Self-evaluation, seconded by Mrs. Perkins.</p> <p>Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Hodges, Carson, Perkins, Oakes, Briscoe, Nolan, Creighton Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p> | Board moved to Closed Executive Session at 12:00 PM. |
| Return to Open Session | <p>President Oakes moved to return to Open Session, seconded by Mr. Carson. All were in favor.</p> | Board returned to Open Session at 2:00 PM. |
| Open Session Continued | <p>President Oakes noted that the Board of Education would take a 15 minute break and resume in Open Session on the 3rd floor in the University Common's Banquet Room B.</p> <p>President Oakes noted that the Board of Education had been in Closed Executive Session to participate in a Board Self-evaluation. No action was taken during Closed Executive Session.</p> | |
| Pledge of Allegiance | <p>President Oakes led the Pledge of Allegiance.</p> | |
| Approval of Agenda, June 14, 2018 | <p>Superintendent Fregeau recommended the Board approve the June 14, 2018 Special Open Session Board Meeting agenda as presented.</p> <p>Mr. Carson moved to approve the recommendation, seconded by Mrs. Briscoe. All were in favor.</p> | Agenda was approved as presented. |

| TOPIC | DISCUSSION | ACTION |
|-----------------------------|---|-------------------|
| Public Participation | <p>President Oakes noted that during Public Participation, the Board of Education asked for the following:</p> <ul style="list-style-type: none"> ● Identify oneself and be brief ● Comments should be limited to 3 minutes <p>No one requested to speak.</p> <p>For the record, President Oakes noted that the Board of Education will break from 5:00 PM to 5:45 PM and resume in Open Session at 5:45 PM on the 3rd floor in the University Common's Banquet Room B, if needed.</p> | Information only. |

| | | |
|-------------------------|--|-------------------|
| Board Discussion | <p>President Oakes introduced and turned it over to Dr. Lindsey Gunn, Senior Associate with the Cambrian Group, to facilitate discussion with the Board of Education and the Superintendent regarding the five-year Strategic Plan that was previously approved by the Board of Education during the May 22, 2018 Board meeting. Topics discussed were 1) Board of Education's Role(s), 2) Monitoring the Implementation, 3) Reporting the Progress, 4) Recommendations for Phase One, 5) Foundation for the Later Years of the Plan, 6) Department Needs for Success, and 7) Facility Usage.</p> <p>Conversations continued as follows:</p> <ul style="list-style-type: none"> ● Ensure and articulate vision and/or direction. ● The District will move from the Planning Phase to the Action Phase. ● The Strategies and Result Statements were approved not the Action Steps. <ul style="list-style-type: none"> ○ Result Statements will be executed by the daily operations of the District. ● Keep the strategic intent and purpose in the forefront when supporting the plan. ● Make sure the community understands the focus and the direction of the plan. ● There will be criticism, but make sure the vision remains on course. ● Support by all is very critical during implementation. ● Action items should link to policy and the plan. ● Highlight progress and celebrate during Board meetings. ● Plan to present quarterly reports publicly. ● Superintendent and staff will roll out consistent information from the plan to others. ● Action Items will be assigned to several administrators, but there will be a designee for the quarterly presentations. ● Objectives will rollout yearly (year one, year two, year three, etc.) <p>The following three dimensions will assist with the reporting of progress during the implementation of the plan:</p> <ul style="list-style-type: none"> ● Are we doing what we said we would do? <ul style="list-style-type: none"> ○ Show evidence. ● Do we have favorable results on terms of students? <ul style="list-style-type: none"> ○ Improved test scores would be an indicator. | Information only. |
|-------------------------|--|-------------------|

Conversations continued as follows:

- Ensure and articulate vision and/or direction.
- The District will move from the Planning Phase to the Action Phase.
- The Strategies and Result Statements were approved not the Action Steps.
 - Result Statements will be executed by the daily operations of the District.
- Keep the strategic intent and purpose in the forefront when supporting the plan.
- Make sure the community understands the focus and the direction of the plan.
- There will be criticism, but make sure the vision remains on course.
- Support by all is very critical during implementation.
- Action items should link to policy and the plan.
- Highlight progress and celebrate during Board meetings.
- Plan to present quarterly reports publicly.
- Superintendent and staff will roll out consistent information from the plan to others.
- Action Items will be assigned to several administrators, but there will be a designee for the quarterly presentations.
- Objectives will rollout yearly (year one, year two, year three, etc.)

The following three dimensions will assist with the reporting of progress during the implementation of the plan:

- Are we doing what we said we would do?
 - Show evidence.
- Do we have favorable results on terms of students?
 - Improved test scores would be an indicator.

| TOPIC | DISCUSSION | ACTION |
|-----------------------------------|---|-------------------|
| Board Discussion Continued | <ul style="list-style-type: none"> ● Is there evidence of being a stronger – better school district/organization and/or community? <ul style="list-style-type: none"> ○ There would be an increase in enrollment. ○ There would be a change with staff retention. | Information only. |

The Strategic Plan has to go deep within the organization.

Five ways to show responsibility with the plan:

- What are our domains (ownership) for this system?
- Why do you do it?
- What is your goal for this year?
- Where is your link to the plan?
- What do you need from the system and/or each other in order to be successful?

The Strategic Plan (SP) is more than a document. During the development, the SP also did the following:

- Generated good conversation amongst staff and the community.
- Envisioned better for our students.
- Envisioned what we wanted in the community for our students.
- Helped others think differently.

The Board of Education needs powerful unity and must fully support staff during yearly rollouts. Board Members will also assist with communicating and presenting the plan to the community and other organizations. In summary, the District is making a change from “who we are to who we say we are going to be.”

The Board of Education and the Superintendent discussed the following:

DRAFT 2018-2019 Balanced Scorecard

Per the Executive Cabinet, below were recommended Result Statements from the Strategic Plan for year one under Quadrants Students and Staff as follows:

Students

- Deploy a district-wide, “whole-student” approach that improves academic and social outcomes in the learning environment (**S1-R4**).
- Establish an environment to ensure the safety of all students (**S2-R3**).

Staff

- Identify and deploy a universal Social and Emotional Learning screening tool district-wide (**S3-R1**).
- Establish a strong and consistent mentoring program for all first and second year staff that includes non-district resources for support (**S4-R1**).
- Establish a mandatory Principal Leadership Institute for all current Principals and aspiring Principals (**S4-R4**).

| TOPIC | DISCUSSION | ACTION |
|-----------------------------------|---|-------------------|
| Board Discussion Continued | For year one, there were no Result Statements recommended for Quadrants Community and Finance at this time. Year one will feed into year two. | Information only. |

For the record, the Board of Education took a fifteen minute break (4:00 PM to 4:15 PM). The Board of Education resumed discussions on the 2018-2019 DRAFT Balanced Scorecard.

A Student Ambassador asked if all teachers had to participate with the Strategic Plan. A Board Member replied that this is a process as it relates to staff participation and it is the direction the District will be going.

The Board of Education would like to continue discussion on the DRAFT 2018-2019 Balance Scorecard during a July 2018 Board meeting.

EC’s Perspective on Facilities - Please note: This was for **DISCUSSION ONLY**.

The below were discussed and are considered concepts/ideas ONLY:

- Demolish Johns Hill.
- Combining 6th, 7th, and 8th grades into one building to enhance fine arts, clubs and athletic programs
- Health life safety will determine Durfee.
- Combine Enterprise and Garfield – one Montessori.
- Need additional space for Pre-K – this will help serve more students.
- All buildings without air conditioning should receive air conditioning.
- Improve co-curricular and extra-curricular facilities at all buildings.

The Board Members also discussed:

- One high school
 - The Student Ambassadors noted that this would not be a good idea.
 - Students can be territorial.
 - Class sizes will increase for particular classes.
 - One middle school will feed into one high school.

District Ranking by Enrollment

Per the 2017-2019 District Summary, the following were noted as it related to enrollment and number of schools:

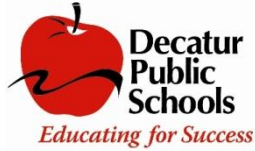
| District | # of Schools | K-12 Enrollment | Housed PK-12 |
|------------------|--------------|-----------------|--------------|
| Springfield #186 | 33 | 13484 | 14294 |
| McClellan USD #5 | 25 | 12956 | 13346 |
| Champaign #4 | 19 | 9717 | 10013 |
| Decatur #61 | 23 | 8267 | 8884 |
| Bloomington #87 | 9 | 5042 | 5315 |

For the record, the Board of Education took a forty-five minute break (5:00 PM to 5:45 PM). The Board of Education resumed discussions on building facilities.

| TOPIC | DISCUSSION | ACTION |
|-----------------------------------|---|--|
| Board Discussion Continued | <p>The Board Members continued discussion on facilities as follows:</p> <ul style="list-style-type: none"> • The pros and cons of one high school. • Value of K8 versus middle schools. • The replication of the successful schools within the District. • Re-building in the Johns Hill neighborhood. • Building capacity with positive programs. • The support services (disability access) at current buildings. • Review of boundaries versus choice schools. • Alternative education is key and could cause a ripple effect. • Mobility issues. • Collapsing middle school into one building. • Montessori as PreK – 8. • Additional space for Dennis. • Financial cost for: <ul style="list-style-type: none"> ○ PreK-8 Montessori, location and allocation of space, ○ 6th, 7th and 8th in one building and location, ○ JH students’ location if the current was demolished, ○ If JH demolished, rebuild in that area, but what are the rights to that property, ○ JH to TJ, ○ TJ to SDMS plus 6th grade, ○ Cost of a K-8 building. | Information only. |
| | <p>The Board of Education will continue discussions at future Board meetings.</p> | |
| | <p>Due to time, Vice President Nolan noted that the Board of Education will review and discuss the 2018-2019 District Leadership Team Reports Calendar and the Spotlight Schools’ Topics and Presentations at a future Board meeting.</p> | |
| | <p>There was no update on Board Committees and there was no additional Board discussion.</p> | |
| Important Dates | <p>NEXT MEETING The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, June 26, 2018 in the 1st Floor Board Room at the Keil Administration Building.</p> | Information only. |
| Adjournment | <p>President Oakes asked for a motion to adjourn this Open Session. Mr. Hodges motioned, seconded by Mr. Carson. All were in favor.</p> | The Board meeting adjourned at 7:00 PM |

Dan Oakes, President

Melissa Bradford, Secretary



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

| | |
|---|---|
| Date: June 26, 2018 | Subject: Monthly Financial Conditions Report |
| Initiated By: Todd Covault, EdD, Chief Operational Officer | Attachments: Financial Conditions Report |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

As the District completes May, the eleventh month of FY18, the Macon-Piatt Special Education District has expended 95.92% of its overall budget; Decatur 61 has expended 84.03% of its overall budget.

As of June 18, 2018, the State Comptroller is holding FY18 ISBE vouchers in the amount of \$3,990,453 of which \$2,522,358 is associated with Evidence Based Funding; \$900,567 is associated with transportation; and, \$387,592 is associated with the Early Childhood Block Grant.

The District’s May 2018 month-end education fund balance is \$19,241,244; the May 2017 month-end education fund balance was \$12,571,572.

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: _____

**2017-2018 Decatur Public S.D. #61
Fund Balance Summary - May 31, 2018**

| <u>Fund</u> | <u>Fund Balance 07/01/17</u> | <u>Revenues To Date</u> | <u>Expenditures To Date</u> | <u>Net Cash Flow</u> | <u>Change in Fund Balance</u> | <u>Balance 05/31/18</u> | <u>Estimated Balance 06/30/18</u> |
|--|--------------------------------------|-----------------------------|---------------------------------|--------------------------|---------------------------------------|-----------------------------|---------------------------------------|
| DISTRICT # 61 | | | | | | | |
| Education | \$15,564,040 | \$77,707,255 | \$74,030,051 | \$3,677,204 | \$0 | \$19,241,244 | \$ 15,704,445 |
| Operation & Maintenance | \$4,167,372 | \$1,883,890 | \$5,177,150 | (\$3,293,260) | \$0 | \$874,112 | \$ 3,549,492 |
| Debt Service | \$2,016,514 | \$5,958,357 | \$7,527,866 | (\$1,569,509) | \$0 | \$447,005 | \$ 1,791,289 |
| Transportation | \$2,238,943 | \$5,626,689 | \$5,588,790 | \$37,899 | \$0 | \$2,276,842 | \$ 2,207,210 |
| IMRF | \$1,727,272 | \$1,541,048 | \$2,216,963 | (\$675,915) | \$0 | \$1,051,357 | \$ 2,062,711 |
| Social Security/Medicare | \$2,703,155 | \$820,152 | \$1,645,883 | (\$825,731) | \$0 | \$1,877,424 | \$ 2,527,259 |
| Capital Projects Fund | \$1,100,537 | \$3,285,931 | \$1,288,991 | \$1,996,940 | \$0 | \$3,097,477 | \$ 3,043,837 |
| Working Cash | \$4,713,279 | \$2,378,969 | \$2,700,000 | (\$321,031) | \$0 | \$4,392,248 | \$ 4,698,064 |
| Tort Immunity/Judgment | \$2,926,203 | \$1,438,224 | \$1,618,714 | (\$180,490) | (\$311,528) | \$2,434,185 | \$ 3,001,678 |
| Fire Prevention/Safety | \$3,634,915 | \$203,830 | \$499,477 | (\$295,647) | \$0 | \$3,339,268 | \$ 3,389,019 |
| <i>Totals District 61</i> | \$40,792,230 | \$100,844,345 | \$102,293,885 | (\$1,449,540) | (\$311,528) | \$39,031,162 | \$41,975,004 |
| Macon-Piatt Special Ed District | \$3,312,959 | \$21,586,972 | \$19,356,030 | \$2,230,942 | \$0 | \$5,543,901 | \$ 3,312,959 |

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

Percent of year passed: 91.67%

| Revenues | | Adopted Budget | Actual Y-T-D | Percent Received/Used |
|-----------------------|-------------------------|---------------------------|---------------------|----------------------------------|
| 12 | Education | 20,179,245 | 21,586,972 | 106.98% |
| 22 | Operation & Maintenance | - | - | 0.00% |
| 42 | Transportation | - | - | 0.00% |
| 52 | IMRF | - | - | 0.00% |
| Total Revenues | | 20,179,245 | 21,586,972 | 106.98% |

| Expenditures | | | | |
|---------------------------|-------------------------|-------------------|-------------------|---------------|
| 12 | Education | 18,735,148 | 18,047,582 | 96.33% |
| 22 | Operation & Maintenance | 272,770 | 260,358 | 95.45% |
| 42 | Transportation | 24,150 | 8,965 | 37.12% |
| 52 | IMRF | 1,147,177 | 1,039,125 | 90.58% |
| Total Expenditures | | 20,179,245 | 19,356,030 | 95.92% |

| Net Cash | | | | |
|--------------------|--|------------|------------|---------|
| Total Revenues | | 20,179,245 | 21,586,972 | 106.98% |
| Total Expenditures | | 20,179,245 | 19,356,030 | 95.92% |
| Net Cash | | - | 2,230,942 | |

| Fund Balances | | Actual |
|----------------------|-----------|---------------|
| 12 | Education | 5,543,901 |

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

Percent of year passed: 91.67%

| | Revenues | Budget | Actual Y-T-D | Percent Received/Used | FY 17 Percent Received/Used As Of 5/31/17 |
|----|-------------------------|--------------------|---------------------|------------------------------|--|
| 10 | Education | 89,690,637 | 77,707,255 | 86.64% | 78.29% |
| 20 | Operation & Maintenance | 5,334,460 | 1,883,890 | 35.32% | 71.35% |
| 30 | Debt Service | 7,314,775 | 5,958,357 | 81.46% | 72.31% |
| 40 | Transportation | 6,631,733 | 5,626,689 | 84.84% | 69.55% |
| 50 | IMRF | 2,665,983 | 1,541,048 | 57.80% | 20.82% |
| 51 | Social Security | 1,794,265 | 820,152 | 45.71% | 67.39% |
| 60 | Capital Projects | 3,670,000 | 3,285,931 | 89.53% | 92.24% |
| 70 | Working Cash | 2,684,785 | 2,378,969 | 88.61% | 46.72% |
| 80 | Tort Immunity/Judgment | 2,772,375 | 1,438,224 | 51.88% | 46.79% |
| 90 | Fire Prevention/Safety | 354,105 | 203,830 | 57.56% | 53.25% |
| | Total Revenues | 122,913,118 | 100,844,345 | 82.05% | 75.34% |

Expenditures

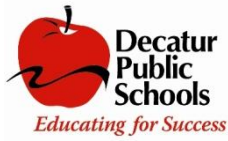
| | | | | | |
|----|---------------------------|--------------------|--------------------|---------------|---------------|
| 10 | Education | 89,550,232 | 74,030,051 | 82.67% | 83.07% |
| 20 | Operation & Maintenance | 5,952,340 | 5,177,150 | 86.98% | 80.41% |
| 30 | Debt Service | 7,540,000 | 7,527,866 | 99.84% | 99.82% |
| 40 | Transportation | 6,663,466 | 5,588,790 | 83.87% | 75.99% |
| 50 | IMRF | 2,330,544 | 2,216,963 | 95.13% | 87.56% |
| 51 | Social Security | 1,970,161 | 1,645,883 | 83.54% | 83.31% |
| 60 | Capital Projects | 1,726,700 | 1,288,991 | 74.65% | 50.24% |
| 70 | Working Cash | 2,700,000 | 2,700,000 | 100.00% | 0.00% |
| 80 | Tort Immunity/Judgment | 2,696,900 | 1,618,714 | 60.02% | 57.92% |
| 90 | Fire Prevention/Safety | 600,000 | 499,477 | 83.25% | 49.39% |
| | Total Expenditures | 121,730,343 | 102,293,885 | 84.03% | 81.82% |

Net Cash

| | | | |
|--------------------|------------------|--------------------|--------|
| Total Revenues | 122,913,118 | 100,844,345 | 82.05% |
| Total Expenditures | 121,730,343 | 102,293,885 | 84.03% |
| Net Cash | 1,182,775 | (1,449,540) | |

Fund Balances

| | Actual | |
|--------------------|-------------------------|------------|
| 10 | Education | 19,241,244 |
| 20 | Operation & Maintenance | 874,112 |
| 30 | Debt Service | 447,005 |
| 40 | Transportation | 2,276,842 |
| 50 | IMRF | 1,051,357 |
| 51 | Social Security | 1,877,424 |
| 60 | Capital Projects | 3,097,477 |
| 70 | Working Cash | 4,392,248 |
| 80 | Tort Immunity/Judgment | 2,434,185 |
| 90 | Fire Prevention/Safety | 3,339,268 |
| Total Funds | 39,031,162 | |



Board of Education Decatur Public School District #61

| | |
|---|--|
| Date: June 26, 2018 | Subject: Treasurer's Report |
| Initiated By: Todd Covault, EdD, Chief Operational Officer | Attachments: Treasurer's Report |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

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

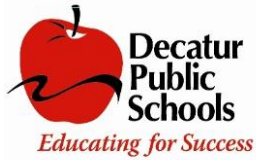
RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

DECATUR PUBLIC SCHOOL DISTRICT #61
TREASURER'S REPORT
MAY 2018

| | Cash/Investments as of 04/30/18 | Receipts | Disbursements | Change/Interest | Cash/Investments as of 05/31/18 |
|-------------------------------|---------------------------------------|---------------|---------------|------------------|---------------------------------------|
| Education | 18,187,732.77 | 10,055,240.33 | 6,582,552.71 | 34,723.51 | 21,695,143.90 |
| Operations & Maintenance | 1,387,570.10 | 10,339.49 | 525,083.86 | 486.28 | 873,312.01 |
| Debt Service | 1,734,382.91 | 379,447.54 | 1,667,393.76 | 568.40 | 447,005.09 |
| Transportation | 2,851,318.13 | 1,833.80 | 597,533.73 | 2,493.29 | 2,258,111.49 |
| IMRF | 1,225,739.76 | 0.00 | 175,839.30 | 1,456.97 | 1,051,357.43 |
| Social Security | 2,007,768.14 | 1.78 | 132,950.93 | 2,605.41 | 1,877,424.40 |
| Capital Projects | 3,096,224.73 | 0.00 | 48.09 | 1,299.70 | 3,097,476.34 |
| Working Cash | 4,390,276.93 | 0.00 | 0.00 | 1,971.30 | 4,392,248.23 |
| Tort/Judgment Immunity | 2,506,752.84 | 0.00 | 95,900.57 | 3,332.84 | 2,414,185.11 |
| Fire Prevention & Safety | 3,337,791.86 | 0.00 | 1,239.92 | 2,715.36 | 3,339,267.30 |
| Macon-Piatt Special Education | 6,636,670.88 | 412,513.96 | 1,511,557.53 | 5,672.94 | 5,543,300.25 |
| Activities | 559,379.86 | 35,170.02 | 64,416.26 | 653.66 | 530,787.28 |
| | 47,921,608.91 | 10,894,546.92 | 11,354,516.66 | 57,979.66 | 47,519,618.83 |
| | | | | Dr. Todd Covault | 05/31/18 |



Board of Education Decatur Public School District #61

| | |
|--|--|
| Date: June 26, 2018 | Subject: Textbook Supply Maintenance – Follett K-12 |
| Initiated By: Charlotte Thompson, Director of Curriculum- Elementary and Dr. Joshua Peters, Director of Curriculum- Secondary | Attachments: Follett Quotes |
| Reviewed By: 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.

FINANCIAL CONSIDERATIONS:

Funding will be from the District’s Instructional Materials budget.

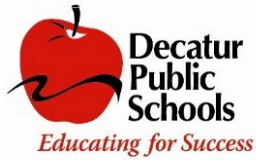
STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this proposal for the Textbook Supply Maintenance – Follett K-12 as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



Board of Education Decatur Public School District #61

| | |
|--|--|
| Date: June 26, 2018 | Subject: Textbook Supply Maintenance – Follett K-12 |
| Initiated By: Charlotte Thompson, Director of Curriculum- Elementary and Dr. Joshua Peters, Director of Curriculum- Secondary | Attachments: Follett Quotes |
| Reviewed By: 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.

FINANCIAL CONSIDERATIONS:

Funding will be from the District’s Instructional Materials budget.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this proposal for the Textbook Supply Maintenance – Follett K-12 as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 6:41 AM
To: Lana Forsythe
Subject: Follett School Solutions - Hold Letter.htm 2250427A BAUM ELEM



May 31, 2018

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: | 2250427A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$232.51 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$352.40 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$232.51 |
| | ===== | | ===== |
| TOTAL: | \$232.51 | Total Maximum Savings: | \$119.89 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads 'Debbie Looome'.

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250427A | 05/24/18 | MAIL | AMYT | 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: MICHAEL E BAUM ELEM SCHO
 801 S LAKE RIDGE AVE
 DECATUR, IL 62521-4348

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|---|-------------|-----|-----------------|--------|----------|
| (1) | MACM 2009 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book | 1 | 1 | AVAILABLE (NEW) | 73.88 | 73.88 |
| (2) | MACM 2009 WORLD {IL} VOL 2 ISBN: 0-02-152331-2 ISBN-13: 9780021523313 Book | 1 | 1 | READY TO SHIP | 5.63 | 5.63 |
| (3) | SCOT 2006 WKBK FOR SCIENCE 3 (P) ISBN: 0-328-12612-8 ISBN-13: 9780328126125 Book | 34 | 34 | READY TO SHIP | 4.50 | 153.00 |

| | |
|------------------------------|---------------|
| TOTAL READY TO SHIP: | 158.63 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 73.88 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 232.51 |

Issue your PO for \$232.51 for all books expected to be available.

| | |
|--|--|
| 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 7, 2018

1244390
DECATUR SCH DIST 61
101 W CERRO GORDO ST
DECATUR, IL 62523-1091
PO# NONE

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--------------------|-------------------|---------------------------------|-----------------|
| Order Number: | 2255474A | | |
| Order Total: | \$1,438.80 | * Publisher/Manufacturer Price: | \$1,674.90 |
| Sales Tax: | 0.00 | Your FSS Price: | \$1,438.80 |
| Shipping/Handling: | 0.00 | | |
| TOTAL: | \$1,438.80 | Total Maximum Savings: | \$236.10 |
| | | (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.

Thank You!

Kathleen Shanley
kshanley@follett.com
1-877-899-8550 ext. 46222

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at follettlearning.com/rewards.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458
1340 Ridgeview Drive, McHenry, IL 60050 • www.follettclassroom.com

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255474A | 06/07/18 | MAIL | AMYT | 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 LAB SCH
 1499 W MAIN ST
 DECATUR, IL 62522-1909

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|--|-------------|-----|-----------------|--------|----------|
| (1) | GRND 2017 BREADWINNER (BOOK 1) 5-8 (P) ISBN: 1-77306-071-6 ISBN-13: 9781773060712 Book | 30 | 30 | AVAILABLE (NEW) | 8.56 | 256.80 |
| (2) | SIMO 2010 CHAINS 5-8 (P) ISBN: 1-416-90586-3 ISBN-13: 9781416905868 Book | 30 | 30 | AVAILABLE (NEW) | 7.74 | 232.20 |
| (3) | HARP 1997 WHICH WAY FREEDOM 5-8 (P) ISBN: 0-380-71408-6 ISBN-13: 9780380714087 Book | 30 | 30 | AVAILABLE (NEW) | 6.04 | 181.20 |
| (4) | BROA 2014 HARLEM HELLFIGHTERS Y/A (P) ISBN: 0-307-46497-0 ISBN-13: 9780307464972 Book | 30 | 30 | AVAILABLE (NEW) | 14.51 | 435.30 |
| (5) | LAWH 2011 SIMEONS STORY AN EYEWITNESS ACCOUNT OF THE Y/A (P) ISBN: 1-56976-819-6 ISBN-13: 9781569768198 Book | 30 | 30 | AVAILABLE (NEW) | 11.11 | 333.30 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 1,438.80
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 1,438.80

Issue your PO for \$1,438.80 for all books expected to be available.

| | |
|--|--|
| 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 in 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.



May 31, 2018

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: | 2250433A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$653.79 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$1,408.69 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$653.79 |
| | ===== | | ===== |
| TOTAL: | \$653.79 | Total Maximum Savings: | \$754.90 |
| x | | (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.

Thank You!

Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|-------|------------|-------|---------|--------------|
|-------|------------|-------|---------|--------------|

| | | | | |
|----------|----------|------|------|-------------|
| 2250433A | 05/24/18 | MAIL | AMYT | 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: DURFEE MAGNET ELEMENTARY
 1000 W GRAND AVE
 DECATUR, IL 62522-1536

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|--|-------------|-----|---|--------|----------|
| (1) | HARP 1996 WALK TWO MOONS 5-8 (P) ISBN: 0-06-440517-6 ISBN-13: 9780064405171 Book | 9 | 9 | READY TO SHIP (NEW) | 7.74 | 69.66 |
| (2) | MACM 2007 STDNT PRAC & ACT WKBK FOR COMMUNITIES 3 (P) ISBN: 0-02-151739-8 ISBN-13: 9780021517398 Book | 2 | 2 | AVAILABLE (NEW) | 7.25 | 14.50 |
| (3) | MACM 2009 UNITED STATES {IL} VOL 1 ISBN: 0-02-152328-2 ISBN-13: 9780021523283 Book | 1 | 1 | AVAILABLE (NEW) | 68.52 | 68.52 |
| (4) | SCOT 2006 SCIENCE {IL} 1 ISBN: 0-328-14736-2 ISBN-13: 9780328147366 Book | 19 | 19 | OUT OF STOCK AND OUT OF PRINT, but Follett quoted the National version Below on line 9. | 0.00 | 0.00 |
| (5) | SCOT 2006 ACT BK FOR SCIENCE 4 (P) ISBN: 0-328-12625-X ISBN-13: 9780328126255 Book | 2 | 2 | READY TO SHIP | 2.92 | 5.84 |
| (6) | SCOT 2006 SCIENCE AUDIOTEXT CD 4 ISBN: 0-328-10133-8 ISBN-13: 9780328101337 Book | 1 | 1 | OUT OF STOCK | 0.00 | 0.00 |
| (7) | SCOT 2006 SCIENCE EXAMVIEW CDROM 4 ISBN: 0-328-10564-3 ISBN-13: 9780328105649 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 145.59 | 145.59 |
| (8) | SCOT 2006 SCIENCE ACTIVITY FLIPCHARTS (P) ISBN: 0-328-12996-8 ISBN-13: 9780328129966 Book | 2 | 2 | AVAILABLE (NEW) | 100.55 | 201.10 |
| (9) | SCOT 2006 SCIENCE 1 ISBN: 0-328-10001-3 | 19 | 19 | READY TO SHIP, Sub for Out of Print book Above Line 4. | 7.82 | 148.58 |

ISBN-13: 9780328100019
Book

| | |
|----------------------|--------|
| TOTAL READY TO SHIP: | 224.08 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |

| | |
|------------------------------|--------|
| TOTAL ON ORDER / IN TRANSIT: | 429.71 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |

| | |
|-------------------------|---------------|
| TOTAL AVAILABLE: | 653.79 |
|-------------------------|---------------|

Issue your PO for \$653.79 for all books expected to be available.

| | |
|--|--|
| 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 in 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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2252005A | 05/30/18 | 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: EISENHOWER HIGH SCHOOL
 ATTN:LANAFORSTYHE/SECRETARY
 1200 S 16TH ST
 DECATUR, IL 62521-3885

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|---|-------------|-----|-----------------|--------|----------|
| (1) PREN 2014 AFRICAN AMERICANS A CONCISE HISTORY COMBINED (P) ISBN: 0-205-96906-2 ISBN-13: 9780205969067 Book | 38 | 5 | READY TO SHIP | 64.05 | 320.25 |
| | | 33 | AVAILABLE (NEW) | 96.18 | 3,173.94 |

| | |
|-------------------------------------|-----------------|
| TOTAL READY TO SHIP: | 320.25 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 3,173.94 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 3,494.19 |

| | |
|--|--|
| 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:

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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 5, 2018

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 **quoted on FOLLETT 2254622A. We will add your Textbook barcodes at No Charge.**

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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Loomer".

Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2254622A | 06/05/18 | 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: EISENHOWER HIGH SCHOOL
 ATTN: NCOBB@DPS61.ORG LFORSYTHE@
 1200 S 16TH ST
 DECATUR, IL 62521-3885

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|--|-------------|-----|----------------------------|--------|----------|
| (1) DELM 2010 PLANT AND SOIL SCIENCE FUNDAMENTALS AND ISBN: 1-428-33480-7 ISBN-13: 9781428334809 | 15 | 15 | SOURCING AND AVAILABLE NEW | 121.75 | 1,826.25 |
| (2) WADS 2017 VOYAGES IN WORLD HISTORY {AP EDITION} ISBN: 1-305-65956-2 ISBN-13: 9781305659568 | 25 | 25 | IN STOCK NEW | 135.00 | 3,375.00 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 0.00
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

AVAILABLE NEW 5,201.25
 ESTIMATED SALES TAX: 0.00
 ESTIMATED SHIPPING: FREE SHIPPING 0.00

TOTAL AVAILABLE & SOURCING 5,201.25

Issue your PO for \$5,201.25 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.

PEAR 2016 PATHWAY TO INTRODUCTORY STATISTICS (TEACHERS) 2 2
ISBN: 0-13-413497-4
ISBN-13: 9780134134970

OUT OF STOCK, OUT OF
PRINT WITH THE PUB
UNTIL SEPT 2nd. We are
still waiting to hear from the
Pub on a PRICE. Once I
have the price I will re-send
and update you.

In the meantime, we have Everything else quoted below on FOLLETT 2255317A.

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--|------------------|--|----------------------------|
| Order Number: | 2255317A | | |
| Hold Expiration Date: | 07/02/18 | | |
| Order Total: | \$16,878.08 | | |
| WAITING FOR ONE PRICE STILL. Pearson 2016 Pathway To Intro Stats TE. | 0.00 | | |
| Shipping/Handling: | FREE FRT 0.00 | * Publisher/Manufacturer Price: | \$25,401.07 |
| | ===== | Your FSS Price: | \$16,878.08 |
| TOTAL: x | | Total Maximum Savings: (If all items ship) | \$8,522.99 ===== |

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.

Thank You!



Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255317A | 06/07/18 | MAIL | AMYT | 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: EISENHOWER HIGH SCHOOL
 1200 S 16TH ST
 DECATUR, IL 62521-3885

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|--|-------------|-----|---|--------|----------|
| (1) | RAND 1994 THINGS FALL APART AD (P) ISBN: 0-385-47454-7 ISBN-13: 9780385474542 Book | 55 | 55 | AVAILABLE (NEW) | 9.84 | 541.20 |
| (2) | HOUG 2003 AMERICAN PLAGUE {HC} 5-8 ISBN: 0-395-77608-2 ISBN-13: 9780395776087 Book | 16 | 16 | AVAILABLE (NEW) | 17.98 | 287.68 |
| (3) | KNOP 2011 FLESH AND BLOOD SO CHEAP {HC} 5-8 ISBN: 0-375-86889-5 ISBN-13: 9780375868894 Book | 25 | 25 | AVAILABLE (NEW) | 13.99 | 349.75 |
| (4) | HOLT 2009 AMERICAN ANTHEM MODERN AMERICAN HISTORY ISBN: 0-03-099456-X ISBN-13: 9780030994562 Book | 35 | 35 | READY TO SHIP | 70.85 | 2,479.75 |
| (5) | MCDO 2007 ALGEBRA 1 {IL} ISBN: 0-618-88763-6 ISBN-13: 9780618887637 Book | 5 | 5 | READY TO SHIP | 13.70 | 68.50 |
| (6) | MCDO 2008 ALGEBRA 2 {IL} ISBN: 0-618-88765-2 ISBN-13: 9780618887651 Book | 42 | 42 | READY TO SHIP | 14.72 | 618.24 |
| (7) | MCDO 2005 EARTH SCIENCE ISBN: 0-618-49938-5 ISBN-13: 9780618499380 Book | 23 | 23 | READY TO SHIP | 49.00 | 1,127.00 |
| (8) | GLEN 2009 AMERICAN HISTORY {NASTA EDITION} ISBN: 0-07-891697-6 ISBN-13: 9780078916977 Book | 10 | 10 | READY TO SHIP | 98.60 | 986.00 |
| (9) | PEAR 2016 PATHWAY TO INTRODUCTORY STATISTICS (TEACHERS) ISBN: 0-13-413497-4 ISBN-13: 9780134134970 | 2 | 2 | OUT OF STOCK, OUT OF PRINT WITH THE PUB UNTIL SEPT 2 nd . We are still | 0.00 | 0.00 |

waiting to hear from
the Pub on a
PRICE. Once I
have the price I will
re-send and update
you.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255317A | 06/07/18 | MAIL | AMYT | 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: EISENHOWER HIGH SCHOOL
 1200 S 16TH ST
 DECATUR, IL 62521-3885

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|--|-------------|-----|-----------------|--------|----------|
| (10) PREN 2007 WORKBOOK FOR CALCULUS ADVANCED PLACEMENT TEST PREP (P) ISBN: 0-13-202949-9 ISBN-13: 9780132029490 Book | 11 | 11 | READY TO SHIP | 8.96 | 98.56 |
| (11) WORT 2018 PSYCHOLOGY FOR THE AP COURSE ISBN: 1-319-07050-7 ISBN-13: 9781319070502 Book | 60 | 60 | AVAILABLE (NEW) | 145.88 | 8,752.80 |
| (12) GLEN 2014 EXPLORATIONS AN INTRODUCTION {6 YEAR ACCESS} ISBN: 0-02-143523-5 ISBN-13: 9780021435234 Digital | 22 | 22 | SOURCING | 208.32 | 4,583.04 |
| (13) GLEN 2014 EXPLORATIONS AN INTRODUCTION TO ASTRONOMY {AP} ISBN: 0-07-665967-4 ISBN-13: 9780076659678 | 22 | 22 | READY TO SHIP | 71.30 | 1,568.60 |

| | |
|---------------------------------------|------------------|
| TOTAL READY TO SHIP: | 6,946.65 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 9,931.43 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| SOURCING: | 4,583.04 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE & SOURCING | 21,461.12 |

Issue your PO for \$21,461.12 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:

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Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 6:51 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm Benj Franklin Elem



May 31, 2018

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: | 2250434A |
| Hold Expiration Date: | 06/18/18 |
| Order Total: | \$561.07 |
| Sales Tax: | 0.00 |
| Shipping/Handling: | 0.00 |
| | ===== |
| TOTAL: | \$561.07 |

x

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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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 folletlearning.com/rewards.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250434A | 05/24/18 | MAIL | AMYT | 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 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book | 7 | 7 | AVAILABLE (NEW) | 73.88 | 517.16 |
| (2) | MACM 2009 WORLD {IL} VOL 2 ISBN: 0-02-152331-2 ISBN-13: 9780021523313 Book | 7 | 7 | READY TO SHIP | 5.63 | 39.41 |
| (3) | SCOT 2006 WKBK FOR SCIENCE 3 (P) ISBN: 0-328-12612-8 ISBN-13: 9780328126125 Book | 1 | 1 | READY TO SHIP | 4.50 | 4.50 |

| | |
|------------------------------|---------------|
| TOTAL READY TO SHIP: | 43.91 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 517.16 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 561.07 |

Issue your PO for \$561.07 for all books expected to be available.

| | |
|--|--|
| 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:

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Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 6:52 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm 2250435A Harris Elem



May 31, 2018

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: | 2250435A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$64.24 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$175.34 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$64.24 |
| | ===== | | ===== |
| TOTAL: | \$64.24 | Total Maximum Savings: | \$111.10 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads 'Debbie Looome'.

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250435A | 05/24/18 | MAIL | AMYT | 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: W HARRIS ELEMENTARY SCHO
 620 E GARFIELD AVE
 DECATUR, IL 62526-4550

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|---|-------------|-----|---------------|--------|----------|
| (1) SCOT 2006 ACT BK FOR SCIENCE 4 (P) ISBN: 0-328-12625-X ISBN-13: 9780328126255 Book | 22 | 22 | READY TO SHIP | 2.92 | 64.24 |

TOTAL READY TO SHIP: 64.24
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 0.00
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 64.24

Issue your PO for \$64.24 for all books expected to be available.

| | |
|--|--|
| 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. | |

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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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:03 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm 2250437A Hope Acad



May 31, 2018

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: | 2250437A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$411.20 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$460.46 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$411.20 |
| | ===== | | ===== |
| TOTAL: | \$411.20 | Total Maximum Savings: | \$49.26 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads 'Debbie Looome'.

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250437A | 05/24/18 | MAIL | AMYT | 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) MACM 2009 STUDENT PRACTICE AND ACTIVITY WORKBOOK FOR UNITED STATES {IL} 5 (P) ISBN: 0-02-152392-4 ISBN-13: 9780021523924 Book | 1 | 1 | AVAILABLE (NEW) | 6.64 | 6.64 |
| (2) SCOT 2006 ACT BK FOR SCIENCE 2 (P) ISBN: 0-328-12623-3 ISBN-13: 9780328126231 Book | 25 | 25 | AVAILABLE (NEW) | 8.20 | 205.00 |
| (3) SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book | 25 | 25 | READY TO SHIP | 3.60 | 90.00 |
| (4) SCOT 2006 ACT BK FOR SCIENCE 3 (P) ISBN: 0-328-12624-1 ISBN-13: 9780328126248 Book | 3 | 3 | READY TO SHIP | 3.00 | 9.00 |
| (5) SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book | 1 | 1 | READY TO SHIP | 4.55 | 4.55 |
| (6) SCOT 2008 SCIENCE ASSESSMENT BOOK 4 (P) ISBN: 0-328-33395-6 ISBN-13: 9780328333950 Book | 1 | 1 | AVAILABLE (NEW) * NOTE THIS MIGHT BE RESTRICTED NEW SO WE ARE CHECKING WITH THE PUB. Once I have an update, I will update you. | 93.96 | 93.96 |
| (7) 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 |

| | |
|---------------------------------------|---------------|
| TOTAL READY TO SHIP: | 105.60 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 305.60 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| SOURCING: | 0.00 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE & SOURCING | 411.20 |

Issue your PO for \$411.20 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 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 7, 2018

1244390
DECATUR SCH DIST 61
101 W CERRO GORDO ST
DECATUR, IL 62523-1091
PO# NONE

Sending on behalf of Debbie.

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--------------------|-------------------|---------------------------------|-----------------|
| Order Number: | 2255464A | | |
| Order Total: | \$1,438.80 | * Publisher/Manufacturer Price: | \$1,674.90 |
| Sales Tax: | 0.00 | Your FSS Price: | \$1,438.80 |
| Shipping/Handling: | 0.00 | | |
| | ===== | | ===== |
| TOTAL: | \$1,438.80 | Total Maximum Savings: | \$236.10 |
| | | (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.

Thank You!

Kathleen Shanley
kshanley@follett.com
1-877-899-8550 ext. 46222

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at follettlearning.com/rewards.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458
1340 Ridgeview Drive, McHenry, IL 60050 • www.follettclassroom.com

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255464A | 06/07/18 | MAIL | AMYT | 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) | GRND 2017 BREADWINNER (BOOK 1) 5-8 (P) ISBN: 1-77306-071-6 ISBN-13: 9781773060712 Book | 30 | 30 | AVAILABLE (NEW) | 8.56 | 256.80 |
| (2) | SIMO 2010 CHAINS 5-8 (P) ISBN: 1-416-90586-3 ISBN-13: 9781416905868 Book | 30 | 30 | AVAILABLE (NEW) | 7.74 | 232.20 |
| (3) | HARP 1997 WHICH WAY FREEDOM 5-8 (P) ISBN: 0-380-71408-6 ISBN-13: 9780380714087 Book | 30 | 30 | AVAILABLE (NEW) | 6.04 | 181.20 |
| (4) | BROA 2014 HARLEM HELLFIGHTERS Y/A (P) ISBN: 0-307-46497-0 ISBN-13: 9780307464972 Book | 30 | 30 | AVAILABLE (NEW) | 14.51 | 435.30 |
| (5) | LAWH 2011 SIMEONS STORY AN EYEWITNESS ACCOUNT OF THE Y/A (P) ISBN: 1-56976-819-6 ISBN-13: 9781569768198 Book | 30 | 30 | AVAILABLE (NEW) | 11.11 | 333.30 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 1,438.80
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 1,438.80

Issue your PO for \$1,438.80 for all books expected to be available.

| | |
|--|--|
| 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:04 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm 2250439A JOHNS HILL



May 31, 2018

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: | 2250439A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$816.93 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$1,545.28 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$816.93 |
| | ===== | | ===== |
| TOTAL: | \$816.93 | Total Maximum Savings: | \$728.35 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250439A | 05/24/18 | MAIL | AMYT | 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) | NATG 2009 INSIDE THE USA (P) ISBN: 0-7362-7054-X ISBN-13: 9780736270540 Book | 5 | 5 | READY TO SHIP | 24.55 | 122.75 |
| (2) | NATG 2009 INSIDE THE USA ASSESSMENT HANDBOOK ISBN: 0-7362-7134-1 ISBN-13: 9780736271349 Book | 1 | 1 | AVAILABLE (NEW) | 132.94 | 132.94 |
| (3) | NATG 2009 INSIDE THE USA (P) (TEACHERS) ISBN: 0-7362-7069-8 ISBN-13: 9780736270694 Book | 1 | 1 | READY TO SHIP | 104.50 | 104.50 |
| (4) | THOM 2009 INSIDE PHONICS SOUNDS AND SONGS CDS ISBN: 0-7362-5698-9 ISBN-13: 9780736256988 | 1 | 1 | SOURCING | 54.50 | 54.50 |
| (5) | NATG 2014 INSIDE FUNDAMENTALS WITH CDS VOL 2 (P) (TEACHERS) ISBN: 1-285-43947-3 ISBN-13: 9781285439471 | 1 | 1 | SOURCING | 181.50 | 181.50 |
| (6) | HAMP 2004 PRAC BK FOR AVENUES B (P) ISBN: 0-7362-1835-1 ISBN-13: 9780736218351 Book | 15 | 15 | READY TO SHIP | 5.48 | 82.20 |
| (7) | HAMP 2004 PRAC BK FOR AVENUES C (P) ISBN: 0-7362-1884-X ISBN-13: 9780736218849 Book | 19 | 19 | READY TO SHIP | 4.92 | 93.48 |
| (8) | HAMP 2004 PRAC BK FOR AVENUES D (P) ISBN: 0-7362-1678-2 ISBN-13: 9780736216784 | 25 | 25 | READY TO SHIP | 4.88 | 122.00 |
| (9) | HARP 1996 WALK TWO MOONS 5-8 (P) ISBN: 0-06-440517-6 ISBN-13: 9780064405171 Book | 2 | 2 | AVAILABLE (NEW) | 7.74 | 15.48 |

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|-------|------------|-------|---------|--------------|
|-------|------------|-------|---------|--------------|

2250439A 05/24/18 MAIL AMYT 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 \$ |
|---|-------------|-----|---------------|--------|----------|
| (10) HAMP 2004 PRAC BK FOR AVENUES A (P) ISBN: 0-7362-1786-X ISBN-13: 9780736217866 Book | 25 | 25 | READY TO SHIP | 5.44 | 136.00 |
| (11) MACM 2009 UNITED STATES {IL} VOL 2 ISBN: 0-02-152329-0 ISBN-13: 9780021523290 Book | 1 | 1 | READY TO SHIP | 7.58 | 7.58 |

| | |
|---------------------------------------|-----------------|
| TOTAL READY TO SHIP: | 668.51 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 148.42 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| SOURCING: | 236.00 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE & SOURCING | 1,052.93 |

Issue your PO for \$1,052.93 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.

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June 7, 2018

1244390
DECATUR SCH DIST 61
101 W CERRO GORDO ST
DECATUR, IL 62523-1091

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--------------------|-------------------|--|-----------------|
| Order Number: | 2255469A | | |
| Order Total: | \$1,438.80 | * Publisher/Manufacturer Price: | \$1,674.90 |
| Sales Tax: | 0.00 | Your FSS Price: | \$1,438.80 |
| Shipping/Handling: | 0.00 | | |
| | ===== | | ===== |
| TOTAL: | \$1,438.80 | Total Maximum Savings: (If all items ship) | \$236.10 |

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.

Thank You!

Kathleen Shanley
kshanley@follett.com
1-877-899-8550 ext. 46222

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at follettlearning.com/rewards.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458
1340 Ridgeview Drive, McHenry, IL 60050 • www.follettclassroom.com

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255469A | 06/07/18 | MAIL | AMYT | 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) | GRND 2017 BREADWINNER (BOOK 1) 5-8 (P) ISBN: 1-77306-071-6 ISBN-13: 9781773060712 Book | 30 | 30 | AVAILABLE (NEW) | 8.56 | 256.80 |
| (2) | SIMO 2010 CHAINS 5-8 (P) ISBN: 1-416-90586-3 ISBN-13: 9781416905868 Book | 30 | 30 | AVAILABLE (NEW) | 7.74 | 232.20 |
| (3) | HARP 1997 WHICH WAY FREEDOM 5-8 (P) ISBN: 0-380-71408-6 ISBN-13: 9780380714087 Book | 30 | 30 | AVAILABLE (NEW) | 6.04 | 181.20 |
| (4) | BROA 2014 HARLEM HELLFIGHTERS Y/A (P) ISBN: 0-307-46497-0 ISBN-13: 9780307464972 Book | 30 | 30 | AVAILABLE (NEW) | 14.51 | 435.30 |
| (5) | LAWH 2011 SIMEONS STORY AN EYEWITNESS ACCOUNT OF THE Y/A (P) ISBN: 1-56976-819-6 ISBN-13: 9781569768198 Book | 30 | 30 | AVAILABLE (NEW) | 11.11 | 333.30 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 1,438.80
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 1,438.80

Issue your PO for \$1,438.80 for all books expected to be available.

| | |
|--|--|
| 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:

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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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Tuesday, May 15, 2018 10:21 AM
To: Lana Forsythe
Subject: Follett School Solutions - QUOTE 2247044A MHS



May 15, 2018

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: | 2247044A |
| Hold Expiration Date: | 06/08/18 |
| Order Total: | \$6,193.90 |
| Sales Tax: | 0.00 |
| Shipping/Handling: | FREE FRT 0.00 |
| | ===== |
| TOTAL: | \$6,193.90 |

x

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.

Thank You!

Debbie Loomer

Debbie Loomer
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.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2247044A | 05/14/18 | MAIL | AMYT | 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) | PREN 2010 STATS MODELING THE WORLD ISBN: 0-13-135958-4 ISBN-13: 9780131359581 Book | 5 | 5 | READY TO SHIP | 99.50 | 497.50 |
| (2) | PEAR 2016 PATHWAY TO INTRODUCTORY STATISTICS (P) ISBN: 0-13-410717-9 ISBN-13: 9780134107172 Book | 30 | 30 | AVAILABLE (NEW) | 189.88 | 5,696.40 |
| (3) | PREN 2010 STATS MODELING THE WORLD (TEACHERS) ISBN: 0-13-135959-2 ISBN-13: 9780131359598 | 1 | 1 | READY TO SHIP | 0.00 | 0.00 |

TOTAL READY TO SHIP: 497.50
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 5,696.40
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 6,193.90

Issue your PO for \$6,193.90 for all books expected to be available.

| | |
|-----------------------|---|
| 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 5, 2018

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 **QUOTED BELOW ON FOLLETT 2253467A.** Again, **Classroom Barcodes are included in our Textbook prices noted.** **Please let me know about the Book with Digital Access on the Macgruders American Gov't just like we discussed for the FOOD FOR TODAY.**

| | |
|--|--------------------|
| * Publisher/Manufacturer Price: | \$39,202.23 |
| Your FSS Price: | \$26,582.72 |
| | ===== |
| Total Maximum Savings: (If all items ship) | \$12,619.51 |

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.

Thank You!

Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2253467A | 06/01/18 | MAIL | AMYT | 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:LANA FORSYTHE
 1155 N FAIRVIEW AVE
 DECATUR, IL 62522-1491

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|---|-------------|-----|-----------------|--------|----------|
| (1) | RAND 1994 THINGS FALL APART AD (P) ISBN: 0-385-47454-7 ISBN-13: 9780385474542 Book | 30 | 30 | AVAILABLE (NEW) | 11.15 | 334.50 |
| (2) | IENT 2012 TO KILL A MOCKINGBIRD {DVD} Y/A ISBN-13: 0025192073663 Audio / Visual | 3 | 3 | AVAILABLE (NEW) | 14.98 | 44.94 |
| (3) | GOOD 2015 PARENTS AND THEIR CHILDREN ISBN: 1-61960-640-2 ISBN-13: 9781619606401 Book | 4 | 4 | READY TO SHIP | 56.00 | 224.00 |
| (4) | GOOD 2010 PARENTS AND THEIR CHILDREN ACTIVITY GDE (P) ISBN: 1-59070-928-4 ISBN-13: 9781590709283 Book | 4 | 4 | AVAILABLE (NEW) | 16.45 | 65.80 |
| (5) | GOOD 2016 WORKING WITH YOUNG CHILDREN ISBN: 1-63126-024-3 ISBN-13: 9781631260247 Book | 26 | 26 | READY TO SHIP | 63.75 | 1,657.50 |
| (6) | HOLT 2009 AMERICAN ANTHEM MODERN AMERICAN HISTORY ISBN: 0-03-099456-X ISBN-13: 9780030994562 Book | 30 | 30 | READY TO SHIP | 70.85 | 2,125.50 |
| (7) | MCDO 2005 GEOMETRY CONCEPTS AND SKILLS ISBN: 0-618-50157-6 ISBN-13: 9780618501571 Book | 33 | 33 | READY TO SHIP | 59.70 | 1,970.10 |
| (8) | MCDO 2007 ALGEBRA 1 {IL} ISBN: 0-618-88763-6 ISBN-13: 9780618887637 Book | 12 | 12 | READY TO SHIP | 13.70 | 164.40 |
| (9) | MCGR 2008 CONSUMER EDUCATION AND ECONOMICS ISBN: 0-07-876780-6 | 23 | 23 | READY TO SHIP | 42.75 | 983.25 |

ISBN-13: 9780078767807
Book

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2253467A | 06/01/18 | MAIL | AMYT | 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:LANA FORSYTHE
1155 N FAIRVIEW AVE
DECATUR, IL 62522-1491

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|------|--|-------------|--------------|---|-------------------------|-----------------------------|
| (10) | PREN 2010 MAGRUDERS AMERICAN GOVERNMENT PRINT+ONLINE 6YR ISBN: 0-13-373603-2 ISBN-13: 9780133736038 Digital | 30 | 30 | SOURCING and available NEW | 118.20 | 3,546.00 |
| (11) | PREN 2011 WORLD HISTORY SURVEY ISBN: 0-13-372048-9 ISBN-13: 9780133720488 Book | 30 | 30 | READY TO SHIP | 85.05 | 2,551.50 |
| (12) | PREN 2007 ALGEBRA 1 ISBN: 0-13-133996-6 ISBN-13: 9780131339965 Book | 136 | 136 | READY TO SHIP | 46.21 | 6,284.56 |
| (13) | WORT 2018 PSYCHOLOGY FOR THE AP COURSE ISBN: 1-319-07050-7 ISBN-13: 9781319070502 Book | 25 | 2 23 | IN TRANSIT TO FSS AVAILABLE (NEW) | 99.20 145.89 | 198.40 3,355.47 |
| (14) | PREN 2009 ALGEBRA 2 {IL} ISBN: 0-13-366032-X ISBN-13: 9780133660326 Book | 15 | 15 | READY TO SHIP | 52.92 | 793.80 |
| (15) | GOOD 2018 GUIDE TO GOOD FOOD NUTRITION AND FOOD PREP ISBN: 1-63126-225-4 ISBN-13: 9781631262258 Book | 19 | 6 1 12 | READY TO SHIP IN TRANSIT TO FSS AVAILABLE (NEW) | 57.60 57.60 88.20 | 345.60 57.60 1,058.40 |
| (16) | PREN 2010 MAGRUDERS AMERICAN GOVERNMENT ISBN: 0-13-373172-3 ISBN-13: 9780133731729 | 30 | 30 | READY TO SHIP | 74.33 | 2,229.90 |
| (17) | GLEN 2010 FOOD FOR TODAY ISBN: 0-07-888366-0 ISBN-13: 9780078883668 Book | 45 | 45 | READY TO SHIP | 47.50 | 2,137.50 |

| | |
|------------------------------|-----------------------|
| TOTAL READY TO SHIP: | 21,467.61 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| | |
| TOTAL ON ORDER / IN TRANSIT: | 5,115.11 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| | |
| SOURCING and available NEW: | 3,546.00 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | FREE SHIPPING 0.00 |

| | |
|---------------------------|--|
| 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 in 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. |

Beth Stout

From: Looome, Debbie <DLoome@follett.com>
Sent: Thursday, May 31, 2018 11:17 AM
To: Beth Stout
Subject: Follett School Solutions - 2252797A Macarthur HS Decatur



May 31, 2018

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: | 2252797A | | |
| Order Total: | \$414.30 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$509.70 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$414.30 |
| | ===== | | ===== |
| TOTAL: | \$414.30 | Total Maximum Savings: | \$95.40 |
| x | | (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.

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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2252797A | 05/31/18 | 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:BETH STOUT
 1155 N FAIRVIEW AVE
 DECATUR, IL 62522-1491

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|--|-------------|-----|-----------------|--------|----------|
| (1) HOUG 2011 CLIFFSNOTES AP ENGLISH LITERATURE AND COMPOSITION Y/A (P) ISBN: 0-470-60757-2 ISBN-13: 9780470607572 Book | 30 | 30 | AVAILABLE (NEW) | 13.81 | 414.30 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 414.30
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 414.30

Issue your PO for \$414.30 for all books expected to be available.

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.

REGULAR ED

REQUEST FOR MATERIALS FORM - FROM CATALOGS / WEB SITES - 2018 2019

A WRITTEN QUOTE FROM THE VENDOR IN PDF FORMAT INCLUDING SHIPPING MUST BE ATTACHED TO THIS ORDER.

ONE VENDOR PER SHEET MUST HAVE SIGNATURE OF PRINCIPAL ORDER AND QUOTE MUST MATCH

***VENDOR Follett**

*ADDRESS 1340 Ridgeview Drive

*CITY McHenry

*STATE IL *ZIP 60050

PHONE 877-899-8550 ext 46207 WEB

*ATTACHED QUOTE #

2252797A

FAX **800-852-5458**

***SCHOOL MacArthur HS**

*TEACHER

NAME Baer/ELA

*GRADE LEVEL EMAIL jbaer@dps61.org

PO #

REQ #

(Office Use)

| QTY TO ORDER | ITEM # OR ISBN # | ITEM DESCRIPTION | UNIT COST | EXTENDED COST | |
|---|------------------|---|-------------------------------|-----------------|-----------------|
| 30 | HOUG 2011 | Cliffsnotes AP English Literature and Composition Y/A (P) | \$13.81 | \$414.30 | |
| | | ISBN: 0-470-60757-2 ISBN-13: 9780470607572 | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | * THIS PAGE TOTAL | \$414.30 | |
| LIMIT EACH ORDER TO 2 PAGES (26 LINE ITEMS TOTAL). | | | * TOTAL \$ FROM PAGE 2 | | |
| | | | * ORDER SUB TOTAL | | \$414.30 |
| | | | * SHIPPING CHARGES | | |
| | | | *ORDER TOTAL | \$414.30 | |

(ORDER TOTAL "MUST" MATCH QUOTE TOTAL)

Cordell Angeman

BUILDING PRINCIPAL SIGNATURE (Must have Principal signature for Approval)

Date



June 20, 2018

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: | 2259754A | | |
| Hold Expiration Date: | 07/13/18 | | |
| Order Total: | \$454.74 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$888.30 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$454.74 |
| | ===== | | ===== |
| TOTAL: | \$454.74 | Total Maximum Savings: | \$433.56 |
| x | | (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 Let me know if you have any concerns.

Thank You!

Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2259754A | 06/18/18 | MAIL | AMYT | 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) | IENT 2011 TEMPLE GRANDIN {DVD} Y/A ISBN: 0-7806-6133-8 ISBN-13: 9780780661332 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 14.97 | 14.97 |
| (2) | FLR 1999 TAMING OF THE SHREW {DVD} Y/A ISBN: 0-7678-2800-3 ISBN-13: 9780767828000 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 9.99 | 9.99 |
| (3) | IENT 2009 UP {DVD} 3-6 ISBN: 0-7888-9370-X ISBN-13: 9780788893704 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 29.99 | 29.99 |
| (4) | MCGR 2007 TIMELINKS FOR WKBK FOR TIMELINKS STUDENT PRACTICE AND AVCTIVITY (P) ISBN: 0-02-151742-8 ISBN-13: 9780021517428 Book | 1 | 1 | AVAILABLE (NEW) | 7.01 | 7.01 |
| (5) | SCOT 2006 ACT BK FOR SCIENCE 4 (P) ISBN: 0-328-12625-X ISBN-13: 9780328126255 Book | 23 | 23 | READY TO SHIP | 2.92 | 67.16 |
| (6) | SCOT 2006 ACT BK FOR SCIENCE 5 (P) ISBN: 0-328-12626-8 ISBN-13: 9780328126262 Book | 27 | 27 | READY TO SHIP | 2.96 | 79.92 |
| (7) | SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book | 54 | 54 | READY TO SHIP | 4.55 | 245.70 |

| | |
|-------------------------------------|--------------|
| TOTAL READY TO SHIP: | 392.78 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 61.96 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |

TOTAL AVAILABLE:

454.74

Issue your PO for \$454.74 for all books expected to be available.

| | |
|--|--|
| 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 5, 2018

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. Again, **Follett includes Free Classroom Barcodes** on your Textbook purchases.

| | |
|-----------------------|-------------------|
| Order Number: | 2253473A |
| Hold Expiration Date: | 06/26/18 |
| Order Total: | \$2,070.19 |
| Sales Tax: | 0.00 |
| Shipping/Handling: | FREE FRT 0.00 |
| | ===== |
| TOTAL: | \$2,070.19 |

x

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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Loomer".

Debbie Loomer
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2253473A | 06/01/18 | MAIL | AMYT | 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) | IENT 2011 TEMPLE GRANDIN {DVD} Y/A ISBN: 0-7806-6133-8 ISBN-13: 9780780661332 Audio / Visual | 2 | 2 | AVAILABLE (NEW) | 14.97 | 29.94 |
| (2) | FLR 1999 TAMING OF THE SHREW {DVD} Y/A ISBN: 0-7678-2800-3 ISBN-13: 9780767828000 Audio / Visual | 2 | 2 | AVAILABLE (NEW) | 9.99 | 19.98 |
| (3) | IENT 2009 UP {DVD} 3-6 ISBN: 0-7888-9370-X ISBN-13: 9780788893704 Audio / Visual | 2 | 2 | AVAILABLE (NEW) | 29.99 | 59.98 |
| (4) | MACM 2009 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book | 5 | 5 | AVAILABLE (NEW) | 73.89 | 369.45 |
| (5) | MACM 2009 WORLD {IL} VOL 2 ISBN: 0-02-152331-2 ISBN-13: 9780021523313 Book | 21 | 21 | AVAILABLE (NEW) | 53.84 | 1,130.64 |
| (6) | SCOT 2006 ACT BK FOR SCIENCE 2 (P) ISBN: 0-328-12623-3 ISBN-13: 9780328126231 Book | 39 | 39 | AVAILABLE (NEW) | 8.20 | 319.80 |
| (7) | SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book | 39 | 39 | READY TO SHIP | 3.60 | 140.40 |

TOTAL READY TO SHIP: 140.40
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 1,929.79
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 2,070.19

Issue your PO for \$2,070.19 for all books expected to be available.

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 in 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:05 AM
To: Lana Forsythe
Subject: Follett School Solutions - 2250444A Parsons



May 31, 2018

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: | 2250444A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$345.00 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$709.33 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$345.00 |
| | ===== | | ===== |
| TOTAL: | \$345.00 | Total Maximum Savings: | \$364.33 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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 folletlearning.com/rewards.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250444A | 05/24/18 | MAIL | AMYT | 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 3 (P) ISBN: 0-328-12624-1 ISBN-13: 9780328126248 Book | 37 | 37 | READY TO SHIP | 3.00 | 111.00 |
| (2) | SCOT 2006 WKBK FOR SCIENCE 3 (P) ISBN: 0-328-12612-8 ISBN-13: 9780328126125 Book | 52 | 52 | READY TO SHIP | 4.50 | 234.00 |

| | |
|------------------------------|---------------|
| TOTAL READY TO SHIP: | 345.00 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 0.00 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 345.00 |

Issue your PO for \$345.00 for all books expected to be available.

| | |
|--|--|
| 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:13 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm 2250451A South Shores



May 31, 2018

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: | 2250451A |
| Hold Expiration Date: | 06/18/18 |
| Order Total: | \$1,436.22 |
| Sales Tax: | 0.00 |
| Shipping/Handling: | 0.00 |
| | ===== |
| TOTAL: | \$1,436.22 |

x

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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250451A | 05/24/18 | MAIL | AMYT | 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 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book | 12 | 12 | AVAILABLE (NEW) | 73.88 | 886.56 |
| (2) MACM 2009 WORLD {IL} VOL 2 ISBN: 0-02-152331-2 ISBN-13: 9780021523313 Book | 12 | 2 10 | READY TO SHIP AVAILABLE (NEW) | 5.63 53.84 | 11.26 538.40 |

| | |
|------------------------------|-----------------|
| TOTAL READY TO SHIP: | 11.26 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 1,424.96 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 1,436.22 |

Issue your PO for \$1,436.22 for all books expected to be available.

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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:11 AM
To: Lana Forsythe
Subject: Check Ship to Address on: Follett School Solutions - Hold Letter.htm 2250449A
Stephen Decatur



May 31, 2018

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: | 2250449A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$1,022.57 | * Publisher/Manufacturer Price: | \$3,083.65 |
| Sales Tax: | 0.00 | Your FSS Price: | \$1,022.57 |
| Shipping/Handling: | 0.00 | | |
| | ===== | | ===== |
| TOTAL: | \$1,022.57 | Total Maximum Savings: | \$2,061.08 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads 'Debbie Looome'.

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250449A | 05/24/18 | MAIL | AMYT | 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 MIDDLE SCHOOL 300 E ELDORADO DECATUR, IL 62523 |
|--|--|

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|---|-------------|-----|-----------------|--------|----------|
| (1) DELT 2017 CHEMICAL INTERACTIONS ISBN: 1-62571-174-3 ISBN-13: 9781625711748 Book | 5 | 5 | READY TO SHIP | 17.65 | 88.25 |
| (2) DELT 2014 WAVES (P) Book | 1 | 1 | AVAILABLE (NEW) | 18.67 | 18.67 |
| (3) FES 2010 INVICTUS {DVD} 5-8 ISBN: 1-419-87965-0 ISBN-13: 9781419879654 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 12.97 | 12.97 |
| (4) VPD 2007 SANDLOT {DVD} Y/A ISBN: 6-311-39682-3 ISBN-13: 9786311396827 Audio / Visual | 1 | 1 | AVAILABLE (NEW) | 9.98 | 9.98 |
| (5) MCDO 2007 ALGEBRA 1 {IL} ISBN: 0-618-88763-6 ISBN-13: 9780618887637 Book | 20 | 20 | READY TO SHIP | 13.70 | 274.00 |
| (6) STEC 2004 PRACT BK FOR MASTERING MATH B (P) ISBN: 0-7398-9207-X ISBN-13: 9780739892077 Book | 10 | 10 | AVAILABLE (NEW) | 13.45 | 134.50 |
| (7) STEC 2004 PRACT BK FOR MASTERING MATH C (P) ISBN: 0-7398-9208-8 ISBN-13: 9780739892084 Book | 12 | 12 | AVAILABLE (NEW) | 13.45 | 161.40 |
| (8) STEC 2004 PRACT BK FOR MASTERING MATH D (P) ISBN: 0-7398-9209-6 ISBN-13: 9780739892091 Book | 12 | 12 | AVAILABLE (NEW) | 13.45 | 161.40 |
| (9) STEC 2004 PRACT BK FOR MASTERING MATH E (P) ISBN: 0-7398-9210-X ISBN-13: 9780739892107 Book | 12 | 12 | AVAILABLE (NEW) | 13.45 | 161.40 |

| | |
|----------------------|--------|
| TOTAL READY TO SHIP: | 362.25 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |

| | |
|---------------------------------------|-----------------|
| TOTAL ON ORDER / IN TRANSIT: | 660.32 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| SOURCING: | 0.00 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE & SOURCING | 1,022.57 |

Issue your PO for \$1,022.57 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 7, 2018

1244390
DECATUR SCH DIST 61
101 W CERRO GORDO ST
DECATUR, IL 62523-1091
PO# NONE

Sending on behalf of Debbie L.

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--------------------|-------------------|---------------------------------|-----------------|
| Order Number: | 2255462A | | |
| Order Total: | \$2,777.40 | * Publisher/Manufacturer Price: | \$3,232.20 |
| Sales Tax: | 0.00 | Your FSS Price: | \$2,777.40 |
| Shipping/Handling: | 0.00 | | |
| | ===== | | ===== |
| TOTAL: | \$2,777.40 | Total Maximum Savings: | \$454.80 |
| | | (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.

Thank You!

Kathleen Shanley
kshanley@follett.com
1-877-899-8550 ext. 46222

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at follettlearning.com/rewards.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458
1340 Ridgeview Drive, McHenry, IL 60050 • www.follettclassroom.com

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255462A | 06/07/18 | MAIL | AMYT | 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 MS
 1 EDUCATIONAL PARK
 DECATUR, IL 62526

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|--|-------------|-----|-----------------|--------|----------|
| (1) | SIMO 2010 CHAINS 5-8 (P) ISBN: 1-416-90586-3 ISBN-13: 9781416905868 Book | 90 | 90 | AVAILABLE (NEW) | 7.74 | 696.60 |
| (2) | HARP 1997 WHICH WAY FREEDOM 5-8 (P) ISBN: 0-380-71408-6 ISBN-13: 9780380714087 Book | 90 | 90 | AVAILABLE (NEW) | 6.04 | 543.60 |
| (3) | BROA 2014 HARLEM HELLFIGHTERS Y/A (P) ISBN: 0-307-46497-0 ISBN-13: 9780307464972 Book | 60 | 60 | AVAILABLE (NEW) | 14.51 | 870.60 |
| (4) | LAWH 2011 SIMEONS STORY AN EYEWITNESS ACCOUNT OF THE Y/A (P) ISBN: 1-56976-819-6 ISBN-13: 9781569768198 Book | 60 | 60 | AVAILABLE (NEW) | 11.11 | 666.60 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 2,777.40
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 2,777.40

Issue your PO for \$2,777.40 for all books expected to be available.

| | |
|--|--|
| 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 in 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:08 AM
To: Lana Forsythe
Subject: QUESTION ON SHIP TO LOCATION: Follett School Solutions - Hold Letter.htm
2250448A SEAP-What is this Ship to address?



May 31, 2018

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: | 2250447A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$800.28 | * Publisher/Manufacturer Price: | \$986.85 |
| Sales Tax: | 0.00 | Your FSS Price: | \$800.28 |
| Shipping/Handling: | 0.00 | | |
| | ===== | | ===== |
| TOTAL: | \$800.28 | Total Maximum Savings: | \$186.57 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250447A | 05/24/18 | MAIL | AMYT | 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:

DECATUR PUBLIC SCHOOLS
ATTN:FOR SEAP -WHAT IS THE ADDRESS?
PDI - BOLAND BUILDING
601 N CHURCH ST
DECATUR, IL 62522

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|---|-------------|-----|-----------------|--------|----------|
| (1) | MACM 2009 STUDENT PRACTICE AND ACTIVITY WORKBOOK FOR UNITED STATES {IL} 5 (P) ISBN: 0-02-152392-4 ISBN-13: 9780021523924 Book | 1 | 1 | AVAILABLE (NEW) | 6.64 | 6.64 |
| (2) | SCOT 2006 ACT BK FOR SCIENCE 5 (P) ISBN: 0-328-12626-8 ISBN-13: 9780328126262 Book | 12 | 12 | READY TO SHIP | 3.70 | 44.40 |
| (3) | SCOT 2006 WKBK FOR SCIENCE 5 (P) ISBN: 0-328-12614-4 ISBN-13: 9780328126149 Book | 12 | 12 | READY TO SHIP | 4.55 | 54.60 |
| (4) | GLEN 2008 NOTEABLES INTERACTIVE STUDY NOTEBOOK WITH FOLDABLE FOR PRE ALGEBRA (P) ISBN: 0-07-877210-9 ISBN-13: 9780078772108 Book | 1 | 1 | AVAILABLE (NEW) | 21.32 | 21.32 |
| (5) | GLEN 1999 STUDENT MANIPULATIVE KIT ISBN: 0-02-833654-2 ISBN-13: 9780028336541 Book | 1 | 1 | AVAILABLE (NEW) | 48.47 | 48.47 |
| (6) | GLEN 2004 QUICK REVIEW MATH HANDBOOK HOT WORDS HOT TOPICS BK 3 ISBN: 0-07-860160-6 ISBN-13: 9780078601606 Book | 1 | 1 | AVAILABLE (NEW) | 48.38 | 48.38 |
| (7) | GLEN 2004 QUICK REVIEW MATH HANDBOOK HOT WORDS HOT TOPICS BK 3 (P) (TEACHERS) ISBN: 0-07-860161-4 ISBN-13: 9780078601613 | 1 | 1 | READY TO SHIP | 18.20 | 18.20 |
| (8) | GLEN 2008 PRE ALGEBRA (TEACHERS) ISBN: 0-07-873820-2 ISBN-13: 9780078738203 Book | 1 | 1 | AVAILABLE (NEW) | 192.42 | 192.42 |
| (9) | GLEN 2008 PRE ALGEBRA ISBN: 0-07-873818-0 ISBN-13: 9780078738180 Book | 5 | 5 | READY TO SHIP | 47.48 | 237.40 |

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250447A | 05/24/18 | MAIL | AMYT | 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: DECATUR PUBLIC SCHOOLS
 ATTN:FOR SEAP -WHAT IS THE ADDRESS?
 PDI - BOLAND BUILDING
 601 N CHURCH ST
 DECATUR, IL 62522

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|------|--|-------------|-----|-----------------|--------|----------|
| (10) | GLEN 2008 WORD PROB PRAC WKBK FOR PRE ALGEBRA (P) ISBN: 0-07-877220-6 ISBN-13: 9780078772207 Book | 5 | 5 | AVAILABLE (NEW) | 8.75 | 43.75 |
| (11) | GLEN 2008 STUDY GUIDE AND INTERVENTION WORKBOOK FOR PRE ALGEBRA (P) ISBN: 0-07-877214-1 ISBN-13: 9780078772146 Book | 5 | 5 | AVAILABLE (NEW) | 8.47 | 42.35 |
| (12) | GLEN 2007 SKLS PRAC WKBK FOR PRE ALGEBRA (P) ISBN: 0-07-877216-8 ISBN-13: 9780078772160 Book | 5 | 5 | AVAILABLE (NEW) | 8.47 | 42.35 |

| | |
|-------------------------------------|---------------|
| TOTAL READY TO SHIP: | 354.60 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 445.68 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE: | 800.28 |

Issue your PO for \$800.28 for all books expected to be available.

| | |
|--|--|
| 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:15 AM
To: Lana Forsythe
Subject: Follett School Solutions - Hold Letter.htm 2250452A Stevenson Accel



May 31, 2018

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: | 2250452A |
| Hold Expiration Date: | 06/18/18 |
| Order Total: | \$1,123.90 |
| Sales Tax: | 0.00 |
| Shipping/Handling: | 0.00 |
| | ===== |
| TOTAL: | \$1,123.90 |

x

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.

Thank You!

A handwritten signature in cursive script that reads "Debbie Looome".

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250452A | 05/24/18 | MAIL | AMYT | 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 SCHL
 3900 N NEELY AVE
 DECATUR, IL 62526-1915

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|--|-------------|-----|-----------------|--------|----------|
| (1) MACM 2009 WORLD {IL} VOL 1 ISBN: 0-02-152330-4 ISBN-13: 9780021523306 Book | 7 | 7 | AVAILABLE (NEW) | 73.88 | 517.16 |
| (2) MCGR 2007 TIMELINKS FOR WKBK FOR TIMELINKS STUDENT PRACTICE AND AVCTIVITY (P) ISBN: 0-02-151742-8 ISBN-13: 9780021517428 Book | 1 | 1 | AVAILABLE (NEW) | 7.01 | 7.01 |
| (3) SCOT 2006 WKBK FOR SCIENCE 2 (P) ISBN: 0-328-12611-X ISBN-13: 9780328126118 Book | 48 | 48 | READY TO SHIP | 3.60 | 172.80 |
| (4) SCOT 2006 WKBK FOR SCIENCE 4 (P) ISBN: 0-328-12613-6 ISBN-13: 9780328126132 Book | 25 | 25 | READY TO SHIP | 4.55 | 113.75 |
| (5) MCGR 2009 TIMELINKS STUDENTWORKS PLUS {DVD} 6 ISBN: 0-02-152443-2 ISBN-13: 9780021524433 Book | 1 | 1 | AVAILABLE (NEW) | 168.42 | 168.42 |
| (6) WORLD TIMELINES 6 YR ONLINE SUBSCRIPTION {IL} [FSS ID: 4248196] Digital | 1 | | AVAILABLE | 144.76 | 144.76 |

| | |
|---------------------------------------|-----------------|
| TOTAL READY TO SHIP: | 431.31 |
| SALES TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL ON ORDER / IN TRANSIT: | 692.59 |
| SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| SOURCING: | 0.00 |
| ESTIMATED SALES TAX: | 0.00 |
| ESTIMATED SHIPPING: | 0.00 |
| TOTAL AVAILABLE & SOURCING | 1,123.90 |

Issue your PO for \$1,123.90 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.

Lana Forsythe

From: Looome, Debbie <DLooome@follett.com>
Sent: Thursday, May 31, 2018 7:16 AM
To: Lana Forsythe
Subject: Emailing: Follett School Solutions - Hold Letter.htm 2250453A Thomas Jefferson Midd



May 31, 2018

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: | 2250453A | | |
| Hold Expiration Date: | 06/18/18 | | |
| Order Total: | \$148.00 | | |
| Sales Tax: | 0.00 | * Publisher/Manufacturer Price: | \$179.80 |
| Shipping/Handling: | 0.00 | Your FSS Price: | \$148.00 |
| | ===== | | ===== |
| TOTAL: | \$148.00 | Total Maximum Savings: | \$31.80 |
| x | | (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.

Thank You!

A handwritten signature in cursive script that reads 'Debbie Looome'.

Debbie Looome
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.

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2250453A | 05/24/18 | MAIL | AMYT | 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: THOMAS JEFFERSON MIDDLE
 4735 E CANTRELL ST
 DECATUR, IL 62521-8720

| Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|--|-------------|-----|-----------------|--------|----------|
| (1) HARC 2006 TANGERINE Y/A (P) ISBN: 0-15-205780-3 ISBN-13: 9780152057800 Book | 20 | 20 | AVAILABLE (NEW) | 7.40 | 148.00 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 148.00
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

TOTAL AVAILABLE: 148.00

Issue your PO for \$148.00 for all books expected to be available.

| | |
|--|--|
| 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 7, 2018

1244390
DECATUR SCH DIST 61
101 W CERRO GORDO ST
DECATUR, IL 62523-1091
PO# NONE

The Educational Materials on the attached list are **on hold** for you and awaiting your authorization to ship.

| | | | |
|--------------------|-------------------|---------------------------------|-----------------|
| Order Number: | 2255471A | | |
| Order Total: | \$2,777.40 | * Publisher/Manufacturer Price: | \$3,232.20 |
| Sales Tax: | 0.00 | Your FSS Price: | \$2,777.40 |
| Shipping/Handling: | 0.00 | | |
| TOTAL: | \$2,777.40 | Total Maximum Savings: | \$454.80 |
| | | (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.

Thank You!

Kathleen Shanley
kshanley@follett.com
1-877-899-8550 ext. 46222

P.S. Get points for buying or selling textbooks to Follett. Enroll in the Follett Rewards Program at follettlearning.com/rewards.

Follett School Solutions, Inc. • Phone 877.899.8550 • Fax 800-852-5458
1340 Ridgeview Drive, McHenry, IL 60050 • www.follettclassroom.com

**Follett School Solutions
Order Status**

| ORDER | ORDER DATE | MEDIA | HELD BY | ORDER STATUS |
|----------|------------|-------|---------|--------------|
| 2255471A | 06/07/18 | MAIL | AMYT | 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: THOMAS JEFFERSON MIDDLE
 4735 E CANTRELL ST
 DECATUR, IL 62521-8720

| | Description | Qty Ordered | Qty | Status | FSS \$ | Total \$ |
|-----|--|-------------|-----|-----------------|--------|----------|
| (1) | SIMO 2010 CHAINS 5-8 (P) ISBN: 1-416-90586-3 ISBN-13: 9781416905868 Book | 90 | 90 | AVAILABLE (NEW) | 7.74 | 696.60 |
| (2) | HARP 1997 WHICH WAY FREEDOM 5-8 (P) ISBN: 0-380-71408-6 ISBN-13: 9780380714087 Book | 90 | 90 | AVAILABLE (NEW) | 6.04 | 543.60 |
| (3) | BROA 2014 HARLEM HELLFIGHTERS Y/A (P) ISBN: 0-307-46497-0 ISBN-13: 9780307464972 Book | 60 | 60 | AVAILABLE (NEW) | 14.51 | 870.60 |
| (4) | LAWH 2011 SIMEONS STORY AN EYEWITNESS ACCOUNT OF THE Y/A (P) ISBN: 1-56976-819-6 ISBN-13: 9781569768198 Book | 60 | 60 | AVAILABLE (NEW) | 11.11 | 666.60 |

TOTAL READY TO SHIP: 0.00
 SALES TAX: 0.00
 SHIPPING: 0.00

TOTAL ON ORDER / IN TRANSIT: 2,777.40
 SALES TAX: 0.00
 ESTIMATED SHIPPING: 0.00

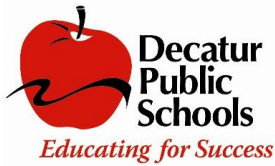
TOTAL AVAILABLE: 2,777.40

Issue your PO for \$2,777.40 for all books expected to be available.

| | |
|--|--|
| 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 in 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

| | |
|--|---|
| Date: June 26, 2018 | Subject: Decatur Public Schools Foundation Director's Contract |
| Initiated By: Deanne Hillman, Director of Human Resources | Attachments: Education Foundation - Director's Contract |
| Reviewed By: 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 FY19.

The FY19 contract renewal includes a wage increase of \$2,500 (approximately 3.5%) over the prior year and a 10% performance bonus. The FY18 performance bonus is \$7,500 and the FY19 salary is \$75,545. The contract reflects a year end date of June 30, 2019.

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 FY19 Contract with a FY18 bonus as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

EXECUTIVE DIRECTOR'S CONTRACT

Fiscal Year 2018-19

This Contract made and entered into this day of June, 2018 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 26, 2018 as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. The Director is hereby hired and retained from July 1, 2018 to June 30, 2019, as Executive Director of the Decatur Public School Foundation (hereinafter "the Foundation"). The Director's work year shall be week days during the fiscal year and as required by emergencies on weekends and non-work days, less authorized vacation, authorized leave and recognized school holidays.

2. Duties. The duties and responsibilities of the Director shall be all those duties incident to the office of the Director as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a foundation director; and to perform such other duties normally performed by a Director as from time to time may be assigned to the Director by the Decatur Public Schools Foundation Board of Trustees (hereinafter "the Trustees"). The Director shall assume administrative responsibilities for operation of the Foundation in compliance with the policies, rules and regulations as fixed by the Trustees. The Superintendent and President of the Decatur Public School Board of Education shall serve as Trustees and assist in a supervisory capacity to monitor the Foundation's activities and Director's performance in aligning grant activities with the District strategic direction; they shall assure implementation and compliance with the terms and conditions of employment by the District. The Director shall submit recommendations, as requested by the Trustees, concerning the operation of the Foundation, its fundraising activities and its distribution of grants. The Director's activities and execution of duties shall be monitored and supervised by the Trustees with periodic reports provided to the Decatur Public School Board. The Director's specific employment goals and objectives are at the discretion of the Trustees. The work day, work year, contract year and holidays and holiday pay for the Director shall be as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (December 13, 2016).). 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 2018-2019 year the amount of the Director's salary shall be not less than Seventy-Four Thousand Five Hundred Forty-Five Dollars and 00/100 (\$74,545.00). 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 FY18 in the amount of Seven Thousand Five Hundred Dollars and 00/100 (\$7,500.00) 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 Pubic 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 (December 13, 2016).

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 (December 13, 2016).

16. Life Insurance. Director shall be provided with life insurance as provided in the document entitled Administrator and Administrative Support Staff Compensation and Benefits (December 13, 2016).

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 (December 13, 2016).

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

| | |
|--|--|
| Date: June 26, 2018 | Subject: Intergovernmental Agreement between Decatur Public School District 61 and Richland Community College |
| Initiated By: Dr. Todd Covault, Chief Operational Officer | Attachments: Intergovernmental Agreement for Building Space |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

Decatur Public School’s at-risk PreK program is funded through the Preschool for All (PFA) and Preschool Expansion (PEG) grants. The District offers half-day and full-day options at no cost for children who qualify based on a number of eligibility criteria, including household income. Half-day classrooms are currently located in the Pershing Early Learning Center including Richland Community College and in Enterprise Elementary. Full-day classrooms are currently located at Baum Elementary and Southeast Learning Center. During the 2017-18 school year, the Pershing Early Learning Program at Richland Community College served 60 students in full-day classrooms and another 30 students in half-day classrooms.

Richland Community College has a state of the art early childhood center that the District rented for the 2017-18 school year. The lease was for one year. The Adel P. Glenn Early Childhood Learning Center provides approximately 5,700 square feet of classroom areas, gym/all purpose room, office space, kitchen, breakroom and storage areas.

CURRENT CONSIDERATIONS:

The updated attached agreement would extend the lease for two (2) school years commencing on July 1, 2018 and expiring on May 31, 2020.

FINANCIAL CONSIDERATIONS:

The rental for Decatur PreK programs at Richland Community College will be funded through the PreK grants at a cost of \$44,386.32 in the first year. The cost in the second year will be based upon operational cost determined by Richland Community College on a square foot basis.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this Intergovernmental Agreement between Decatur Public School District 61 and Richland Community College to extend the lease for two (2) school years commencing on July 1, 2018 and expiring on May 31, 2020 for the PreK Programs as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

**INTERGOVERNMENTAL AGREEMENT FOR ALLOCATION OF BUILDING SPACE
BY AND BETWEEN THE DECATUR PUBLIC SCHOOL DISTRICT #61 AND
RICHLAND COMMUNITY COLLEGE DISTRICT #537**

THIS INTERGOVERNMENTAL AGREEMENT FOR ALLOCATION OF BUILDING SPACE (“Agreement”) entered into this ____ day of _____, 2018, by and between the Decatur Public School District #61 (the “District”) and the Richland Community College District #537 (“Richland”).

WITNESSETH

WHEREAS, Richland has existing Early Childhood classrooms and support space available on its Main Campus Building (“Building”);

WHEREAS, Richland has equipment, furnishings, and other necessary items necessary to operate an early childhood program and the District has need for such items;

WHEREAS, the Richland wishes to allocate to the District approximately 5,700 square feet in the Building. This space is current known as the Adel P. Glenn Early Childhood Learning Center and specifically shown on Exhibit A attached hereto (the Center);

WHEREAS, Section 10 of Article VII of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provide authority for the District and Richland to enter into this Agreement;

NOW, THEREFORE, in consideration of the matters set forth above, the mutual agreements contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Richland hereby agree as follows:

1. Authority. All of the powers, privileges and authority granted pursuant to Section 10 of Article VII of the Constitution of the State of Illinois and the Intergovernmental Act shall be extended to this Agreement to the fullest extent necessary to accomplish any act by Richland in furtherance of its mission.

2. Term. The term of this Agreement extension shall be for two school years (2) years commencing on July 1, 2018 and expiring on May 31, 2020. The term of this Agreement may be extended by the mutual written agreement of Richland and the District.

3. The Center. The Richland allocates to the Center in the Building having an area of approximately 5,700 square feet and are more particularly described in Exhibit A attached hereto. This space may be used by District to conduct early childhood classes and activities which are within District’s mission and which is compatible with the space.

The District shall have access to use all common areas of the Building, including restrooms, food service, hallways, and lobby areas.

4. Ownership of the Property. The real property shall be owned in fee simple by Richland.

5. Purpose. District shall use the Center for any and all acts in furtherance of its mission associated with early childhood instruction. Such use by District shall be in compliance with all applicable laws, ordinances and governmental regulations.

6. Operation and Ancillary Costs and Fees. Attachment B, attached hereto and further identified by date, provides the annual RCC room charges, technical support charges, usage fees, and other associated costs. Attachment B also provides costs and fees of additional ancillary services, other space needs, copying, and mail shipping & receiving services, as requested the District (“ancillary costs and fees”). RCC shall have priority on all ancillary services available. The operation costs and fees and the ancillary costs and fees are subject to change annually, as shown by an Attachment B amendment as identified by the designation “Amendment 1” (or subsequent number) to Attachment B and the amendment date.

District shall pay Richland the operational costs and fees in accordance with Attachment B of Forty-four Thousand, Three Hundred Eight-Six Dollars and Thirty-two Cents (\$44,386.32) per year, and as amended annually throughout the term of this Agreement, payable in advance in twelve equal monthly installments of Three Thousand, Six Hundred Ninety-eight Dollars and Eight-six Cents (\$3,698.86). The first such installment shall be due on August 1, 2018, and the following installments shall be due on the first day of each month thereafter.

7. Allocation of Variable Costs. In addition to the payment provided for in paragraph 6 above, District shall pay Richland for its proportionate share of variable costs as determined in Attachment B.

8. Exclusive Use. Throughout the term of this Agreement, District shall have the exclusive right to occupy and use the Center on a twenty-four hour basis, seven days per week, including holidays and days where the District does not have classes in session.

9. Additional Building Space. District shall have the option to use the other areas of the Building subject to the same procedures, conditions and costs identified herein. The District shall notify Richland of the District’s desire to use other spaces prior to an activity or event.

10. Revenues. District shall be entitled to all revenues generated by it, if any, in the Center.

11. Richland Student Participation. The District shall in good faith work with Richland students to participate in the program through internships, classroom observations, and other academically appropriate activities.

12. Hold Harmless and Indemnification. The District shall indemnify, defend and hold harmless Richland, its employees, officers, and agents, from and against any and all claims arising from the conduct of District business or from any activity, work or things done, permitted or suffered by District, its officers, employees, agents, contractors, or assigns, arising from a breach

or default in the performance of any obligation of District's part to be performed under the terms of the Agreement or arising from any negligence of District, and from and against any and all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claim or any such action or proceeding brought thereon; and in case any action or proceeding be brought against the District, District shall defend the same at District's expense.

Richland shall indemnify, defend and hold harmless the District, its employees, officers, and agents, from and against any and all claims arising from the conduct of Richland business or from any activity, work or things done, permitted or suffered by Richland, its officers, employees, agents, contractors, or assigns, arising from a breach or default in the performance of any obligation on Richland's part to be performed under the terms of the Agreement or arising from any negligence of Richland, and from and against any and all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claim or any such action or proceeding brought thereon; and in case any action or proceeding be brought against Richland, Richland shall defend the same at the Richland's expense.

13. Public Liability Insurance. Each party to this Agreement shall self-insure or shall keep in force during the term of this Agreement, at its own expense, public liability insurance in reputable companies and through reputable brokers to protect against liability to the public incident to the use of, by or resulting from any acts or omissions on its part, the liability under said insurance to be not less than one million dollars (\$1,000,000) for any one person injured, or one million dollars (\$1,000,00) for any one accident, and one million dollars (\$1,000,000) for property damage. Each party shall furnish the other a certificate of insurance in a reasonably satisfactory form naming the other party, its employees, officers, directors and agents as additional insureds on said policy or self-insurance.

14. Non-Assignment. Neither party to this Agreement shall assign its rights or privileges under the Agreement, or any interest therein, nor shall either attempt to confer any of its privileges under the Agreement to any third party.

15. Destruction. District shall be liable for the costs of all damages caused by the negligent acts of District, its officers, employees or agents and there will be no abatement of fixed or variable costs or termination of this Agreement for these damages. Subject to the above, in the event that less than 25 percent of the Center is destroyed by fire or other casualty, District shall be entitled to a proportionate abatement of fixed and variable costs until the Center is fully restored. In the event that 25 percent or greater of the Center is destroyed by fire or other casualty, Richland and the District shall each have the option of terminating this Agreement by, within sixty (60) days of the destruction, giving thirty (30) days' written notice to the other and the District shall be entitled to a proportionate abatement of the fixed and variable costs until the Center is fully restored or the Agreement is terminated.

16. Surrender. Upon the expiration or other termination of this Agreement, the District shall surrender to Richland, the Center, broom clean and in good order and condition, ordinary wear and tear excepted. Any damage caused to the Center by removal of any property shall be promptly repaired by District. The District shall remove all property of the District as directed by the District; and failing to do so, the District may cause all such property to be removed at the

expense of the District and the District hereby agrees to pay all the costs and expenses thereby incurred.

17. Default by the District. The District is in default if it: (a) fails to timely pay costs as agreed herein; (b) vacates or abandons the Center; or (c) fails to perform or observe any other provision of this Agreement. In the event of a default, District shall have fifteen (15) days after written notice by Richland specifying the default to correct the default.

18. Remedies of Richland. If the default is not cured within fifteen (15) days, the balance of fixed costs for the entire term of the Agreement is immediately due and payable without further notice of demand by Richland. In addition to accelerating rent, Richland may, at its option, elect to: (a) enforce the terms and conditions of this Agreement; or (b) terminate this Agreement. If Richland elects to terminate this Agreement, it shall have the right to re-enter the Premises, with or without process of law, expel the District or any other occupant, and repossess the Premises.

19. Reasonable Attorneys' Fees. In the event that either the District or Richland shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any term, covenant or condition of the Agreement by it to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover, in addition to its court costs, reasonable attorneys' fees to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if any. As used herein, the term "party prevailing" means the party in whose favor final judgment is rendered.

20. Notices. Notices are deemed given when delivered (if delivered by hand) or when postmarked (if mailed). If mailed, notices shall be addressed as follows:

If to Richland: Mr. Greg Florian, Vice
President Finance &
Administration, One College
Park Drive, Decatur, IL 62521

If to the District: Dr. Todd Covault, Chief
Operating Officer, 101 W.
Cerro Gordo Street
Decatur, IL 62523

21. Severability. Any provision of this Agreement which shall be held invalid, void or illegal shall in no way affect, impair or invalidate any of the provisions hereof and such other provisions shall remain in full force and effect.

22. Illinois Law. This Agreement shall be deemed an intergovernmental agreement and shall be construed and enforced according to the laws of the State of Illinois.

23. Binding Effect. This Agreement shall be binding upon District and Richland and their successors and assigns.

24. Recitals. The recitals are an integral part of this Agreement.

25. Entire Agreement. This Agreement expresses the entire agreement between District and the District and may not be modified or amended except in writing signed by both District and the District.

IN WITNESS WHEREOF, District and Richland have each caused this Agreement to be executed by proper officers duly authorized to execute the same as of the date set forth beneath the signatures of their respective officers set forth below.

DECATUR PUBLIC SCHOOL DISTRICT #61

DISTRICT COMMUNITY COLLEGE
DISTRICT #537

By: _____
Its _____

By: _____
Its _____

(Seal)

(Seal)

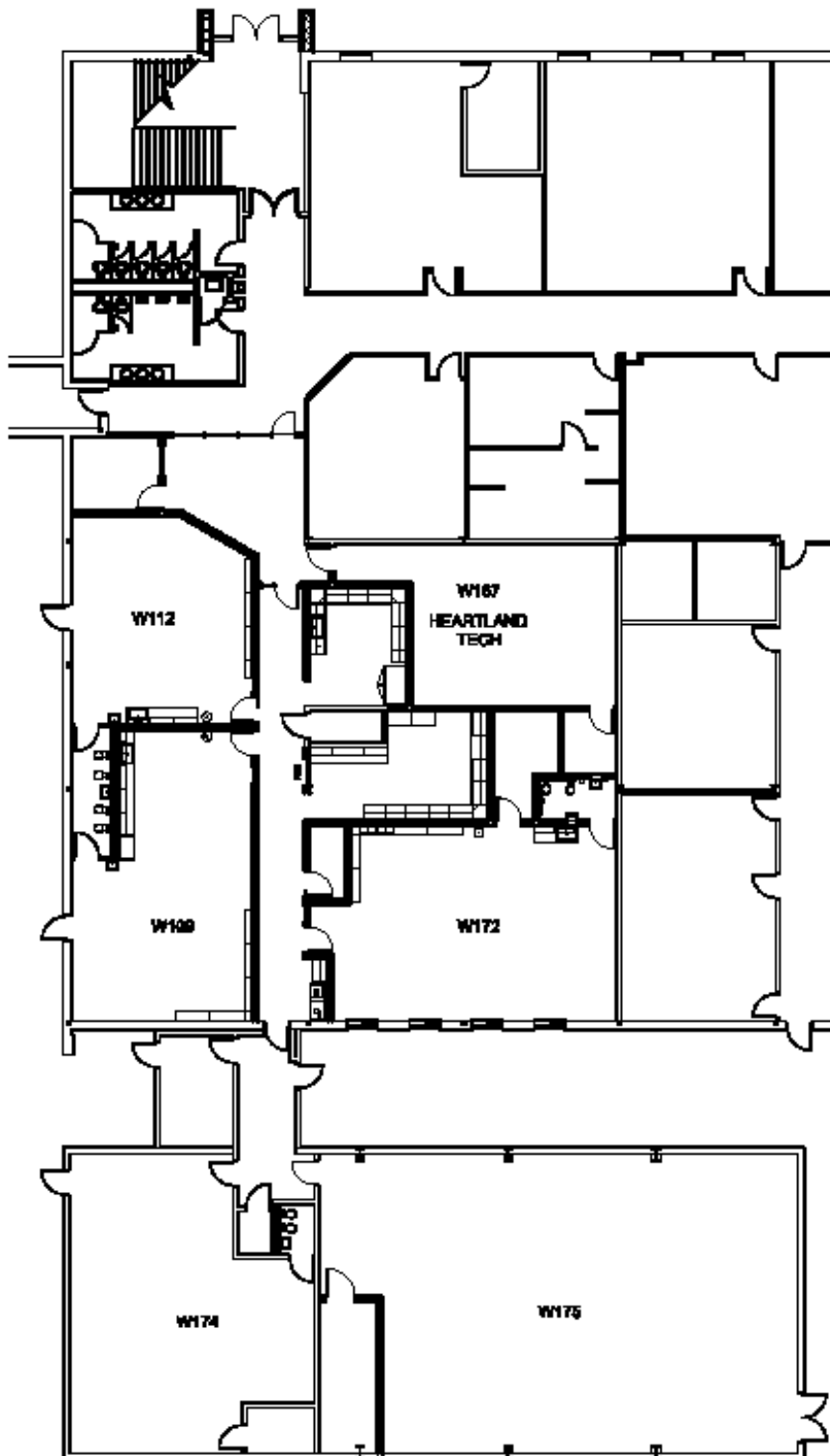
Attest: _____

Attest: _____

Date: _____

Date: _____

ATTACHMENT A



ATTACHMENT B

Facility Charges

For office and classroom space utilized by the District: full operating costs of the annual operations of the campus based on a per square foot rate. The costs are determined by calculating all operating costs, including custodial, routine maintenance, utilities, communications and security from the prior year's audited financial statements. For the 2018/2019 school year the cost per square foot is \$7.82. See Exhibit 1.

Technical Support

Richland will provide technical support to the District up to 45 hours at a cost of \$25.00. This support will include computer maintenance of equipment specifically owned by the District. After the initial 45 hours, any extensive usage of technical services will be charged to the District at a rate of \$25.00 per hour per person.

Usage Fees

Richland will assess the District an annual usage fee of \$200.00 for the use of furnishings, play equipment, and instructional equipment by the District's students programs or areas.

Additional Services

The District may utilize Richland's copying, internal mail, shipping/ receiving and Central Stores services. The District will reimburse the college for the direct costs of these items.

Other Space Usage

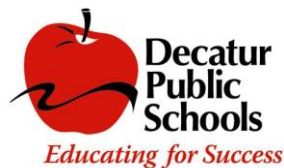
On an occasional basis, and associated with the early childhood program, the District will be entitled to use other on-campus spaces, such as the Schilling Salons or Auditorium, for a short-term basis without cost. Usage requests will follow College procedures. Any extended usage of these facilities will incur standard rental rates.

EXHIBIT 1

**Cost per Square Foot for
2018-2019 School Year \$7.82**

Child Care Area

| <u>Space</u> | <u>Square Feet</u> | <u>Cost</u> |
|---------------------------|---------------------------|-------------------------------|
| W113 Office | 128 | \$ 1,000.96 |
| W112 Classroom | 722 | 5,646.04 |
| W109 Classroom | 544 | 4,254.08 |
| W174 Classroom | 1,170 | 9,149.40 |
| W175 Gym/All Purpose Room | 2,129 | 16,648.78 |
| W172 Prep/Office/Kitchen | 903 | 7,061.46 |
| W168 Storage/Restroom | 80 | 625.60 |
| | Total 5,676 | Annual Fee \$44,386.32 |
| | | Monthly Fee \$3,698.86 |



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

| | |
|---|---|
| Date: June 26, 2018 | Subject: Renewal of the 2018-2019 Intergovernmental Agreement between Decatur Public School District 61 and Richland Community College |
| Initiated By: Kelly Schoonover, Enrollment Success Coach and Michael Dugan, Assistant Superintendent | Attachments: Renewal of the 2018-2019 Intergovernmental Agreement between DPS 61 and RCC |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

Decatur Public Schools and Richland Community College agree to an Intergovernmental Agreement for the 2018-2019 school year.

CURRENT CONSIDERATIONS:

DPS 61 will provide instruction for RCC’s dual credit courses (AF AM 120, English 101, English 102, Horticulture 100) at Eisenhower. DPS 61 will provide instruction for RCC’s dual credit courses (AF AM 120) at MacArthur. RCC will provide instruction for dual credit courses (English 101, English 102) at MacArthur.

FINANCIAL CONSIDERATIONS:

RCC will bill DPS61 current per credit hour in-district tuition rate and fees for courses that RCC provides instruction.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Renewal of the Intergovernmental Agreement between Decatur Public School District 61 and Richland Community College as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is made this 26th day of June, 2018, by the Board of Education of Decatur Public Schools, District #61 (“DPS 61”) and Richland Community College District 537, Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon and Shelby and State of Illinois and known as Richland Community College (“RCC”).

RECITALS

- A. This Agreement is made pursuant to the provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution and the Intergovernmental Cooperation Act of 1973 for the purpose of continuation of the parties’ relationship and definition of the perimeters of their joint Dual Credit Program;
- B. The determination of whether a college course is offered for concurrent high school and college credit shall be made by DPS 61, according to its policies and practices. Likewise, the determination of whether a high school course is offered for college credit shall be made by Richland Community College according to RCC Policies and Procedures. The parties recognize that dual credit programs and courses are appropriate alternatives for high school students who are prepared for college level courses and provide a means to extend the high school curriculum and avoid unnecessary course duplication for students’ transition to college; and
- C. DPS 61 and RCC desire to enter into an agreement to coordinate and purchase classes or courses for a dual credit program for their students’ benefit which supersedes any existing agreement between the parties for said subject matter.

NOW, THEREFORE, it is agreed by and between the parties as follows:

- 1. Recitals and Attachments Incorporated. The Recitals set forth above and any attachments to this Agreement are incorporated herein and made a part hereof by reference.
- 2. Term. The term of this Agreement shall expire on June 30, 2019, unless otherwise annually renewed thereafter.

3. Renewal Term(s) Option. The parties may extend the term of this Agreement for three separate and successive periods ("Renewal Terms") of one (1) year each on the same terms and conditions as applicable, except for subsequent addendums for Attachments, as set forth in Sections 4 & 5 below, and as agreed by the parties. Either party shall initiate exercise of an option to renew by giving written notice to the other party at least one hundred twenty (120) days before the end of the agreement. Upon written acceptance of the renewal by the other party sent to the initiating party within thirty (30) days of the written notice, the Renewal Term(s) shall be exercised.

4. Dual Credit Courses taught by RCC. The appropriate Attachment B provides the initial courses by description, number, designated credit hours and prerequisites for each course to be offered at RCC pursuant to this Agreement. Instructors shall be employed and evaluated by RCC, and shall be selected from full-time faculty or from adjunct faculty with appropriate credentials and demonstrated college-level teaching competencies. RCC shall be responsible for assignment and evaluation of its instructors. Courses shall be evaluated by RCC for quality assurance. All dual credit courses are subject to change and RCC reserves the right to re-evaluate each dual credit course, which changes shall be shown by the appropriate Attachment amendment as identified by the designation "Amendment 1 (or subsequent number) to Attachment B" and the amendment date.

5. Dual Credit Classes Taught by DPS 61. Attachment A provides for the RCC courses by description, number, designated credit hours and pre-requisites for each course pursuant to this Agreement. All faculty providing dual credit instruction under this Agreement shall be selected with appropriate credentials and demonstrated college-level teaching competencies as any college-level adjunct instructor. DPS 61 will ensure that requirements related to its instructors are in accordance with contractual obligations for the

secondary system. DPS 61 faculty evaluations will be conducted by DPS 61 administration in accordance with its policies and procedures, teaching contract between DPS 61 and the instructor. Curriculum for the courses in the attachment will be purchased from RCC. All course requirements shall use the same course syllabi as courses offered by RCC and shall contain the content articulated by Illinois colleges.

All course instructors shall be RCC approved instructors. Courses shall be evaluated by RCC for quality assurance. Course pre-requisites, descriptions, syllabi, requirements, learning outcomes and methods of evaluating students shall be the same as for said courses on RCC's campus. All dual credit courses offered are subject to change and RCC reserves the right to change courses offered, which changes shall be shown in the appropriate attachment amendment as identified by the designation "Amendment 1 (or subsequent number) to Attachment A", and the amendment date.

6. State Laws, Regulations and Accreditation Standards. All state laws, Illinois Community College Board regulations, accreditation standards specified by the Higher Learning Commission and RCC college policies, instructional procedures and academic standards shall apply to college-level courses offered by RCC on campus, at off-campus host sites, and at participating secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with dual credit courses. Instructors shall meet the minimum requirements as established by the State of Illinois and the Illinois Community College Board.

7. Student Admission Requirements. Students interested in enrolling for dual credit courses subject to this Agreement will be admitted in accordance with the admission policy of the enrolling party, including any unique conditions that apply to dual credit students. The students must meet all college criteria and follow all procedures for enrolling in college courses, and must have a high level of motivation and adequate time to devote to studying for a college-level course. Students' course selections are made in consultation with high school counselors or principals and are restricted to junior or senior level students. All students should complete required placement tests or have appropriate ACT scores to meet the course pre-requisite. Placement tests should be completed as early as possible so that students are able to plan their high school schedule accordingly. Students must fulfill any attendance or other calendar requirements of both DPS 61 and RCC.

8. Costs. The responsibility for in-district tuition, fees, and textbooks are noted in the designated Attachments.

9. Student Credits and Grades. Each entity will provide a credit history to the student independently. All RCC credits will be posted on transcripts as earned and each student will receive a college transcript, as requested by the student. The final grade shall be a letter grade ranging from A-F representing the student's current standing in the dual credit course. RCC Student Records Office will submit final grades to the appropriate high school for each student enrolled and approved for dual credit.

10. Student Withdrawals. Dual credit students may withdraw from RCC classes (at any location) under the withdrawal regulations provided in RCC's catalog. It is the student's responsibility to communicate voluntary withdrawal to DPS 61 and RCC. RCC policy allows student or instructor-initiated withdrawal through the last day of class before the final examination

week of the semester. A grade of “W” will be given on the RCC transcript for courses that are officially dropped. If the student quits attending class and does not officially withdraw, a grade of “F” may be assigned on RCC’s records. Withdrawals after the deadline will result in an “F” on the student’s high school transcript and will be so calculated in the student’s high school grade point average.

11. Learning Accommodations. Dual credit students who desire accommodations must make arrangements through RCC’s learning accommodation services department. Students must provide the department with a copy of their documentation (i.e.: Individualized Education Plan (IEP), psychological report, or medical personnel or other appropriate professional reports). Only those students with documented disabilities on file with RCC will receive accommodations. An IEP need not be accommodated by RCC. Students will receive accommodations appropriate for students enrolled in college-level courses. Students who require books on tape or other such class materials must make arrangements with the department at least two months prior to the beginning of class so that appropriate materials might be timely available.

12. Mutual Indemnification and Hold Harmless. RCC shall indemnify DPS 61 against all liabilities, expenses, attorney's fees and losses incurred by DPS 61 as a result of:
(a) the failure by RCC to perform any covenant required to be performed by it under this Agreement; (b) any accident, injury, death or damage to any person or property which shall happen on or about RCC’s campus.

DPS 61 shall indemnify RCC against all liabilities, expenses, attorney's fees and losses incurred by RCC as a result of: (a) the failure by DPS 61 to perform any covenant required to be performed by it under this Agreement; (b) any accident, injury, death or damage to any person or property which shall happen on or about DPS 61 host site campus.

13. Governing Law and Venue. This Agreement shall be governed by Illinois law and any litigation related to the enforceability of this document will be brought in Macon County, Illinois.

BOARD OF EDUCATION OF
DECATUR PUBLIC SCHOOL,
DISTRICT #61
in an Intergovernmental Agreement dated
_____, 2018.

COMMUNITY COLLEGE DISTRICT 537,
COUNTIES OF MACON, CHRISTIAN,
DEWITT, LOGAN, MOULTRIE, PIATT,
SANGAMON AND SHELBY AND THE
STATE OF ILLINOIS and known as
Richland Community College

BY: _____
Board President

BY: _____

Attest: _____
Board Secretary

Its _____

ATTACHMENT A
2018 – 2019 School Year

The classes shown below will be offered at Eisenhower High School and MacArthur High School.

RCC will provide instruction for English 101 and 102 dual credit courses at MacArthur High School. RCC will bill DPS61 current per credit hour-in-district tuition rate and fees. DPS61 will pay the current per credit hour in-district tuition rate and fees. In-district tuition and fees are set by the RCC Board of Trustees and are subject to change.

DPS 61 will provide instruction for Richland Community College’s AF AM 120 and HORT 100 dual credit course. RCC will contract with DPS 61 to provide instruction for AF AM 120. RCC will bill DPS61 \$500 per credit hour for AF AM 120 course. DPS 61 will purchase the curriculum from RCC at a rate of \$500 per credit hour. DPS 61 and RCC may utilize other mutually agreed to procedures in lieu of this practice. DPS 61 will provide the textbook for the students.

| Course Code | Course Number | Course Description | Credit Hours |
|-------------|---------------|--|--------------|
| AF AM | 120 | African-American Experience Pre-requisite: None | 3 |
| ENGL * | 101 | Composition 1 | 3 |
| ENGL ** | 102 | Composition 2 | 3 |
| HORT^ | 100 | Horticulture Science | 4 |

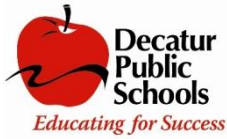
Pre-requisite: Eligibility for English 101 *
Completion of English 101 with a grade of “C” or better **

^ Offered at Eisenhower High School

ATTACHMENT B
2018 – 2019 School Year

RCC will provide instruction for dual credit courses. DPS 61 students may come to the RCC campus and take credit classes. Students will pay the current per credit hour in-district tuition rate, fees, and obtain textbooks. In-district tuition and fees are set by the RCC Board of Trustees and are subject to change.

RCC will bill the student for in-district tuition and fees. The student is responsible for providing textbooks.



Board of Education Decatur Public School District #61

| | |
|--|--|
| Date: June 26, 2018 | Subject: Annual Microsoft Licensing Agreement |
| Initiated By: Jim Altig, Director of Information Technology | Attachments: 1 Year Extension Quote from Integrity Technology Solutions |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

The District relies heavily on Microsoft products to accomplish tasks at all levels by both staff and students. We maintain an annual agreement with them through our preferred reseller to purchase the necessary software licenses and services.

CURRENT CONSIDERATIONS:

This agreement is a one-year extension to our current agreement allowing us to continue operations while determining if teaching and learning will focus on Microsoft or another provider as our primary tools. Next year we will bring forth a recommendation for a multi-year agreement based on the results of pilot testing.

FINANCIAL CONSIDERATIONS:

This purchase is budgeted for and will be paid from the FY 2019 Information Technology Budget. The licensing cost for this purchase is \$145,816.00.

STAFF RECOMMENDATION:

The Administration recommends that the Board approve the Annual Microsoft Licensing One-year Extension Agreement Proposal from Integrity Technology Solutions as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Microsoft EES License Agreement - 1 Year Extension

Quote #006075 v1



Prepared For:

Decatur Public School District No.61

Jim Altig
 300 E Eldorado
 Decatur, IL 62523

P: (217) 424-3088
 E: jaltig@dps61.org

Prepared by:

Integrity Technology Solutions

Sarah Krueger
 816 S Eldorado Rd
 Suite 4
 Bloomington, IL 61704

P: 309.664.8191
 E: skrueger@integrityts.com

Date Issued:

06.19.2018

Expires:

07.17.2018

| Annual Amount | Price | Qty | Ext. Price |
|---|----------|------|---------------------|
| Microsoft Desktop - License & Software Assurance - Academic - Microsoft Campus Agreement - Mac - All Languages | \$64.50 | 1338 | \$86,301.00 |
| Microsoft Enterprise CAL Services for Education | \$0.00 | 1338 | \$0.00 |
| Microsoft Core Infrastructure Server Suite Standard - License & Software Assurance - 1 Server - Microsoft Select, Microsoft Select Plus - PC - All Languages | \$124.00 | 91 | \$11,284.00 |
| Microsoft SharePoint Portal Server - License/Software Assurance Pack - License & Software Assurance - 1 Server - Volume - Multilingual | \$502.00 | 1 | \$502.00 |
| Microsoft SQL Server Standard Core Edition - License & Software Assurance - 2 Core -Academic | \$334.00 | 31 | \$10,354.00 |
| Microsoft Windows Remote Desktop Services - License & Software Assurance - 1 Device CAL - Academic | \$7.00 | 50 | \$350.00 |
| Microsoft Exchange Server Enterprise Edition - License/Software Assurance Pack - Academic | \$375.00 | 3 | \$1,125.00 |
| Microsoft Office 365 (Plan A3) - Product Upgrade Subscription License - 1 User - 1 Month | \$0.00 | 2200 | \$0.00 |
| Microsoft O365 A3 - Academic Faculty Monthly Subscription - 1 Year | \$41.00 | 450 | \$18,450.00 |
| Microsoft Enterprise CAL Services for Education | \$0.00 | 2200 | \$0.00 |
| Microsoft Windows Azure Active Directory Premium - Monthly Subscription - 1 Year - Academic -Faculty | \$6.50 | 2200 | \$14,300.00 |
| Microsoft Windows Azure Active Directory Premium - Monthly Subscription - 1 Year - Student | \$7.00 | 450 | \$3,150.00 |
| Microsoft OVS-EES agreement: Enrollment number: 80170446 Master agreement: 90248537 Quoted prices are for a 1 year extension to this 3 year agreement Due date: 6/30/18 | | | |
| Subtotal: | | | \$145,816.00 |

| Quote Summary | Amount |
|---------------|---------------------|
| Annual Amount | \$145,816.00 |
| Total: | \$145,816.00 |

Terms Net 15 Days

Information contained in this proposal is confidential & proprietary and is not to be shared or distributed without the prior written consent of Integrity Technology Solutions.

Acceptance

Integrity Technology Solutions

Decatur Public School District No.61

Sarah Krueger

Signature / Name

06/19/2018

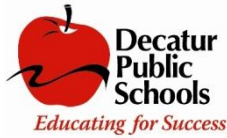
Date

Jim Altig

Signature / Name

Initials

Date



Board of Education Decatur Public School District #61

| | |
|---|--|
| Date: June 26, 2018 | Subject: Workers' Compensation Excess Insurance Renewal |
| Initiated By: Todd Covault, EdD, Chief Operational Officer | Attachments: Renewal Quote |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

The District is self-insured for workers' compensation; however, stop loss (excess) insurance is obtained to cover sizeable claims. In the past, the Self-Insured Retention (SIR) has been \$500,000 for an individual claim \$1,672,859 for aggregate claims.

CURRENT CONSIDERATIONS:

The District's broker, Dansig, sought renewal quotes from Safety National, Midwest Employers Casualty Company, State National Insurance Company, Midlands (did not provide quote), and Bridge (did not provide quote).

Safety National provided the lowest quote. Safety National has provided stop loss (excess) insurance for the District since FY 2015-16. The expiring premium from Safety National for the FY 2017-18 year was \$95,505 (\$500,000 SIR) and the renewal premium for the FY 2018-19 year is \$79,362 (\$500,000 SIR).

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 \$79,362 for the FY 2018-19 year as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

EXPIRING EXCESS INFO

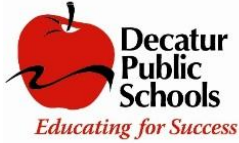
| | |
|------------------------------|------------------------|
| Estimated Annual Payroll | \$67,853,980 |
| Length of Pol Period (Years) | 1 |
| Est Annual Normal Prem | \$506,927 |
| Insurance Company | Safety National |
| W.C. Limit | STATUTORY |
| E.L. Limit | \$1,000,000 |
| SIR | \$500,000 |
| Aggregate Limit | \$5,000,000 |
| Agg Loss Fund % or Factor | 330.00% |
| Est Agg LF Attachment | \$1,672,859 |
| Rate as % of Normal Premium | 18.84% |
| Annual Premium | \$95,505 |



Proposal for **Excess Workers Compensation**
 Today 6/5/2018
 Page 2 of 5
 Insured **Decatur School District No. 61**
Board of Education
 Effective Date 7/1/1018
 State IL

| RENEWAL EXCESS INFO | - Per Expiring | w/ \$2 mil Agg Limit | w/ \$1mil Agg Limit | w/ \$1mil Agg Limit & Annual Corridor |
|---------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------------|
| Estimated Annual Payroll | \$61,658,540 | \$61,658,540 | \$61,658,540 | \$61,658,540 |
| Length of Pol Period (Years) | 1 | 1 | 1 | 1 |
| Est Policy Period Normal Prem | \$401,833 | \$401,833 | \$401,833 | \$401,833 |
| Insurance Company | Safety Ntl Cas Option 1 | Safety Ntl Cas Option 2 | Safety Ntl Cas Option 3 | Safety Ntl Cas Option 4 |
| W.C. Limit | STATUTORY | STATUTORY | STATUTORY | STATUTORY |
| E.L. Limit | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| SIR | \$500,000 | \$500,000 | \$500,000 | \$500,000 |
| Addl Annual Corridor Deductible | None | None | None | \$100,000 |
| Aggregate Limit | \$5,000,000 | \$2,000,000 | \$1,000,000 | \$1,000,000 |
| Agg Loss Fund % or Factor | 450.00% | 450.00% | 450.00% | 450.00% |
| Est Agg LF Attachment | \$1,808,249 | \$1,808,249 | \$1,808,249 | \$1,808,249 |
| Minimum Agg LF Attachment | \$1,808,249 | \$1,808,249 | \$1,808,249 | \$1,808,249 |
| Aggregate Loss Limitation | \$500,000 | \$500,000 | \$500,000 | \$500,000 |
| Rate as % of Normal Premium | 21.04% | 19.75% | 19.12% | 15.50% |
| Est Policy Period Premium | \$84,546 | \$79,362 | \$76,830 | \$62,284 |
| Policy Period Minimum Prem | \$84,546 | \$79,362 | \$76,830 | \$62,284 |
| Annual Deposit Premium | \$84,546 | \$79,362 | \$76,830 | \$62,284 |
| Incl Annual Terrorism Act | 0.05% | 0.05% | 0.05% | 0.05% |

| | |
|---|--|
| Note | - Quotes DO NOT include Claim Service Fees, State Fees or Assessments |
| Policy Endorsements (SAME AS EXPIRING PLUS ADDITIONAL ANNUAL CORRIDOR DEDUCTIBLE ENDORSEMENT FOR OPTION 4 ONLY) | 0009 00 1291 (XWC) IL Cancellation Endorsement (Non-payment of Premium) 1061 11 0115 (XWC) Policyholder Disclosure Notice of Terrorism Ins Coverage 1254 00 1008 (XWC) IL Cancellation Endorsement 1255 00 0908 (XWC) IL Non-Renewal Notice Endorsement 0312 00 0493 (XWC) Self-insured Retention with Annual Deductible |
| Additional Conditions | - Safety National Quotation Options 1, 2, 3 & 4 are for a 1-Year Liability Period - A Voluntary Premium Audit will be conducted at the end of the Liability Period |



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: June 26, 2018 | Subject: Transportation – District Safety Hazards Annual Application Memo and Adoption of Resolution |
| Initiated By: Randy Dotson, Coordinator of Transportation | Attachments: Safety Hazard Application Memo and Safety Hazard Resolution |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

The State of Illinois allows for free transportation of students living less than 1.5 miles from school under certain hazardous traffic conditions.

CURRENT CONSIDERATIONS:

District #61 has applied for and received approval from the Board of Education and the Department of Transportation for thirty-seven (37) areas of the district where a student’s walk route encounters hazardous conditions. This report is submitted to the Board of Education annually.

FINANCIAL CONSIDERATIONS:

The funding would come from Decatur Public School Transportation Fund. The district will be reimbursed up to 80% of the cost incurred for transportation into these areas. The District’s cost to transport a student to and from school in fiscal year 2016-17 was \$128 per month.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education to approve the District Safety Hazards Annual Application Memo and adopt the Safety Hazard Resolution as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

TO: Board of Education
FROM: Randy Dotson
DATE: June 7, 2018
RE: District Safety Hazard Approvals

The State of Illinois allows bussing of students living less than 1.5 miles from school under certain hazardous traffic conditions. District #61 has applied for and received approval for **37** areas of the district where students must walk without sidewalks, cross highways, Et. Al. This application must be approved by the Board of Education annually and kept on file in the District Office.

Application 61-89-2

Area South of E. Route 36 on N. 44th St to **Thomas Jefferson Middle School**.

Application 61-89-3

Area to the West of Brush College Rd & North of Faries Parkway and the area bounded by Faries Parkway, Samuels, Grand and N 27th St. to **Brush College Elementary School** (not currently active).

Application 61-89-4

Nolan Dr. West of Airport Road to **Baum Elementary School**.

Application 61-89-5

Area West of South Route 51 (Medial Dr., Southland Dr., Isabella Dr.) to **Garfield Montessori Magnet School**.

Application 61-89-6

Trailer Park on South Fairview to **Enterprise Elementary School**.

Application 61-89-7

Area West of South Route 48 to **Enterprise Elementary School**.

Application 61-90-1

South Route 48 (from Rock Dr. to Forest Crest) to **Enterprise Elementary School**.

Application 61-91-1

South Route 48 (S. Fairview) (from Sunset Ave. to Legion Dr.) to **Enterprise Elementary School**.

Application 61-01-1

333 S Main to **Dennis Elementary School**.

Application 61-03-1

Area East of S Oakland to **Franklin Elementary School**.

Application 61-04-1

Area South of Eldorado and where students must walk across Oakland Railroad Crossing to **Durfee Magnet School**.

Application 61-04-2

Area North of Mound Rd and West of Route 51 where students must cross Route 51 and Mound Rd to **Stephen Decatur Middle School**.

Application 61-05-1

Area South of Eldorado St where students must cross at intersection of Eldorado St and Monroe to **Durfee Magnet School**.

Application 61-05-2

Area North of Eldorado St where students must cross at intersection of Eldorado St and Oakland Av. to **Dennis Elementary School**.

Application 61-05-3

Area South of Pershing Rd and where students must cross at intersection of Pershing Rd and Monroe St to **Parsons Elementary School**.

Application 61-05-4

Area South of Eldorado St where students must cross at intersection of Eldorado St and Jasper St to **Hope Academy**.

Application 61-05-5

Area East of Jasper St where students must cross at the intersection of Jasper and Condit to **Hope Academy**.

Application 61-05-6

Area West of M L King Dr where students must cross at intersection of M L King Dr and Grand Av to **Hope Academy**.

Application 61-05-7

Area North of Grand Av where students must cross at intersection of Jasper and Grand to **Hope Academy**.

Application 61-05-8

Area West of M L King where students must cross at intersection of M L King and Condit to **Hope Academy**.

Application 61-05-9

Area West of South Route 51 (Medial Dr, Southland Dr, Isabella Dr) to **South Shores School**.

Application 61-05-10

Crossing Eldorado St and crossing at intersection of Eldorado St & Jasper to **Johns Hill Magnet School**.

Application 61-05-11

Crossing S Main St and crossing intersection of Main and Decatur to **French Academy**.

Application 61-05-12

Crossing Rt 48 and crossing at intersection of Fairview and King St to **Oak Grove Elementary School**.

Application 61-06-02

Area West of S M L King to **Johns Hill Magnet School**.

Application 61-06-03

Franzy Dr, Marlin Dr and Marlin Ct to **Garfield Montessori Magnet School**.

Application 61-06-04

Area North of Eldorado St to **French Academy**.

Application 61-07-01

Area South of Enterprise School where students must walk along S Taylor Rd and cross a bridge to **Enterprise Elementary School**.

Application 61-07-02

Area North of Country Club Rd and walking along Airport Rd to **Thomas Jefferson Middle School**.

Application 61-09-01

3035 N Water St to **Parsons Elementary School**.

Application 61-09-02

Crossing at intersection of Franklin St and South Shores Dr to **South Shores School**.

Application 61-09-03

Crossing at S Main St to **Durfee Magnet School**.

Application 61-10-01

Crossing Grand Ave and Ravina Park Rd to **Franklin Elementary School**.

Application 61-12-01

Crossing N Martin Luther King Dr at E Eldorado St to **Stephen Decatur Middle School** (currently Phoenix)

Application 61-12-02

Crossing E Eldorado at N Franklin St to **Stephen Decatur Middle School** (currently Phoenix).

Application 61-12-03

Crossing E Cerro Gordo St at N Main St to **Stephen Decatur Middle School** (currently Phoenix).

Application 61-12-04

Crossing railroad tracks just North of Cerro Gordo St between N Water St and N Martin Luther King Drive to **Stephen Decatur Middle School** (currently Phoenix).

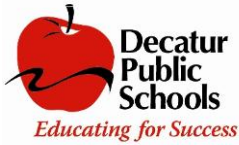
TO: State Board of Education
FROM: Decatur Public School District #61
DATE: June 7, 2018
RE: Continuing Safety Hazard Approval

By resolution, the Board of Education has recertified the following District Safety Hazards.

| | | |
|---------|----------|----------|
| 61-89-2 | 61-05-1 | 61-06-2 |
| 61-89-3 | 61-05-2 | 61-06-3 |
| 61-89-4 | 61-05-3 | 61-06-4 |
| 61-89-5 | 61-05-4 | 61-07-01 |
| 61-89-6 | 61-05-5 | 61-07-02 |
| 61-89-7 | 61-05-6 | 61-09-01 |
| 61-90-1 | 61-05-7 | 61-09-02 |
| 61-91-1 | 61-05-8 | 61-09-03 |
| 61-01-1 | 61-05-9 | 61-10-01 |
| 61-03-1 | 61-05-10 | 61-12-01 |
| 61-04-1 | 61-05-11 | 61-12-02 |
| 61-04-2 | 61-05-12 | 61-12-03 |
| | | 61-12-04 |

Date

Secretary, Board of Education



Board of Education Decatur Public School District #61

| | |
|---|---|
| Date: June 26, 2018 | Subject: Job Descriptions: Care (Calm) Recovery Room Assistant and Student Transition Room Assistant (High School) |
| Initiated By: Dr. Paul Fregeau, Superintendent, and the Alt Ed Committee | Attachments: Job Descriptions: Care (Calm) Recovery Room Assistant and Student Transition Room Assistant (High School) |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

An Alternative Education Committee was formed and meetings began in January 2018. The purpose of the committee was to discuss areas for improvement in order to assist with the needs of those students who transition to and from the alternative setting. One of the recommendations of the committee is the creation of Care, Recovery, and Transition rooms for students at the building level. Much discussion followed on how to staff these rooms. Many ideas were considered and these two positions were the best fit. Please note, the committee received input from representatives of DEA and DFTA during the creation of these job descriptions.

The two job descriptions are titled:

- Care (Calm) Recovery Room Assistant and
- Student Transition Room Assistant (High School).

CURRENT CONSIDERATIONS:

This job descriptions have been reviewed for compliance with state and federal laws, district policies and agreements; and the alignment of the descriptions with the essential duties and expectations of the position.

| Position Titles | New Job Descriptions |
|---|---|
| Care (Calm) Recovery Room Assistant | Created new job description to the transitional needs of students to and from the alternative setting |
| Student Transition Room Assistant (High School) | Created new job description to the transitional needs of students to and from the alternative setting |

FINANCIAL CONSIDERATIONS:

This position is within budget.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Job Descriptions: Care (Calm) Recovery Room Assistant and Student Transition Room Assistant (High School) as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

TITLE: Care (Calm)/Recovery Room Assistant

QUALIFICATIONS:

1. Minimum of 60 hours of college credit. Bachelor's degree preferred.
2. Able to demonstrate effective behavior management techniques and interventions.
3. Ability to function effectively as a member of the school team.
4. Positive interpersonal skills and the ability to relate well with staff, parents, community members, and students
5. Preferred experience with trauma-informed and restorative justice practices.

REPORTS TO: Building Administration

JOB GOAL: To help students regulate their emotions/behavior and return to the regular learning environment.

PERFORMANCE RESPONSIBILITIES:

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

1. Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive.
2. Foster relationships with parents and family, volunteers, and other caring-adult mentors and program supporters in the community.
3. Promote the inclusion and acceptance of all students.
4. Assist students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior with an emphasis on successful reintegration.
5. May escort students to and from locations.
6. Attend meetings or trainings as required, with emphasis on social emotional learning.
7. Professionally interact with students, staff and the public.
8. Establish constructive relationships with students and interact with them according to individual need.
9. Provide feedback to teachers and/or administrators on students' achievement, progress, problems, and other concerns, as directed.
10. Promote good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.
11. Coach students through the process of de-escalation.
12. Support trauma informed mindfulness, and restorative justice practices.
13. Assist students in actively working on strategies to self-regulate emotions.
14. Develop and implement brain breaks for students.
15. Teach students how to identify their emotional triggers and use tools to calm themselves.

16. Document student behavior data and interventions, which may include restitutions made by students, on/off task behavior, work completion, etc.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated in accordance with provisions set forth in the collective bargaining agreement

PHYSICAL DEMANDS:

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

MENTAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

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

TITLE: Student Transition Room Assistant (Secondary)

QUALIFICATIONS:

1. Minimum of 60 hours of college credit. Bachelor's degree preferred.
2. Able to demonstrate effective behavior management techniques and interventions.
3. Ability to function effectively as a member of the school team.
4. Positive interpersonal skills and the ability to relate well with staff, parents, community members, and students.
5. Preferred experience with restorative justice practices.

REPORTS TO: Building Administration

JOB GOAL: To help students regulate their emotions/behavior, return to the learning environment and transition to and from alternative placement.

PERFORMANCE RESPONSIBILITIES:

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

1. Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive.
2. Foster relationships with parents and family, volunteers, and other caring-adult mentors and program supporters in the community.
3. Promote the inclusion and acceptance of all students.
4. May escort students to and from locations.
5. Attend meetings or trainings as required, with emphasis on trauma-informed and restorative justice practices, as well as social emotional learning.
6. Professionally interact with students, staff and the public.
7. Establish constructive relationships with students and interact with them according to individual need.
8. Provide feedback to teachers and/or administrators on students' achievement, progress, problems, and other concerns, as directed.
9. Promote good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.
10. Coach students through the process of de-escalation.
11. Support restorative justice approaches and building practices/interventions.
12. Assist students in actively working on strategies to self-regulate emotions.
13. Develop and implement peace circles/peer mediation.
14. Document student behavior data and interventions, which may include restitutions made by students, on/off task behavior, work completion, etc.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated in accordance with provisions set forth in the collective bargaining agreement

PHYSICAL DEMANDS:

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

MENTAL DEMANDS:

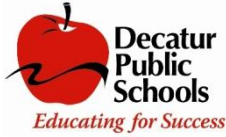
The assistant must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the assistant must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

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

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

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



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: June 26, 2018 | Subject: Proposal to Accept Bid on MHS Fence Replacement |
| Initiated By: Steven Kline, Director of Buildings and Grounds | Attachments: MHS Fence Bid Proposals |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

This proposal is for the removal of existing football field and baseball field chain-link fencing at MacArthur High School (MHS), and the replacement of the removed fencing with new black vinyl coated chain-link fence.

CURRENT CONSIDERATIONS:

The existing fencing at MHS football field is very old and dated with barbed-wiring along the top; the baseball fencing is very similar. Both football and baseball fencing are very unappealing and does not contribute to the positive image that Decatur Public Schools (DPS) is wanting to project.

Please note: The original bid specs were sent to three different fencing contractors, but only one submitted a bid.

FINANCIAL CONSIDERATIONS:

Please see attached bids for removing and replacing the existing fencing at MHS with black vinyl coated fencing.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Bid Proposal from Decatur Fence as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

MACARTHUR HIGH SCHOOL FENCE PROJECT

BID REQUEST# 1718-3

DATE: 6/15/18

COPIES TO: STEVE KLINE

AUTHORIZED PERSON OPENING BID: JOANIE WATSON - COORDINATOR OF PURCHASING

VENDOR NAME: 1) Decatur Fence 2) SK Exteriors 3) General Fence

Fence - football materials \$65,127.13 No bid per Steve Koester No Response

Fence - baseball materials \$20,721.42

Labor and Hours cost: 2000 hrs x \$96.00/hr = \$192,000.00
Football labor: \$134,400.00
Baseball labor: \$57,600.00

TOTAL: \$277,848.55

DELIVERY DATE: Football - 7 wks from date of contract
Baseball - 3 additional weeks

TERMS: See bid for details

NOTES:

FORMAL BID REQUEST



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

MacArthur High School Fence Project

Bid# 1718-3

Due Date: Monday, June 11, 2018, at 2:00 p.m.

Date: Wednesday, May 30, 2018

To:
Decatur Fence / HPL Construction
Attn: Bid Department
2150 E. Locust St.
Decatur, IL 62521

From:
Vicky Kelsheimer
Purchasing Department
Email: purchasing@dps61.org
Ph. (217) 362-3029 Fax (217) 424-3006

- | | |
|---|--|
| 1) Football Field fencing materials (see attached specifications) | \$ <u>65,127¹³</u> |
| 2) Baseball Field fencing materials (see attached specifications) | \$ <u>20,721⁴²</u> |
| 3) Labor - based on current Prevailing Wage | Qty. Hours |
| | <u>2000 x ⁹⁶</u> \$ <u>192,000⁰⁰</u> |
| Total cost of project: \$ <u>277,848⁵⁵</u> | |

Note:

Delivery/Unloading site to be determined by Steve Kline.

The District reserves the right to reject any or all bids or any portion of any proposal submitted which, in DPS#61 opinion, is not in the best interest of the District.

Please include separate itemized material list for football field fencing and baseball field fencing in your bid response.

Completion dates to be considered as part of bid.

State the best completion dates:

Football: (7) Seven weeks from date of Contract approval

Baseball: (3) additional weeks

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

State payment terms: Net 30 Days
each invoice

Materials cost at contract approval \$ 277,848⁵⁵

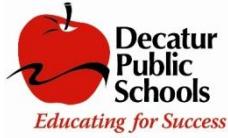
Balance upon completion = Football \$ 134,400⁰⁰

- Baseball \$ 57,600⁰⁰

277,848⁵⁵

Please direct all questions to Dan Hainline or Steve Kline at ph. 217.362.3530.

See attached Terms and Conditions (1 page)



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: June 26, 2018 | Subject: Proposal to Accept Bid on Cameras for Phase Two Buildings |
| Initiated By: Steven Kline, Director of Buildings and Grounds | Attachments: Camera Bid Proposals |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

This proposal is for the purchase of cameras for the remaining schools that were not covered in the Phase one (1) camera plan during the 2017-2018 Fiscal Year.

CURRENT CONSIDERATIONS:

Heart Technology has provided the servers, cameras and support for Phase one (1) of our camera plan for Decatur Public Schools. The Buildings and Grounds (B&G) department has the wiring pulled for French, Durfee, Dennis, Thomas Jefferson, Southeast, Garfield, and Stephen Decatur Middle School. B&G is currently working on Oak Grove and Enterprise, with Johns Hill remaining. B&G plans to have all of Phase two (2) completed with cameras installed, online and functional before the 2018-2019 school year begins. The administration recommends the acceptance of this bid from Heart Technology in order to complete Phase Two (2).

FINANCIAL CONSIDERATIONS:

Please see attached bids for supplying the needed cameras for completion of Phase two (2).

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Bid Proposal from Heart Technology on Cameras for Phase Two (2) Buildings as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

SECURITY CAMERAS FOR THE DISTRICT

BID # 17184

DATE: 6/11/18

COPIES TO: STEVE KLINE

PERSON OPENING BIDS: RANDY DOTSON - COORDINATOR OF TRANSPORTATION

| | | | |
|---|---|---|--|
| <u>VENDOR NAME:</u> | <u>1) Heart Technologies</u> | <u>5) Bodine Communications</u> | <u>3) MBB of Springfield, Inc. Dba SEA Group, Inc.</u> |
| <u>Item# AV3225PMIR Arecont Cameras:</u> <u>(Quantity: 165 each)</u> | <u>\$92,862.00</u> | <u>\$95,040.00</u> | <u>\$107,250.00</u> |
| <u>Item# IPELA SNC-EM630 Sony Cameras:</u> <u>(Quantity: 363 each)</u> | <u>\$135,362.70</u> | <u>\$144,474.00</u> | <u>\$156,090.00</u> |
| <u>SUBTOTAL:</u> | <u>\$228,224.70</u> | <u>\$239,514.00</u> | <u>\$263,340.00</u> |
| <u>SHIPPING:</u> | <u>no charge</u> | <u>no charge</u> | <u>no charge</u> |
| <u>TOTAL:</u> | <u>\$228,224.70</u> | <u>\$239,514.00</u> | <u>\$263,340.00</u> |
| <u>DELIVERY DATE:</u> | <u>July 18, 2018 based on stock</u> | <u>5 weeks</u> | <u>4-5 weeks</u> |
| <u>TERMS:</u> | <u>50% down payment</u> <u>50% upon delivery</u> | <u>Net 30 Days</u> | <u>Net 30 Days</u> |
| <u>NOTES:</u> | _____ | <u>Alternate provided to the</u> <u>Sony Camera but alternates</u> <u>are not being evaluated.</u> | <u>Alternate provided to the</u> <u>Arecont Camera but alternates</u> <u>are not being evaluated.</u> |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| <u>RANKING OF BIDS:</u> | <u># 1</u> | <u># 2</u> | <u># 3</u> |

| | | | | |
|--|---|---|---|---------------------------------------|
| <u>4) North American Video New Jersey</u> | <u>5) Bennett Electronics</u> | <u>6) Barbeck Communications</u> | <u>7) Adapttosolve.inc Georgia</u> | <u>8) Springfield Electric</u> |
| <u>\$131,505.00</u> | <u>\$106,425.00</u> | <u>\$101,475.00</u> | <u>\$98,835.00</u> | <u>No Bid</u> |
| <u>\$136,488.00</u> | <u>\$170,610.00</u> | <u>\$179,685.00</u> | <u>\$205,095.00</u> | |
| <u>\$267,993.00</u> | <u>\$277,035.00</u> | <u>\$281,160.00</u> | <u>\$303,930.00</u> | |
| <u>no charge</u> | <u>no charge</u> | <u>no charge</u> | <u>no charge</u> | |
| <u>\$267,993.00</u> | <u>\$277,035.00</u> | <u>\$281,160.00</u> | <u>\$303,930.00</u> | |
| <u>none stated</u> | <u>2-3 week lead for Arecont</u> <u>4-5 week lead for Sony</u> | <u>7-8 week lead for Arecont</u> <u>1-2 week lead for Sony</u> | <u>End of June 2018</u> | |
| <u>Net 30 Days</u> | <u>Net 30 Days</u> <u>\$5,000.00 cash discount if</u> <u>paid within 20 days of delivery</u> | <u>Net 30 Days</u> | <u>Net 30 Days</u> | |
| _____ | _____ | <u>See limited warranty info</u> | <u>3 year warranty</u> | |
| _____ | _____ | _____ | _____ | |
| _____ | _____ | _____ | _____ | |
| <u># 4</u> | <u># 5</u> | <u># 6</u> | <u># 7</u> | |

SECURITY CAMERAS FOR THE DISTRICT

9) Midwest Integrated Solutions

\$108,611.25

\$205,095.00

\$313,706.25

\$2,000.00

\$315,706.25

23-Jul-18

Net 30 Days, 2% 10

This bid was sent via email
and therefore was not sealed
and cannot be evaluated.

10) Presidio

\$99,825.00

\$134,364.45

\$234,189.45

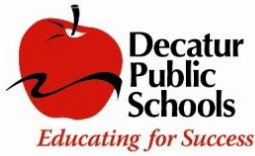
\$400.00

\$234,589.45

2 weeks partial ARO
the rest within 8 weeks

Net 30 Days

This bid was sent via email
and therefore was not sealed
and cannot be evaluated.



Board of Education Decatur Public School District #61

| | |
|---|---|
| Date: June 26, 2018 | Subject: Approval of Board of Education Policies |
| Initiated By: Todd Covault, EdD, Chief Operational Officer | Attachments: Updated Policies <ul style="list-style-type: none"> • Section 02 – School Board • Section 04 – Operational Services • Section 05 – Professional Personnel • Section 06 – Instruction • Section 07 – Students • Section 08 – Community Relations |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

Administrative staff regularly reviews Board policies to make adjustments based on current practices, needed changes to practices, and updates to reflect changes associated with new laws. The policies are reviewed and the respective administrator is responsible for bringing recommendations to the Superintendent, the District Leadership Team, and the Board of Education.

CURRENT CONSIDERATIONS:

The following policies were presented to the Board as a first reading on June 12th and are now being presented for approval:

- 2:170 – *School Board – Procurement of Architectural, Engineering, and Land Services*
- 2:230 – *School Board – Public Participation at Board of Education Meetings and Petitions to the Board*
- 4:140 – *Operational Services - Waiver of Student Fees*
- 5:240 – *Professional Personnel – Suspension Without Pay*
- 5:290 – *Educational Support Personnel – Employment Termination and Suspensions*
- 6:60 – *Instruction – Curriculum Content*
- 6:120 – *Instruction – Education of Children with Disabilities*
- 6:130 – *Instruction – Program for the Gifted*
- 6:230 – *Instruction – Library Media Program*
- 6:250 – *Instruction – Community Resource Persons and Volunteers*
- 7:330 – *Students – Student Use of Buildings – Equal Access*
- 8:25 – *Community Relations – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Updates to School Board Policies from Section 02 – School Board, Section 04 – Operational Services, Section 05 – Professional Personnel, Section 06 – Instruction, Section 07 – Students and Section 08 – Community Relations as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

School Board

Procurement of Architectural, Engineering, and Land Surveying Services

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: Shively v. Belleville Township High School District 201, 329 Ill.App.3d 1556 (5th Dist. 2002), *appeal denied*.
40 U.S.C. §541.
50 ILCS 510/, Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.

ADOPTED: January 14, 1997

REVISED: June 22, 2004
April 14, 2009
May 22, 2012
August 26, 2014
June 26, 2018

School Board

Public Participation at Board of Education Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to three (3) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than three (3) minutes.
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regular Board packet.

LEGAL REF.: 5 ILCS 120/2.06.

CROSS REF.: 2:220, 8:10, 8:30

ADOPTED: June 10, 1997

REVISED: March 2008
April 14, 2009
August 26, 2014
April 24, 2018
June 26, 2018

Operational Services

Waiver of Student Fees

The Superintendent or designee will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent or designee will recommend to the Board of Education which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Non-resident students attending a Macon-Piatt program shall pay the fee to the appropriate resident school.

Administration shall annually recommend an appropriate tuition fee for participation in the non-grant funded Pre-Kindergarten programs. Students who qualify for the free lunch program shall have their respective tuition fees waived. Students who qualify for the reduced lunch program shall have their respective tuition fees reduced by 50%.

Notification

The Superintendent or designee shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days.

The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee may notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

ADOPTED: May 27, 1997

REVISED: May 27, 2008
May 22, 2012
August 6, 2013
May 13, 2014
August 5, 2014
June 26, 2018

Professional Personnel

Suspension Without Pay

The School Board may as a disciplinary measure suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a DEA bargaining unit member as provided in the DEA collective bargaining agreement. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The School Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a School Board hearing to suspend a teacher without pay.

The Superintendent or designee shall meet with the employee to present the allegations and give the professional employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation;
or

2. Remove the employee as recommended by DCFS; proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent or designee will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).
105 ILCS 5/24-12.
325 ILCS 5/7.4(c-10).
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).
Massie v. East St. Louis School District No.189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: November 2007

REVISED: May 2008
March 13, 2012
October 28, 2014
June 26, 2018

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any, or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent or designee is responsible for making dismissal recommendations to the School Board consistent with the School Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent or designee is authorized to suspend an employee without pay as disciplinary measure, pursuant to the applicable contract, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent or designee's judgment, the employee's presence is detrimental to the District.

A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee, with an employment contract for a definite term, is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation;
or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent or designee will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED: June 10, 1997

REVISED: March 14, 2006
April 8, 2008
March 13, 2012
October 28, 2014
August 11, 2015
October 13, 2015
June 26, 2018

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more below their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for those students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate instruction for Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent or designee, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Reentering-Students and Course Substitution*, and 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a., 20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5 5/27-7,
5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27
20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10,
5/27-24.2, 435/, and 110/3.
625 ILCS 5/6 408.5.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of
Division J.
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: February 25, 1997

REVISED: October 27, 1998
March 23, 1999
February 27, 2007
December 9, 2008
August 7, 2012
January 27, 2015
January 12, 2016
January 10, 2017
January 9, 2018
June 26, 2018

Instruction

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

20 U.S.C §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §12101 et seq., Americans With Disabilities Act.

34 C.F.R. §300.

105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: February 27, 2007

REVISED: December 9, 2008
June 26, 2012
January 27, 2015
June 26, 2018

Instruction

Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board of Education concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.

The School Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227.

CROSS REF: 6:135 (Accelerated Placement Program)

ADOPTED: February 25, 1997

REVISED: August 7, 2012
January 27, 2015
April 26, 2016
June 26, 2018

Instruction

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED: June 24, 1997

REVISED: February 27, 2007
December 9, 2008
June 12, 2012
January 27, 2015
June 26, 2018

Instruction

Community Resource Persons and Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender* as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure To Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law. 730
ILCS 154/75 et seq., Murderer and Violent Offender Against Youth
Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth
Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening;
Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties
and Qualifications), 8:30 (Visitors to and Conduct on School Property) 8:95
(Parental Involvement)

ADOPTED: March 11, 1997

REVISED: March 10, 1998
February 26, 2002
November 25, 2003
January 27, 2015
June 26, 2018

Students

Student Use of Buildings - Equal Access

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for non-curricular student groups, clubs, or organizations to meet. *Non-instructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *Non-curricular student groups* are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.: 20 U.S.C. §4071 et seq., Equal Access Act
Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).
Gernetzke v. Kenosha Unified School Dist. No. 1, 274 F.3d 464 (7th Cir. 2001),
cert. denied, 535 U.S. 1017.

CROSS REF.: 7:10 (Equal Education Opportunities), 8:20 (Community Use of School Facilities)

ADOPTED: July 8, 1997

REVISED: November 12, 2003
November 8, 2005
December 9, 2008
November 19, 2012
January 08, 2013
January 27, 2015
June 26, 2018

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent or designee, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 1295 (7th Cir. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: July 8, 1997

REVISED: September 12, 2006
February 12, 2013
October 28, 2014
June 26, 2018



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: June 26, 2018 | Subject: Personnel Action |
| Initiated By: Deanne Hillman, Director of Human Resources, and the Human Resources Department | Attachments: 9 Pages of Personnel Action |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

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

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
Fr: Deanne Hillman
Human Resources Director
Date: June 21, 2018
Board Date: June 26, 2018
Re: Personnel Action

ELEMENTARY DISCRETIONARY FUNDS

| <u>Teacher</u> | <u>Activity</u> | <u>Location</u> | <u>Total Payment Not to Exceed:</u> |
|----------------|-----------------|-----------------|---|
| Eduardo Lozano | Art Club | Garfield | \$500.00 |

EMPLOYMENT RECOMMENDATIONS

TEACHERS:

| Name | Position | Effective Date |
|-------------------|--|-----------------|
| Angel Allen | General Music, TBD | August 13, 2018 |
| Ashley Atchason | Grade 6, Muffley | August 13, 2018 |
| Kimberly Berg | Cross Categorical, Hope Academy | August 13, 2018 |
| Michelle Davis | ESL, Johns Hill (<i>Pending Licensure</i>) | August 13, 2018 |
| Stefanie Davis | HS/MS Choir, Eisenhower/Thomas Jefferson | August 13, 2018 |
| Mary Evans | Kindergarten, South Shores | August 13, 2018 |
| Susan Fleming | MS Language Arts, Hope Academy | August 13, 2018 |
| Alicsa Gruenewald | Grade 1, Oak Grove | August 13, 2018 |
| Melissa Horton | Kindergarten, Durfee | August 13, 2018 |
| Jamie Michl | Grade 5, Hope Academy | August 13, 2018 |
| Cindee Noel | Grade 6, French Academy (<i>Pending Licensure</i>) | August 13, 2018 |
| Amanda Werkheiser | Grade 1, Oak Grove | August 13, 2018 |

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

CUSTODIANS:

| Name | Position | Effective Date |
|----------------|---|----------------|
| Derek Brown | 2nd Shift Custodian, Enterprise/MacArthur | June 18, 2018 |
| Amanda Francis | 2nd Shift Custodian, Franklin/MacArthur | June 18, 2018 |

SUMMER SCHOOL**TEACHER:**

| Name | Position | Effective Date |
|-------------------|-------------------------------|----------------|
| Nicole Cunningham | English, Session 2, MacArthur | July 2, 2018 |

TRANSFERS**TEACHERS:**

| Name | Position | Effective Date |
|-----------------|--|-----------------|
| Sara Bodzin | From Grade 6, Durfee to MS English Language Arts, Dennis | August 13, 2018 |
| Megan Flanigan | From Social Studies, Phoenix Academy to Social Studies, Thomas Jefferson | August 13, 2018 |
| Lori Griffy | From Social Worker, French to Social Worker, Enterprise | August 13, 2018 |
| Jill Headrick | From Grade 3, Oak Grove to Grade 2, Oak Grove | August 13, 2018 |
| Lisa Landacre | From Grade 2, South Shores to Grade 2, Parsons | August 13, 2018 |
| Jamie Mansfield | From Social Studies, Thomas Jefferson to Careers, Thomas Jefferson | August 13, 2018 |

RESIGNATIONS**ADMINISTRATOR:**

| Name | Position | Effective Date |
|-----------------|---|----------------|
| Deloris Brown | Principal, Stephen Decatur | July 6, 2018 |
| Michael J Dugan | Assistant Superintendent, Keil Building | June 30, 2018 |

TEACHERS:

| Name | Position | Effective Date |
|----------------------|--|-----------------|
| Christopher DeSanto | Math, Eisenhower | August 10, 2018 |
| Ashley Garrett | Grade 2, Oak Grove | June 13, 2018 |
| Frances Godfrey | Social Worker, Enterprise | June 15, 2018 |
| Gregory Rogers | MS Physical Education, Hope Academy | June 21, 2018 |
| Kimberly Scheuermann | Alternative Classroom Teacher, Phoenix Academy | June 22, 2018 |

ADMINISTRATIVE SUPPORT:

| Name | Position | Effective Date |
|-------------------|---------------------------------|----------------|
| Joseph Arndt | Educational Media Support 1, IT | June 29, 2018 |
| Suzannah Crutcher | Coordinator, IT | June 30, 2018 |

CUSTODIAN:

| Name | Position | Effective Date |
|--------------|--------------------------|----------------|
| Tonya Murphy | 1st Shift Custodian, PDI | July 27, 2018 |

OUTREACH PERSONNEL:

| Name | Position | Effective Date |
|---------------|----------------------------------|----------------|
| Kameron Smith | Family Liaison, Thomas Jefferson | May 10, 2018 |

SCHEDULE B:

| Name | Position | Effective Date |
|---------------------|---|----------------|
| Larry Eastin | Middle School Girls Basketball Coach, Johns Hill | May 18, 2018 |
| Alexsandra Reynolds | High School Assistant Girls Soccer Coach, MacArthur | May 31, 2018 |

| | | |
|-------------------|--|---------------|
| Alexander Wegmann | High School Girls Head Soccer Coach, MacArthur | June 11, 2018 |
|-------------------|--|---------------|

COMPENSATION RECOMMENDATIONS:

- The following staff members should be compensated for participating in TEAMS Spring 2018 during May 2018 at PDI:

| | | | |
|-----------------|----------|----------------------|------------|
| Pamela Blades | \$660.00 | Jessica Niebrugge | \$660.00 |
| Merijha Branson | \$660.00 | Allison Brinkoetter | \$660.00 |
| Melissa Cripe | \$660.00 | Diane Orr | \$660.00 |
| Lindsey Fuller | \$660.00 | Benjamin Steele | \$660.00 |
| Cathalyn Jones | \$660.00 | JoBeth Sweeney | \$660.00 |
| Carolynn Keizer | \$660.00 | Colleen Veitengruber | \$660.00 |
| Sara Kennedy | \$660.00 | Phillip Winecke | \$660.00 |
| Alycia Moery | \$660.00 | Stacy Witts | \$660.00 |
| Tisha Neeley | \$660.00 | Sarah Andrews | \$1,500.00 |

- The following staff member should be compensated **\$900.00** for participating in EHS Spring Musical Production 2018 on April 27 & 28, 2018 at EHS:

Brian Lonergan

- The following staff members should be compensated for participating in Daily 5 Cafe New Teachers on February 17, 2018 at Harris:

| | | | |
|--------------|---------|----------------|----------|
| Ashley Falk | \$50.00 | Ashton Doty | \$50.00 |
| Stacey Long | \$50.00 | Autumn Lourash | \$50.00 |
| Carie Hughes | \$50.00 | Molly Miller | \$100.00 |
| Holly Kitson | \$50.00 | | |

- The following staff members should be compensated for participating in Daily 5 Cafe New Teachers on March 10, 2018 at Harris:

| | | | |
|-----------------|----------|----------------|---------|
| Molly Miller | \$100.00 | Autumn Lourash | \$50.00 |
| Ashley Falk | \$50.00 | Carol Dance | \$50.00 |
| Stacey Long | \$50.00 | Holly Kitson | \$50.00 |
| Carie Hughes | \$50.00 | Ashton Doty | \$50.00 |
| Cara Shingleton | \$50.00 | | |

- The following staff members should be compensated **\$100.00** for participating in Grades 2-3 Go Math! Initial Implementation Training on June 7, 2018 at PDI:

| | |
|-------------------|----------------|
| Kelly Allen-Smith | Alycia Moery |
| Tricia Athey | Sheree Park |
| Linda Burnham | Kristin Price |
| Melissa Duff | Jill Robertson |
| Patty Elam | Dawn Rose |
| Kathy Fornear | Julie Ryan |

Kay Green
Ashley Guntle
Jill Headrick
Ann Kirkpatrick
Sue Krause
Lisa Landacre
Olivia Mannlein
Stephanie Meis

Carrie Sager
Tracy Sexton-Long
Brooke Taylor
Colleen Veitengruber
Vernadene Wells
Courtney Kerley
Tamara McCormick
Teri Maple

- The following staff members should be compensated for participating in K-1 Go Math! Initial Implementation Training on June 7, 2018 at PDI:

| | | | |
|---------------------|----------|-------------------|----------|
| Sara Barnett | \$100.00 | Sara Kelly | \$100.00 |
| Annette Belue | \$100.00 | Cassandra Mann | \$100.00 |
| Pamela Blades | \$100.00 | Glenna McKenzie | \$100.00 |
| Merijha Branson | \$100.00 | Tarika Mootrey | \$100.00 |
| Paula Busboom | \$50.00 | Alexandra Nichols | \$100.00 |
| Jessica Cameron | \$100.00 | Diane Orr | \$100.00 |
| Natalie Click | \$100.00 | Erin Miller | \$100.00 |
| Melissa Cripe | \$100.00 | Rajillia Sullivan | \$100.00 |
| Jennifer Kapchinske | \$100.00 | Carl Williams | \$100.00 |
| Rhonda Ganley | \$100.00 | Robert Winters | \$100.00 |
| Macie Gillis | \$100.00 | Lacy Wood | \$100.00 |
| Heather Groves | \$100.00 | Allison Chumbley | \$100.00 |
| Sarah Hott | \$100.00 | Stacey Williams | \$100.00 |
| Abigail Jordan | \$100.00 | Kelli Murray | \$200.00 |
| Jill Keller | \$100.00 | | |

- The following staff members should be compensated **\$100.00** for participating in Grades 2-3 6 Traits Writing Initial Implementation Training on June 12, 2018 at PDI:

| | |
|-----------------|-------------------|
| Kathy Fornear | Kristin Price |
| Kay Green | Tracy Sexton-Long |
| Ann Kirkpatrick | Vernadene Wells |
| Lisa Landacre | Stacey Wilson |
| Olivia Mannlein | JoAnn Thompson |

- The following staff members should be compensated for participating in K-1 Initial Implementation Training on June 12, 2018 at PDI:

| | | | |
|---------------|----------|-------------------|----------|
| Sara Barnett | \$100.00 | Jill Keller | \$100.00 |
| Kelsey Beck | \$100.00 | Sara Kelly | \$100.00 |
| Annette Belue | \$100.00 | Roxann Kennedy | \$100.00 |
| Pamela Blades | \$100.00 | Clarice Lancaster | \$100.00 |
| Amy Brown | \$100.00 | Glenna McKenzie | \$100.00 |
| Paula Busboom | \$50.00 | Erin Miller | \$100.00 |
| Melissa Cripe | \$100.00 | Tarika Mootrey | \$100.00 |

| | | | |
|---------------------|----------|-------------------|----------|
| Taryn Diaz | \$100.00 | Alexandra Nichols | \$100.00 |
| Jennifer Kapchinske | \$100.00 | Diane Orr | \$100.00 |
| Jodi Folmsbee | \$100.00 | Amanda Roberts | \$100.00 |
| Kayla Fleming | \$100.00 | Rajillia Sullivan | \$100.00 |
| Rhonda Ganley | \$100.00 | Juanita Williams | \$100.00 |
| Macie Gillis | \$100.00 | Lacy Wood | \$100.00 |
| Heather Groves | \$100.00 | Allison Chumbley | \$100.00 |
| Tonya Kates | \$100.00 | Stacey Williams | \$100.00 |

- The following staff members should be compensated **\$100.00** for participating in K-1 6 Traits Initial Implementation Training on June 13, 2018 at PDI:

| | |
|----------------|------------------|
| Sarah Brice | William Pitts |
| Kelsea Hirsch | Christine Seaver |
| Sarah Hott | Kimberly Smith |
| Cassandra Mann | Robert Winters |
| Rebekah Novak | April Parpart |

- The following staff members should be compensated **\$100.00** for participating in Grades 4-5 6 Traits Writing Initial Implementation Training on June 13, 2018 at PDI:

| | |
|----------------|------------------|
| Sheryl Austin | Carol Dance |
| Debbie Boerger | Lindsey Fuller |
| Michelle Brown | Heather Herron |
| Tami Browning | Carolynn Keizer |
| Linda Burnham | Andrea Robertson |
| Elizabeth Case | Barb Scarlett |
| Bobbi Clark | Greg Smith |

- The following staff members should be compensated **\$100.00** for participating in Grades 4-5 Go Math! Training on June 7, 2018 at PDI:

| | |
|----------------|------------------|
| Sheryl Austin | Cathalyn Jones |
| David Behm | Ashley Kaczynski |
| Debbie Boerger | Carolynn Keizer |
| Michelle Brown | April Parpart |
| Tami Browning | Andrea Robertson |
| Elizabeth Case | Gregory Smith |
| Bobbi Clark | Kristina Sommer |
| Carol Dance | JoBeth Sweeney |
| Lindsey Fuller | Jennifer Theis |
| Heather Herron | Morgan Wolter |

- The following staff members should be compensated **\$100.00** for participating in Grades 6-8 Go Math! Training on June 8, 2018 at PDI:

| | |
|------------------|--------------|
| Jackalyn Creason | Angie Mann |
| Kathryn Gibbons | Tami Roberts |

Greg Green
Matt Grossman
Rebecca Harman
Sarah Jones

Crystal Rora
Jacqueline Sierra
Todd Garner

- The following staff member should be compensated **\$331.00** for participating in Math Training & Scope and Sequence on June 8 & 11, 2018 at PDI:
Kelli Murray

- The following staff members should be compensated **\$100.00** for participating in CPI Initial Training on June 5, 2018 at PDI:

JoAnn Thompson
Brent Camillo

Sara Bodzin

- The following staff members should be compensated **\$50.00** for participating in CPI Refresher Training on June 11, 2018 at PDI:

Cynthia Bean
Sabrina Barnett
Sarah Brice

Amy Brown
Karrie Anderson-Bird

- The following staff member should be compensated **\$924.00** for participating in Curriculum Design Training from June 4-8, 2018 at PDI:
Rhonda Cox

- The following staff members should be compensated for participating in Baum Leadership Planning on June 12, 2018 at Baum:

| | | | |
|------------------|----------|--------------|----------|
| Robert Winters | \$100.00 | Katie Hill | \$100.00 |
| Joni Grubbs | \$100.00 | Nicole Ekiss | \$50.00 |
| Jackalyn Creason | \$100.00 | | |

- The following staff members should be compensated **\$50.00** for participating in Instruction Leadership Team on June 18, 2018 at EHS:

Elizabeth Brinkoetter
Katie Busch
Hannah Lybarger

Samantha Stark
Penny Dunning
Lynette Rotramel

- The following staff members should be compensated for participating in Healthy Community Grant Amazing Dudley Magic Show on April 12, 2018 at Oak Grove:

| | | | |
|---------------|---------|------------|---------|
| Ashley Ridley | \$66.00 | Megan Holt | \$74.25 |
|---------------|---------|------------|---------|

- The following staff members should be compensated **\$100.00** for participating in Planning For Building Wide Incentives and Behavior Plan on June 19, 2018 at Muffley:

Melissa Cripe
Megan Hull

Vanessa Kelson

- The following staff members should be compensated for participating in School Improvement Planning from June 11-19, 2018 at Harris:

| | | | |
|----------------|----------|-------------|----------|
| Michelle Nixon | \$150.00 | Stacey Long | \$100.00 |
| Tracy Long | \$200.00 | | |
- The following staff members should be compensated **\$50.00** for participating in CPI Refresher on June 4, 2018 at PDI:

| | | | |
|----------------------|--|-----------------|--|
| Karrie Anderson-Bird | | Connie Kinsella | |
| Colleen Beaver | | Dottie Nisbet | |
| Dawn Camacho | | Krista Veech | |
- The following staff member should be compensated **\$99.00** for participating in CPI Instruction on June 4, 2018 at Macon Piatt:

Stacy Benda
- The following staff member should be compensated **\$100.00** for participating in Interpreter Training on June 8 & 11, 2018 at Pershing:

Abigail Christensen
- The following staff members should be compensated for participating in High School Social Studies Electives Curriculum Work on June 11 & 18, 2018 at PDI:

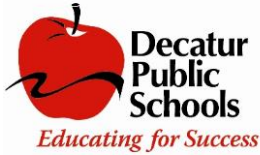
| | | | |
|------------|----------|----------------|----------|
| Stuart Leo | \$396.00 | Megan Flanigan | \$429.00 |
| James Horn | \$396.00 | | |
- The following staff members should be compensated for participating in K-2 Handwriting on June 18, 2018 at PDI:

| | | | |
|----------------|---------|-------------------|----------|
| Annette Belue | \$50.00 | Roxann Kennedy | \$50.00 |
| Sarah Brice | \$50.00 | Clarice Lancaster | \$50.00 |
| Amy Brown | \$50.00 | Lisa Landacre | \$50.00 |
| Melissa Cripe | \$50.00 | Cassandra Mann | \$50.00 |
| Taryn Diaz | \$50.00 | Julia Mower | \$50.00 |
| Kayla Fleming | \$50.00 | Alexandra Nichols | \$50.00 |
| Macie Gillis | \$50.00 | Rebekah Novak | \$50.00 |
| Heather Groves | \$50.00 | Diane Orr | \$50.00 |
| Ashley Guntle | \$50.00 | Jill Robertson | \$50.00 |
| Denita Hentz | \$50.00 | Tracy Sexton-Long | \$50.00 |
| Tonya Kates | \$50.00 | Vernadene Wells | \$50.00 |
| Jill Keller | \$50.00 | Julie Turner | \$100.00 |
| Sara Kelly | \$50.00 | Robert Winters | \$50.00 |
| Vanessa Kelson | \$50.00 | Juanita Williams | \$50.00 |
- The following staff members should be compensated for participating in Leadership Meeting on June 1, 8 & 15, 2018 at French:

| | | | |
|----------------|----------|---------------|----------|
| Sara Kelly | \$100.00 | Maria Wiggins | \$100.00 |
| Cathalyn Jones | \$150.00 | | |

- The following staff members should be compensated for participating in Healthy Community Grant Family Dance Night on March 1, 2018 at Oak Grove:

| | | | |
|----------------|---------|-----------------|---------|
| Paul Marconi | \$99.00 | Nicole Cook | \$50.22 |
| Megan Holt | \$99.00 | Kathryn Rodgers | \$66.00 |
| Karissa Tucker | \$99.00 | Ashley Ridley | \$82.50 |



Board of Education Decatur Public School District #61

| | |
|--|---|
| Date: June 26, 2018 | Subject: Resolutions Authorizing the Honorable Dismissal of Five (5) Decatur Public School District 61 Educational Support Personnel |
| Initiated By: Deanne Hillman, Director of Human Resources | Attachments: Resolution Documents |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

In the spring of 2018, DPS submitted Request for Proposals (RFPs) to ISBE for three competitive early childhood grants: Prevention Initiative (for children 0-3), Preschool for All, and Preschool for All Expansion. Prior to the competitive grant process initiated this year by ISBE, most of the early childhood grants that DPS received were formulary resulting in more stability and guarantees from year to year for the funding. Currently, DPS receives funding from all of the grants mentioned. Our Prevention Initiative grant was not selected for funding.

The Prevention Initiative grant supports the salaries of one (1) Lead Parent Educator and four (4) Parent Educators. The employees are classified as either administrative support or outreach personnel and are not in a collective bargaining unit.

CURRENT CONSIDERATIONS:

The district proposes the honorable dismissal of one (1) Lead Parent Educator/Parent Educator and four (4) Parent Educators.

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education to approve these Five (5) Resolutions (one (1) Lead Parent Educator and four (4) Parent Educators) as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

**RESOLUTION REFERENCE THE HONORABLE DISMISSAL OF CERTAIN
EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Decatur Public School District No. 61, upon request, has received reports and recommendations from members of the District's administrative staff regarding educational support personnel staffing for the 2018-2019 school year; and

WHEREAS, the reports and recommendations so received have been considered, studied and accepted by the Board of Education; and

WHEREAS, the Board of Education previously transferred one (1) Lead Parent Educator into a Parent Educator position, whose transfer has not yet taken effect but will be effective July 1, 2018; and

WHEREAS, the Board of Education finds and determines that, as a result of sound financial and educational planning, it is in the best interest of Decatur Public School District No. 61 to honorably reduce the employment status of one (1) Lead Parent Educator/Parent Educator employee (224 days, 7 hours per day) to one (1) Truants Alternative and Optional Education Program (TAOEP) Caseworker employee (200 days, 8 hours per day) for the 2018-2019 school year, including any extra-duty assignments and corresponding stipends for the 2018-2019 school year and thereafter;

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

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

Section 2. That the employment status of one (1) Lead Parent Educator/Parent Educator employee is reduced to a Truants Alternative and Optional Education Program (TAOEP)

Caseworker (200 days, 8 hours per day) for the 2018-2019 school year; said honorable reduction to be effective as August 10, 2018.

Section 3. That the assignments and responsibilities of ABBY DELONG shall be reduced from Lead Parent Educator/Parent Educator employee to a Truants Alternative and Optional Education Program (TAOEP) Caseworker employee (200 days, 8 hours per day).

Section 4. That for the 2018-2019 school year, ABBY DELONG shall be paid wages consistent with the pay of other Truants Alternative and Optional Education Program (TAOEP) Caseworker employees of like rank and responsibility and hours (\$22.47 per hour).

Section 5. The Superintendent is hereby directed and authorized to prepare a written notice of honorable dismissal for signature by the President and Secretary of the Board of Education; that following the signing of said written notice, the Superintendent is hereby directed and authorized to mail said notice to ABBY DELONG by regular mail and to additionally deliver to ABBY DELONG said notice by one of the following methods:

1. By personally serving said notice on the above-referenced employee and receiving a receipt for such notice signed by the employee, so that the said ABBY DELONG receives said notice at least thirty (30) days before August 10, 2018, or
2. By sending to the above-referenced employee a copy of said written notice by certified mail, return receipt requested, so that the said ABBY DELONG receives said notice at least thirty (30) days before August 10, 2018.

Section 6. This Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 26th day of June, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

Secretary, Board of Education

**RESOLUTION REFERENCE THE HONORABLE DISMISSAL
OF CERTAIN EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Decatur Public School District No. 61, upon request, has received reports and recommendations from members of the District's administrative staff regarding educational support personnel staffing for the 2018-2019 school year; and

WHEREAS, the reports and recommendations so received have been considered, studied and accepted by the Board of Education; and

WHEREAS, the Board of Education finds and determines that, as a result of sound financial and educational planning, it is in the best interest of Decatur Public School District No. 61 that there be a decrease in the number of educational support personnel, resulting in the honorable dismissal of one (1) Parent Educator employee for the 2018-2019 school year, including any extra-duty assignments and corresponding stipends for the 2018-2019 school year and thereafter;

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

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

Section 2. As a result of the decrease in the number of educational support personnel for the 2018-2019 school year, ELIZABETH KARAKACHOS is hereby honorably dismissed as an employee in and for this District; said honorable dismissal to be effective as of August 10, 2018.

Section 3. Any extra-duty assignments and corresponding stipends of ELIZABETH KARAKACHOS are hereby terminated effective as of August 10, 2018.

Section 4. The Superintendent is hereby directed and authorized to prepare a written notice of honorable dismissal for signature by the President and Secretary of the Board of Education; that following the signing of said written notice, the Superintendent is hereby directed and authorized to mail said notice to ELIZABETH KARAKACHOS by regular mail and to additionally deliver to ELIZABETH KARAKACHOS said notice by one of the following methods:

1. By personally serving said notice on the above-referenced employee and receiving a receipt for such notice signed by the employee, so that the said ELIZABETH KARAKACHOS receives said notice at least thirty (30) days before August 10, 2018, or
2. By sending to the above-referenced employee a copy of said written notice by certified mail, return receipt requested, so that the said ELIZABETH KARAKACHOS receives said notice at least thirty (30) days before August 10, 2018.

Section 5. This Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 26th day of June, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

Secretary, Board of Education

CERTIFICATION

I, Melissa Bradford, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on June 26, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____,

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

Dated this ____ day of _____, 2018.

Secretary, Board of Education

**RESOLUTION REFERENCE THE HONORABLE DISMISSAL
OF CERTAIN EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Decatur Public School District No. 61, upon request, has received reports and recommendations from members of the District's administrative staff regarding educational support personnel staffing for the 2018-2019 school year; and

WHEREAS, the reports and recommendations so received have been considered, studied and accepted by the Board of Education; and

WHEREAS, the Board of Education finds and determines that, as a result of sound financial and educational planning, it is in the best interest of Decatur Public School District No. 61 that there be a decrease in the number of educational support personnel, resulting in the honorable dismissal of one (1) Parent Educator employee for the 2018-2019 school year, including any extra-duty assignments and corresponding stipends for the 2018-2019 school year and thereafter;

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

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

Section 2. As a result of the decrease in the number of educational support personnel for the 2018-2019 school year, KIONA WALDROP is hereby honorably dismissed as an employee in and for this District; said honorable dismissal to be effective as of August 10, 2018.

Section 3. Any extra-duty assignments and corresponding stipends of KIONA WALDROP are hereby terminated effective as of August 10, 2018.

Section 4. The Superintendent is hereby directed and authorized to prepare a written notice of honorable dismissal for signature by the President and Secretary of the Board of Education; that

following the signing of said written notice, the Superintendent is hereby directed and authorized to mail said notice to KIONA WALDROP by regular mail and to additionally deliver to KIONA WALDROP said notice by one of the following methods:

1. By personally serving said notice on the above-referenced employee and receiving a receipt for such notice signed by the employee, so that the said KIONA WALDROP receives said notice at least thirty (30) days before August 10, 2018, or
2. By sending to the above-referenced employee a copy of said written notice by certified mail, return receipt requested, so that the said KIONA WALDROP receives said notice at least thirty (30) days before August 10, 2018.

Section 5. This Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 26th day of June, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

Secretary, Board of Education

CERTIFICATION

I, Melissa Bradford, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on June 26, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____,

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

Dated this ____ day of _____, 2018.

Secretary, Board of Education

**RESOLUTION REFERENCE THE HONORABLE DISMISSAL OF
CERTAIN EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Decatur Public School District No. 61, upon request, has received reports and recommendations from members of the District's administrative staff regarding educational support personnel staffing for the 2018-2019 school year; and

WHEREAS, the reports and recommendations so received have been considered, studied and accepted by the Board of Education; and

WHEREAS, the Board of Education finds and determines that, as a result of sound financial and educational planning, it is in the best interest of Decatur Public School District No. 61 that there be a decrease in the number of educational support personnel, resulting in the honorable dismissal of one (1) Parent Educator employee for the 2018-2019 school year, including any extra-duty assignments and corresponding stipends for the 2018-2019 school year and thereafter;

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

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

Section 2. As a result of the decrease in the number of educational support personnel for the 2018-2019 school year, MEGAN VACA is hereby honorably dismissed as an employee in and for this District; said honorable dismissal to be effective as of August 10, 2018.

Section 3. Any extra-duty assignments and corresponding stipends of MEGAN VACA are hereby terminated effective as of August 10, 2018.

Section 4. The Superintendent is hereby directed and authorized to prepare a written notice of honorable dismissal for signature by the President and Secretary of the Board of Education; that following the signing of said written notice, the Superintendent is hereby directed and authorized to mail said notice to MEGAN VACA by regular mail and to additionally deliver to MEGAN VACA said notice by one of the following methods:

1. By personally serving said notice on the above-referenced employee and receiving a receipt for such notice signed by the employee, so that the said MEGAN VACA receives said notice at least thirty (30) days before August 10, 2018, or
2. By sending to the above-referenced employee a copy of said written notice by certified mail, return receipt requested, so that the said MEGAN VACA receives said notice at least thirty (30) days before August 10, 2018.

Section 5. This Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 26th day of June, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

Secretary, Board of Education

CERTIFICATION

I, Melissa Bradford, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on June 26, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____,

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

Dated this ____ day of _____, 2018.

Secretary, Board of Education

**RESOLUTION REFERENCE THE HONORABLE DISMISSAL
OF CERTAIN EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Decatur Public School District No. 61, upon request, has received reports and recommendations from members of the District's administrative staff regarding educational support personnel staffing for the 2018-2019 school year; and

WHEREAS, the reports and recommendations so received have been considered, studied and accepted by the Board of Education; and

WHEREAS, the Board of Education finds and determines that, as a result of sound financial and educational planning, it is in the best interest of Decatur Public School District No. 61 that there be a decrease in the number of educational support personnel, resulting in the honorable dismissal of one (1) Parent Educator employee for the 2018-2019 school year, including any extra-duty assignments and corresponding stipends for the 2018-2019 school year and thereafter;

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

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

Section 2. As a result of the decrease in the number of educational support personnel for the 2018-2019 school year, YOCELYNG STARK is hereby honorably dismissed as an employee in and for this District; said honorable dismissal to be effective as of August 10, 2018.

Section 3. Any extra-duty assignments and corresponding stipends of YOCELYNG STARK are hereby terminated effective as of August 10, 2018.

Section 4. The Superintendent is hereby directed and authorized to prepare a written notice of honorable dismissal for signature by the President and Secretary of the Board of Education; that

following the signing of said written notice, the Superintendent is hereby directed and authorized to mail said notice to YOCELYNG STARK by regular mail and to additionally deliver to YOCELYNG STARK said notice by one of the following methods:

1. By personally serving said notice on the above-referenced employee and receiving a receipt for such notice signed by the employee, so that the said YOCELYNG STARK receives said notice at least thirty (30) days before August 10, 2018, or
2. By sending to the above-referenced employee a copy of said written notice by certified mail, return receipt requested, so that the said YOCELYNG STARK receives said notice at least thirty (30) days before August 10, 2018.

Section 5. This Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 26th day of June, 2018, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

Secretary, Board of Education

CERTIFICATION

I, Melissa Bradford, Secretary of the Board of Education of Decatur Public School District No. 61, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on June 26, 2018, by the following roll-call vote:

AYES: _____

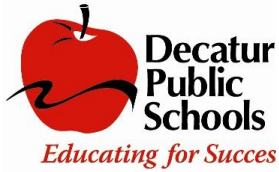
NAYS: _____

ABSENT: _____,

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

Dated this ____ day of _____, 2018.

Secretary, Board of Education



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

| | |
|--|--|
| Date: June 26, 2018 | Subject: Alternative Education Timeline and Recommendations |
| Initiated By: Dr. Paul Fregeau, Superintendent and the Alt Ed Committee | Attachments: Committee Members and Timeline |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

Alternative Education is a setting designed for students who need a different educational environment in order to be successful. It is designed to accommodate educational, behavioral, and/or medical needs of referred students that cannot be adequately addressed in a traditional classroom settings. Incorporated in this update is a timeline with recommendations to improve the Alternative Education Program that have been previously discussed with the Alt Ed Committee.

CURRENT CONSIDERATIONS:

Our goal is to maximize academic and behavioral support provided to Alternative Education students. The attached timeline outlines the process discussed in order to continue to improve the needs of all students in an alternative setting. The Alt Ed Committee will present updates at Board meetings, as needed, to the Board of Education in the future.

FINANCIAL CONSIDERATIONS:

There are no financial considerations.

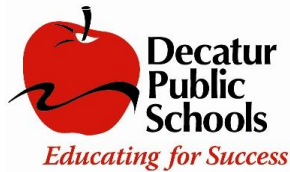
STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education accept this informational report as presented. This information will be presented during the Superintendent Report portion of the Board meeting.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



Alt Ed Committee Members

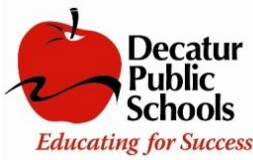
1. Cordell Ingram – Principal at MHS
2. Eldon Conn – Principal at South Shores
3. Joshua Fazekas – Special Education Social Worker at South Shores
4. Barbara Morrow – Principal at Phoenix Academy
5. Michelle Houchins – Teacher at Phoenix Academy
6. Heather England – Teacher at Franklin Elementary School
7. Deborah Rapson – Teacher at Dennis Lab School
8. Amelia Finch – Uniserv Director, Region 10
9. Paula Busboom – President of DFTA
10. Paul Fregeau-Superintendent
11. Jason Vicich – Teacher at Eisenhower High School
12. Krystina Pettit - President of DEA
13. Susie Niesman – Vice President of DEA

ALTED TIMELINE

Decatur Public Schools

B

| DATE | TASKS | COMPLETED |
|--|--|--------------------------|
| 06/26/18 | Job Descriptions will go to the School Board for approval. | <input type="checkbox"/> |
| Start of 2018-2019 School Year | Full Care Rooms established at Franklin, Muffley and Enterprise. These will be staffed by the Care/Recovery Room Assistants. | <input type="checkbox"/> |
| Start of 2018-2019 School Year | Other Elementary and K-8 Buildings will have a Care/Recovery Room Assistants (the structure of the Care/Recovery Rooms in these buildings will be determined by where those buildings are at in regards to Trauma Informed Practices). | <input type="checkbox"/> |
| Start of 2018-2019 School Year | Secondary Buildings will have Pilot Recovery and/or Transition rooms. | <input type="checkbox"/> |
| 08/31/18, 09/21/18, 10/12/18, 11/02/18, 11/30/18, 12/21/18 | The Alt Ed Committee will meet this fall every three weeks and more if needed to have a final recommendation for the K-12 Alternative Education Program and Suspension Program by January of 2019. | <input type="checkbox"/> |
| January 2019 | In addition, information will be gathered from the buildings regarding the Care/Recovery and Transition Rooms to better hone our recommendation for those rooms moving forward. Hence, we will have final recommendations for all facets by January of 2019. | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |



Board of Education Decatur Public School District #61

| | |
|---|--|
| Date: June 26, 2018 | Subject: Updates to School Board Policies – First Read |
| Initiated By: Todd Covault, EdD, Chief Operational Officer | Attachments: Updated Policies <ul style="list-style-type: none"> • Section 04 – Operational Services • Section 05 – Professional Personnel • Section 06 – Instruction • Section 07 – Students |
| Reviewed By: Dr. Paul Fregeau, Superintendent | |

BACKGROUND INFORMATION:

Administrative staff regularly reviews Board policies to make adjustments based on current practices, needed changes to practices, and updates to reflect changes associated with new laws. The policies are reviewed and the respective administrator is responsible for bringing recommendations to the Superintendent, the District Leadership Team, and the Board of Education.

CURRENT CONSIDERATIONS:

The policies below are updates from the October 2017 quarterly release coming out of the Illinois Association of School Boards (IASB) Policy References Education Subscription Services (PRESS) and are being presented as a first read. The following policies have relatively significant modifications:

- 4:110 – *Operational Services – Transportation*
 - PRESS recommends language in response to Public Act 100-332 permitting school districts to provide financial assistance to children that are homeless or at risk of becoming homeless if certain criteria are met
 - Language highlighted in yellow is District added language beyond PRESS
- 4:170 – *Operational Services – Safety*
 - Updates due to implementation of the School Safety Drill Act as well as guidance provided through Public Act 99-922 and 100-103 for lead in drinking water prevention
- 5:220 – *Professional Personnel – Substitute Teachers*
 - Updated due to changes in the Illinois Administrative Code (23 Ill.Admin.Code Section 1.790) as well as suggested improvements from PRESS
 - Although PRESS recommends 120 school days in section two (2) Administration is recommending the language, “permitted by statute and regulation”
- 6:280 – *Instruction – Grading and Promotion*
 - Significant changes recommended to the policy to align the District practices
 - Yellow highlighted language, including red underline, is District added language beyond PRESS
 - The last section in paragraph one (1) that refers to PARCC is PRESS recommended. Administration recommends that it be excluded.

The policies below are updates from the May/June 2018 quarterly release coming out of the Illinois Association of School Boards (IASB) Policy References Education Subscription Services (PRESS) and are being presented as a first read.

- 6:220 – *Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct*
 - Administration recognizes that this policy has limited application
 - Cross Reference titles updated to align with changes
 - Legal and Cross References Updated
- 4:80 – *Operational Services – Accounting and Audits*
 - Abbreviations updated throughout the policy
 - Language highlighted in yellow is District added language, not part of PRESS, and includes a recommendation from the finance committee
 - Legal References updated
- 6:135 – *Instruction – Accelerated Placement Program*
 - New policy which separates the Accelerated Placement Program from Policy 6:130 – Program for the Gifted
- 6:240 – *Instruction – Field Trips*
 - Language regarding fee waivers has been updated
 - Although PRESS recommends the Board’s approval for overnight trips, Administration recommends maintaining Superintendent’s approval as currently written
- 7:50 – *Students – School Admissions and Student Transfers To and From Non-District Schools*
 - Updates due to the changes reflected in Public Act 100-421 associated with language for accelerated placement and gifted and talented children
 - Note – Administration has serious concerns regarding the legal requirement to notify law enforcement for non-compliance of a birth certificate

The following policy was recommended by members of the Board of Education:

- 5:32 – *Professional Personnel – Employment and Supervision of Relatives*
 - Policy mirrors a policy from Peoria Public School District150 and focuses on nepotism related to direct lines of supervision

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education accept this informational report on the updated School Board Policies. These policies will be brought back at the July 10, 2018 Board meeting for approval.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available (e.g. high schools), or (2) within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing as determined by the Illinois Department of Transportation (IDOT), and adequate public transportation is not available. A student's parent or guardian may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a student with special needs if included in the student's individualized educational program or 504 plan. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c) (5) (B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Only kindergarten thru 6th grade students can be approved for use of a daycare provider's address other than his or her residence. The daycare address MUST be in the same attendance area as the student's home residence. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Students that have moved during the school year and remain enrolled at the original school assignment will not be transported at the expense of the District; however, kindergarten through 6th grade students may be provided free transportation if they qualify under the District's Educational Stabilization Procedure. High school students residing more than one and one-half miles from school and using public transportation shall be issued a free bus pass for public transit if the student is eligible for free lunch as determined by the United States Department of Agriculture (USDA) application.

Students living less than one and one-half miles from their attendance center may be transported as a paid-rider for a fee established annually, based on the prior year's cost, provided there is space on the existing bus and provided rerouting the bus is not necessary.

Transportation for students in the non-grant funded PreK programs shall be afforded transportation under the following circumstances. For PreK students that qualify under the USDA guidelines for a free or reduced lunch shall be provided transportation at no charge. For PreK students who do not qualify under the USDA guidelines for a free or reduced lunch, the student shall be afforded transportation, when space is available, and at a rate annually calculated by administration based on the prior year transportation cost. Half day PreK students must ride with a sibling and transportation is only provided one way transportation, depending if they are

in an AM or PM class. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent or designee shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, and work day, to check the bus for children or other passengers in the bus.

- LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. § 6312(c) (5) (B).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus
Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip
Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),
4:110-E3 (Emergency Medical Information for Students Having Special
Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education
of Homeless Children)
- ADOPTED: May 27, 1997
- REVISED: May 27, 2008
May 22, 2012
August 26, 2014
March 24, 2015
January 10, 2017 (effective July 1, 2017)

Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, (105 ILCS 128/):

1. Three school evacuation drills [to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.](#)
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill [to address and prepare students and school personnel for possible tornado incidents.](#)
4. One law enforcement drill [to address a school shooting incident.](#)

Annual Review

[The Board or its designee will annually review each school building's emergency operations and crisis response plan\(s\), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act \(105 ILCS 128/\) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education \(29 Ill.Admin.Code Part 1500\).](#)

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act [and shall file a copy of the plan with the Ill. Dept. of](#)

Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises ~~an automated external defibrillator (AED) to be available~~ according to State law requirements. ~~This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.~~

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the ~~Illinois Department of Public Health~~ IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance

[published by the IDPH. The Superintendent or designee shall notify parent\(s\)/guardian\(s\) about the sampling results from their children's respective school buildings.](#)

Emergency Closing

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Annual Review

The School Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.: 105 ILCS 5/10-20.2, [5/10-20.56](#), 5/18-12, [and 5/18-12.5](#), ~~and 128/210 ILCS 74/~~,
[105 ILCS 128/](#), [School Safety Drill Act, implemented 29 Ill.Admin.Code Part 1500](#)
[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.
[225 ILCS 320/35.5, Ill. Plumbing License Law.](#)

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities), 5:30-AP2 (Investigations)

ADOPTED: May 27, 1997

REVISED: December 9, 1997
March 4, 2000
January 14, 2003
June 28, 2005
May 27, 2008
May 26, 2009
May 22, 2012
August 5, 2014
January 12, 2016

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year except as follows:

1. A substitute teacher holding a substitute license may teach only for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations ~~valid early childhood, elementary, high school, or special license~~ may teach for any one licensed teacher under contract with the District only for a period not to exceed ~~120 school days~~ the total number of days permitted by statute and regulation.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent ~~will~~ shall notify the appropriate Regional Office of Education within five ~~(5)~~ business days after the employment of a substitute teacher in an emergency situation.

Early Retirement Without Discount

~~Substitute teachers who wish to retire from Decatur Public School District 61 must have 25 years of continuous service in the Decatur Public School District as a substitute teacher to qualify. The respective substitute teacher must have worked no less than 50 days per year during the last ten (10) years preceding the request for early retirement without discount.~~

LEGAL REF.: 105 ILCS ~~5/21-9, 5/21B-20 (2) and 5/21B-20(3), and 24-5.~~
23 Ill.Admin.Code §1.790. (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: June 10, 1997

REVISED: March 23, 1999
March 14, 2006
March 13, 2012
May 13, 2014
March 24, 2015

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. ~~The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on required the Illinois Partnership for Assessment Readiness for College and Careers (PARCC) and/or other assessments. State Assessments or other performance on local tests. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.~~

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course and state-mandated requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention

In kindergarten through eighth grade, retention shall be considered only when it is in the best interest of the student based on assessed needs—specifically in reading and/or math. Prior to a retention decision, strategic interventions will be implemented to address the areas of deficiency. Students will be required to participate in (the) identified interventions for promotion. Retention will be considered only after ongoing, sustained, and intensive intervention efforts have been unsuccessful.

If a student is in danger of being retained, parent/guardian notification is required, as parents/guardians should be involved in the implementation of prescribed interventions required for promotion.

A student may be retained at his/her current grade level when s/he has:

- A. Failed to demonstrate proficiency in mathematics and reading based on multiple data points, including scoring below proficient on any state-mandated test;
- B. In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level

A student may be placed at the next grade level when retention would no longer benefit the student.

The Office of Curriculum and Instruction shall:

- A. Assign to the Principal the final responsibility for determining the promotion, placement, or retention of each student;
- B. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. Assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. Require that a student be retained if s/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the Principal and teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. Provide parents the opportunity to request the promotion, placement, or retention of their child;
- F. Provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

~~Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:~~

- ~~• A miscalculation of test scores,~~
- ~~• A technical error in assigning a particular grade or score,~~
- ~~• Completion of extra work provided by the teacher that may impact the grade,~~
- ~~• An inappropriate grade based on an appropriate grading system.~~

~~Should a grade change be made, the administrator making the change must sign the changed record.~~

ELEMENTARY AND MIDDLE SCHOOL PROMOTION REQUIREMENTS

~~KINDERGARTEN: To be promoted to Grade 1, a student must meet the following requirements:~~

- ~~• mastery of English Language Arts (reading, writing, listening, and speaking) standards.~~
- ~~• mastery of the mathematics standards.~~

~~GRADES 1-3: To be promoted to the next grade in Grades 1-3, a student must meet the following requirements:~~

- ~~• a passing grade in English Language Arts (reading and writing).~~
- ~~• a passing grade in mathematics.~~

~~GRADES 4-5: To be promoted to the next grade in Grades 4-5, a student must meet the following requirements:~~

- ~~• a passing grade in English Language Arts (reading and writing).~~
- ~~• a passing grade in mathematics.~~
- ~~• a passing grade in science or social studies.~~

~~GRADES 6-8: To be promoted to the next grade in Grades 6-8, a student must meet the following requirements:~~

- ~~• a passing grade in English Language Arts (reading and writing).~~

- ~~a passing grade in mathematics.~~
- ~~a passing grade in science.~~
- ~~a passing grade in social studies.~~

LEGAL REF: 105 ILCS [5/2-3.64a-5](#), 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program) 6:300 (Graduation Requirements), [6:340 \(Student Testing and Assessment Program\)](#), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: June 24, 1997

REVISED: June 9, 1998
March 14, 2000
June 26, 2001
November 25, 2003
February 27, 2007
June 23, 2009
February 24, 2015

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:125 *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Discipline Behavior*; and 7:340, *Student Records*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, ~~*Ethics and Conduct*~~ *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and Personal Technology; Usage and Conduct* for staff and 7:190, *Student Discipline Behavior* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Discipline Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

LEGAL REF.: [15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.](#)
[20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.](#)
~~[47 U.S.C. §254\(h\) and \(l\), Children's Internet Protection Act \(CIPA\), 47 U.S.C. §254\(h\) and \(l\).](#)~~
~~[Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.](#)~~
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6508.
~~[16 C.F.R. Part 312, Children's Online Privacy Protection Rule.](#)~~
[105 ILCS 5/28-5/10-20.8](#)

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Ethics and Conduct), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student [Discipline Behavior](#)), 7:340 (Student Records)

ADOPTED: June 24, 1997

REVISED: March 24, 2015

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

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

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost. All personal computer system packages valued at \$2,500 or more are to be recorded on the equipment inventory. Personal computer system packages consist of a central processing unit (CPU), system software, and all accessories necessary to make the property operable.

Acquisition cost is the net invoice price of the equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment operable. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included in determining the acquisition cost.

In accordance with the Governmental Accounting Standards Board (GASB) Statement 34 – Basic Financial Statements, the District criteria for determining Capital Equipment is

tangible personal property having a useful life of one year or more and an acquisition cost of \$2,500 or more per unit. All equipment meeting this definition shall be recorded on the District's inventory, tagged with a capital equipment number for tracking purposes, and the item shall be added to the District's fixed assets list for property insurance purposes.

Disposition of District Property

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

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ~~Illinois State Board of Education-ISBE~~ rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds ~~are limited to a maximum balance of \$5,000.00~~ not including health insurance, workers compensation reserves and flexible spending accounts are limited to a maximum balance of \$5,000 for High School Athletic Accounts and \$2,500 for K-8 and Middle School Accounts. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

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

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

ADOPTED: May 27, 1997

REVISED: May 27, 2008
May 26, 2009
May 22, 2012
August 5, 2014

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: July 10, 2018 (estimate)

Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips requiring transportation must have prior approval of the Transportation Department. Field trips beyond a 200-mile radius of the school or extending overnight must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for [a fee waiver under Board policy 4:140, Waiver of Student Fees.](#) ~~free or reduced school lunches.~~ All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1

CROSS REF.: [4:140 \(Waiver of Student Fees\)](#), 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

Updated February, 2008

Revised: April 23, 2013
February 24, 2015

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5five years old on or before September 1 of that school term. A child entering first grade must be 6six years of age on or before September 1 of that school year. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to these dates. ~~a~~A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent or designee. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporarypermanent record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately ean notify the local law enforcement agency, and eanshall also notify the person enrolling the student in writing that, unless he or she complies within 10ten days, the case eanwill be referred to the local law enforcement authority for investigation. If compliance is not obtained within the ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee eanshall immediately ~~—~~report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye and Dental Examinations; Immunizations; Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred,

if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

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

Foster Care Students

The Superintendent or designee will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to

students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.: [8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.](#)
[20 U.S.C. §1232, Family Educational Rights and Privacy Act.](#)
[20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.](#)
[29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.](#)
[42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.](#) ~~42 U.S.C. §11431 et seq.~~
~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232.~~
~~Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.~~
~~Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq., Rehabilitation Act, Section 504, 29 U.S.C. §794.~~
 105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1-
[105 ILCS 10/8.1, Ill. School Student Records Act.](#)
[105 ILCS 45/, Education for Homeless Children Act.](#) ~~and~~
[105 ILCS 70/, Educational Opportunity for Military Children Act.](#)
[325 ILCS 50/, Missing Children Records Act.](#) ~~and~~
[325 ILCS 55/, Missing Children Registration Law.](#)
[410 ILCS 315/2e., Communicable Disease Prevention Act.](#)
 20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
 23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), [6:135 \(Accelerated Placement Program\)](#), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), [6:310 \(High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students\)](#), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; Exclusion of Students; ~~and Diabetes~~), 7:340 (Student Records)

ADOPTED: June 24, 1997

REVISED: October 28, 1997
 November 12, 2003
 November 22, 2005
 December 9, 2008

February 12, 2013
March 24, 2015
January 12, 2016
December 13, 2016

Professional Personnel

Employment and Supervision of Relatives

The Board of Education is committed to equal opportunity in employment, to employment policies that promote quality of opportunity in employment, that support good morale, and that discourage practices which interfere with these qualities or which present a conflict of interest, bias, or interfere with legitimate supervisor-supervisee relationships.

The Board of Education intends to avoid “conflict of interests” in employment. The Superintendent and respective staff who do the recruiting and interviewing, while seeking the very best person for the position, should be sensitive to the possibility of controversy over the selection of that person.

For the purpose of this Policy, the term “immediate family” is defined in 105 ILCS 5/24-6 which includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Board Member Relationships

Before the Board of Education votes on any employment decision affecting a Board Member’s immediate family member, the Board Member shall publicly disclose such relationship and then abstain from such vote. Board Members should disclose and abstain from voting on employment decisions that involve immediate family members if such relationship would raise questions about the fairness or impartiality of that Board Member or the Board, or be deemed to constitute a breach of the public trust.

Board decisions include, but are not limited to, hiring, promoting, transferring, reappointing, evaluating, awarding salary to, disciplining or terminating employees.

Board Member Disclosure

To assist in avoiding any conflicts of interest pertaining to this Policy, immediately following the Annual Board reorganization meeting, the Board Secretary will provide a disclosure form to all Board Members, the Superintendent, Board Secretary, Board Treasurer, and Assistant Superintendents. All such recipients shall provide, in writing, the names and job titles of any immediate family members who are employed by the District, and return the form prior to the first regular Board meeting of the new term.

Direct Supervision of Immediate Family

No District employee shall be a direct supervisor of a member of his or her immediate family. No administrator, supervisor, manager or executive may participate in the process of direct supervision, review, recommendation, and/or decision-making in any matter concerning salary, promotion, demotion, discipline, transfer, layoff, recall, evaluation, or discharge of an immediate family member.

Indirect Supervision of Immediate Family

Whenever possible, the District shall avoid a circumstance in which an employee working in a District facility or in a department, who, though not being supervised directly by an immediate family member, has indirect supervision by having an immediate family member in a responsible managerial or executive position.

Exceptions

In the event an open position that is determined by the Board, upon recommendation by the Superintendent, to be difficult to fill, due to unusual job requirements or a shortage of qualified candidates and after full disclosure to the Board regarding an immediate family relationship of the candidate to a Board Member, consideration of employment will be given if the proposed candidate is determined by the Board the most qualified, and is not displacing a candidate of equal or better qualification.

Nothing contained in this Policy shall be construed to limit, reduce or expand any provision in any collective bargaining agreement between any group of employees and the District.

This Policy is not retroactive and shall not render an existing employee ineligible for continued employment in the District due to the assumption of office by a Board Member with whom the existing employee has an immediate familial relationship.

Restrictions in this Policy shall not apply to the hiring of short-term, part-time or temporary employees such as substitute teachers, summer help or game workers.

Non-compliant supervisor/subordinate relationships at the time of this Policy's adoption, or subsequently created by marriage or civil union to another District employee, should be remedied at the earliest practical date.

Violations

Any employment decision made in violation of this Policy may be voidable by the Board.

LEGAL REFERENCES: *Boaden v. Dept. of Law Enforcement*, 171 Ill. 2d 230, 664 N.E.2d 61, 215 Ill. Dec. 664 (1996)
 Illinois Religious Freedom Protection and Civil Union Act, 750 ILCS 75/1 *et seq.*
 105 ILCS 5/24-6
 775 ILCS 5/ *et seq.* Illinois Human Rights Act

ADOPTED: July 10, 2018 (estimated)