

From: [Kevin Collins-Brown](#)
To: [Bill Clevenger](#); [Rochelle Clark](#)
Subject: clarification on voiced concern
Date: Tuesday, October 24, 2023 9:53:54 PM

Hello, Bill,

I wanted to email you as a follow up to our conversation tonight during the board meeting. I was referencing the phone call you made to me last Wednesday evening telling me to vote no if the DEA proposal of a TA in the third grade at Parsons came to a vote. You also told me it is imperative I always support Dr. Clark in all decisions and by siding with DEA I am undermining her. I find this unethical and bordering on intimidation. Just so you are aware, my sole purpose of being on this board is to help ALL teachers, TAs, support staff, etc., provide the BEST education for each and every student in this district. I think it would be beneficial to add the TA for the Parsons teacher, if for no other reason than to be a pilot program on ways to close any gaps left by COVID. I believe the data to be accurate and troublesome. I also believe in the freedom to decide for myself.

I ran for the school board for several reasons and one of those was the previous board members were perceived to be bullies, both to stakeholders and other board members. Your actions are becoming more and more like that, in my opinion. Every time one of us votes against you or Admin., you feel the need to scold us or justify why we might have voted the way we did. The majority wins the vote, and it is OK to not be unanimous. So, in the future, if you are going to call me about upcoming topics on the agenda, I would appreciate the facts only, and not be told how to vote. Thank you.

Dr. Kevin Collins-Brown

From: Jason Dion
To: [Melissa Bradford](#)
Subject: Fwd: K-2 Teaching assistants and Toileting
Date: Tuesday, October 24, 2023 11:45:15 AM

----- Forwarded Message -----

Subject: K-2 Teaching assistants and Toileting
Date: Tue, 24 Oct 2023 16:33:06 +0000
From: Melody Wilkinson <todnmel@gmail.com>
To: Jason Dion <JDion@dps61.org>

Good afternoon,

I am a 2nd grade instructional teaching assistant at John's Hill. It has come to my attention that an additional duty for my position is being voted on/added to my list of responsibilities at the next board meeting. (see document below) "Toileting" is the added responsibility. As I understand this responsibility it would involve diaper changing and training children to use the bathroom. This is not acceptable. This was not agreed upon by teaching assistants. Administration is claiming that this would just be those appointed but this is not stated on the form to be passed. Please be aware of this being included in the board packet and know that K-2 assistants do not agree to this. I ask that you do not approve this.

Thank you,
Melody Wilkinson

Date: October 24, 2023	Subject: Job Description
Initiated By: Deanne S. Hillman, Interim Director of Human Resources	Attachments: Job Description: Grades K, 1, 2 Instructional Teaching Assistant
Reviewed By: Dr. Rochelle Clark, Superintendent	

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

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

Grades K, 1, 2 Instructional Teaching Assistant

- Added Toileting

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Sent from my iPhone

From: [Jason Dion](#)
To: [Melissa Bradford](#)
Subject: Fwd: K-2 Teaching assistants and Toileting
Date: Tuesday, October 24, 2023 11:49:55 AM

I understand adding it to the job description is not the same as adding it to the contract. Can we get clarification on "Administration is claiming that this would just be those appointed"? Who is appointed, and how do they know?

Jason

----- Forwarded Message -----

Subject: K-2 Teaching assistants and Toileting
Date: Tue, 24 Oct 2023 16:33:06 +0000
From: Melody Wilkinson <todnmel@gmail.com>
To: Jason Dion <JDion@dps61.org>

Good afternoon,

I am a 2nd grade instructional teaching assistant at John's Hill. It has come to my attention that an additional duty for my position is being voted on/added to my list of responsibilities at the next board meeting. (see document below) "Toileting" is the added responsibility. As I understand this responsibility it would involve diaper changing and training children to use the bathroom. This is not acceptable. This was not agreed upon by teaching assistants. Administration is claiming that this would just be those appointed but this is not stated on the form to be passed. Please be aware of this being included in the board packet and know that K-2 assistants do not agree to this. I ask that you do not approve this.

Thank you,
Melody Wilkinson

Date: October 24, 2023	Subject: Job Description
Initiated By: Deanne S. Hillman, Interim Director of Human Resources	Attachments: Job Description: Grades K, 1, 2 Instructional Teaching Assistant
Reviewed By: Dr. Rochelle Clark, Superintendent	

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Grades K, 1, 2 Instructional Teaching Assistant

- Added Toileting

FINANCIAL CONSIDERATIONS:

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STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Sent from my iPhone

From: [Jason Dion](mailto:Jason.Dion@dps61.org)
To: [Melissa Bradford](mailto:Melissa.Bradford@dps61.org)
Subject: Fwd: TA contract
Date: Tuesday, October 24, 2023 2:32:02 PM

----- Forwarded Message -----

Subject: TA contract

Date: Tue, 24 Oct 2023 17:36:42 +0000

From: Kiona Waldrop <KJWaldrop@dps61.org>

To: Bill Clevenger <BClevenger@dps61.org>, Jason Dion <JDion@dps61.org>, Alana Banks <ABanks@dps61.org>, Kevin Collins-Brown <KCollins-Brown@dps61.org>, Mark Reynolds <mareynolds@dps61.org>, Al Scheider <AScheider@dps61.org>, Will Wetzel <wwetzel@dps61.org>

CC: Ashley Dugger <ASDugger@dps61.org>

Hello!

My name is Kiona Waldrop and I am a 1st grade teaching assistant at Johns Hill. I wanted to share my concern about the language used in our contract form that is up for approval at tonight's meeting.

We originally agreed that toileting assistance would be voluntary and those trained would receive extra pay. However, looking at the form (which I've included) it says it will be added to all TAs job duties. If I could, please get clarification that it will ONLY apply to those who VOLUNTEER and not be required of all TAs (now or in the future).

Thanks so much!

Kiona Waldrop

Date: October 24, 2023	Subject: Job Description
Initiated By: Deanne S. Hillman, Interim Director of Human Resources	Attachments: Job Description: Grades K, 1, 2 Instructional Teaching Assistant
Reviewed By: Dr. Rochelle Clark, Superintendent	

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Grades K, 1, 2 Instructional Teaching Assistant

- Added Toileting

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
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- Discussion

BOARD ACTION: _____

Sent from my iPad

From: [Jason Dion](#)
To: [Melissa Bradford](#)
Subject: IASB Conference
Date: Tuesday, October 24, 2023 11:52:47 AM

Melissa,

Do you know if any additional after hours event invitations have been extended to the attendees of the IASB conference in November - similar to the invitation from BLDD?

Jason

From: [Mark Reynolds](#)
To: [Melissa Bradford](#)
Date: Wednesday, October 25, 2023 4:08:48 PM

I would like tickets to both Boys and Girls Club and Thanksgiving event. Just for myself.

Get [Outlook for iOS](#)

From: [Kevin Collins-Brown](#)
To: [Karen Lauritzen](#)
Subject: RE: [EXTERNAL] RE: Millikin University Class Visit
Date: Tuesday, October 24, 2023 6:33:00 PM

I should know by the end of the week about that date of 11/8/23. Let me check and definitely confirm a yes or no with you.

From: Karen Lauritzen <klauritzen@millikin.edu>
Sent: Tuesday, October 24, 2023 10:09 AM
To: Kevin Collins-Brown <KCollins-Brown@dps61.org>
Subject: Re: [EXTERNAL] RE: Millikin University Class Visit

Dear Mr. Collins-Brown,

I understand that most university courses are in the middle of the workday, and that is not ideal. I appreciate your willingness to think about it!

Karen Lauritzen, Ph.D.
Assistant Professor of Education
Education Department - Millikin University
Office 307 I, Shilling Hall
217.420.6737
Decatur, IL 62552
klauritzen@millikin.edu
Pronouns: she, her, hers

From: Kevin Collins-Brown <KCollins-Brown@dps61.org>
Sent: Monday, October 23, 2023 7:16 PM
To: Karen Lauritzen <klauritzen@millikin.edu>
Subject: [EXTERNAL] RE: Millikin University Class Visit

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I typically work until 5pm M-F. I'll see if I can rearrange my schedule and get back to you.

From: Karen Lauritzen <klauritzen@millikin.edu>
Sent: Monday, October 23, 2023 12:51 PM
To: Bill Clevenger <BClevenger@dps61.org>; Jason Dion <JDion@dps61.org>; Alana Banks <ABanks@dps61.org>; Kevin Collins-Brown <KCollins-Brown@dps61.org>; Mark Reynolds <mareynolds@dps61.org>; aschneider@dps61.org; Will Wetzel <wwetzel@dps61.org>
Subject: Millikin University Class Visit

Hello!

My name is Dr. Karen Lauritzen, and I am an assistant professor of Education at Millikin. I teach a course called Introduction to American Education, and we are going over some content about the Governing and Financing of Public Schools. I would really appreciate it if my

freshman students could speak with a school board member from DPS. Would one of you be available on Wednesday, November 8th any time between 1:00-2:15 PM to visit my classroom here at Millikin and have a dialogue with my students? Thank you for letting me know!

Karen Lauritzen, Ph.D.
Assistant Professor of Education
Education Department - Millikin University
Office 307 I, Shilling Hall
217.420.6737
Decatur, IL 62552
klauritzen@millikin.edu

Pronouns: she, her, hers

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From: [Alana Banks](#)
To: [Melissa Bradford](#)
Subject: Re: INVITE: Decatur's Annual Community Thanksgiving Luncheon
Date: Wednesday, October 25, 2023 3:48:26 PM
Attachments: [mbrad001.png](#)
[mbrad002.png](#)

I would like to attend!

Thanks

Alana

From: Melissa Bradford <MBradford@dps61.org>
Date: Wednesday, October 25, 2023 at 3:34 PM
To: DPS61 Board of Education <BOE@dps61.org>
Subject: INVITE: Decatur's Annual Community Thanksgiving Luncheon

Board members,

The City of Decatur's Annual Community Thanksgiving Luncheon will be held on Tuesday, November 21st (Thanksgiving week) at the Decatur Conference Center (see below). This is a ticketed event, therefore, a physical ticket will be given to you paid for by the District.

If you would like to attend, please let me know by Friday, November 10th. Upon receiving your RSVP, a calendar invite will be sent to you.

TUESDAY, NOVEMBER 21ST
12:00P-1:30P
Doors Open at 11:30a

Join the Decatur Regional Chamber of Commerce as we celebrate the 70th Annual Community Thanksgiving Luncheon featuring keynote speaker Rev. Courtney Carson!

- Tickets \$25/person
- Tables of 10 available

Board Members, please do not "reply to all" to this email.

Melissa Bradford
Executive Administrative Assistant to the
Board of Education and Superintendent
Office: 217 362-3011
District Internal Extension: 013011
Fax: 217 424-3009
mbradford@dps61.org



Pursuant to Illinois' public records law, this written communication may constitute a public record which is available to the public and media upon request. Please be advised that this email communication may be subject to public disclosure.

From: Jason Dion
To: [Melissa Bradford](mailto:Melissa_Bradford)
Subject: Re: INVITE: Decatur's Annual Community Thanksgiving Luncheon
Date: Wednesday, October 25, 2023 3:52:36 PM
Attachments: [image001.png](#)
[image002.png](#)

I would like to attend.


Jason

From: Melissa Bradford <MBradford@dps61.org>
Sent: Wednesday, October 25, 2023 3:34 PM
To: DPS61 Board of Education <BOE@dps61.org>
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For This We Give THANKS

70th Annual Community Thanksgiving Luncheon

Featuring Keynote Speaker
REV. COURTNEY CARSON

Tuesday, November 21st

Decatur Conference Center & Hotel
4191 US-36, Decatur

Doors open 11:30a | Program & Lunch 12:00p
Tickets : \$25/Person | Tables of 10 available

Purchase online at decaturchamber.com
or by calling 217-422-2200

DECATUR REGIONAL CHAMBER OF COMMERCE

ADM AMEREN ILLINOIS Memorial Care dyna graphics ENBRIDGE
First Mid Herald&Review HHS St. Mary's Hospital NEUHOFF

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From: [Kevin Collins-Brown](#)
To: [Melody Wilkinson](#)
Subject: RE: K-2 Teaching assistants and toileting
Date: Tuesday, October 24, 2023 6:31:00 PM

Hello,
I will ask for a clarification.

From: Melody Wilkinson <todnmel@gmail.com>
Sent: Tuesday, October 24, 2023 11:35 AM
To: Kevin Collins-Brown <KCollins-Brown@dps61.org>
Subject: K-2 Teaching assistants and toileting

Good afternoon,

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Thank you,
Melody Wilkinson

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Reviewed By: Dr. Rochelle Clark, Superintendent	

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Grades K, 1, 2 Instructional Teaching Assistant

- Added Toileting

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Sent from my iPhone

From: Alana Banks
To: todnmel@gmail.com
Subject: Re: K-2 Teaching assistants and toileting
Date: Tuesday, October 24, 2023 4:11:00 PM

Greetings.

I believe I was told that this is a State of Illinois Issue, not just a DPS 61. I don't believe that

From: Melody Wilkinson <todnmel@gmail.com>
Date: Tuesday, October 24, 2023 at 11:35 AM
To: Alana Banks <ABanks@dps61.org>
Subject: K-2 Teaching assistants and toileting

Good afternoon,

I am a 2nd grade instructional teaching assistant at John's Hill. It has come to my attention that an additional duty for my position is being voted on/added to my list of responsibilities at the next board meeting. (see document below) "Toileting" is the added responsibility. As I understand this responsibility it would involve diaper changing and training children to use the bathroom. This is not acceptable. This was not agreed upon by teaching assistants. Administration is claiming that this would just be those appointed but this is not stated on the form to be passed. Please be aware of this being included in the board packet and know that K-2 assistants do not agree to this. I ask that you do not approve this.

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This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

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- Discussion

BOARD ACTION: _____

Sent from my iPhone

From: [Alana Banks](#)
To: [Hays, Emily](#)
Subject: Re: Media Request: IL Protections for Trans Youth
Date: Wednesday, October 25, 2023 3:32:52 PM

I would love to!!

What dates do you have in mind?

Alana

From: Hays, Emily <ehays3@illinois.edu>
Date: Wednesday, October 25, 2023 at 3:02 PM
To: Alana Banks <ABanks@dps61.org>
Subject: RE: Media Request: IL Protections for Trans Youth

Hi, Alana! I'm sure you've been really busy and I appreciate your patience. What do you think about doing an in-person interview, reflecting on your two years on the school board?

Hope you're well,
Emily

Emily Hays

Pronouns: She/Her/Hers

Reporter, Illinois Public Media

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



From: Hays, Emily
Sent: Thursday, October 19, 2023 3:34 PM
To: Alana Banks <ABanks@dps61.org>
Subject: RE: Media Request: IL Protections for Trans Youth

Hi, Alana,

I have another request – would you be interested in doing an interview about yourself? I would love to profile you, talk about how your tenure on the school board has been, a little bit more about your backstory and your nonprofit. Would you be open to that next week? That's why I was hoping I could

you in action at the teacher training or at your nonprofit, but I realized an in-person interview would work just as well. What do you think?

I can make time Tuesday before or after the school board meeting, or Thursday or Friday.

Thank you for all your help so far,
Emily

Emily Hays

Pronouns: She/Her/Hers

Reporter, Illinois Public Media

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



From: Hays, Emily
Sent: Wednesday, October 18, 2023 5:22 PM
To: Alana Banks <ABanks@dps61.org>
Subject: RE: Media Request: IL Protections for Trans Youth

Thanks so much! Hope you're well.

Emily Hays

Pronouns: She/Her/Hers

Reporter, Illinois Public Media

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



From: Alana Banks <ABanks@dps61.org>
Sent: Wednesday, October 18, 2023 4:51 PM
To: Hays, Emily <ehays3@illinois.edu>
Subject: Re: Media Request: IL Protections for Trans Youth

zelda.tindell05@gmail.com

So sorry for the delay!

Alana

From: Hays, Emily <ehays3@illinois.edu>
Date: Wednesday, October 18, 2023 at 2:38 PM
To: Alana Banks <ABanks@dps61.org>
Subject: RE: Media Request: IL Protections for Trans Youth

Hi, Alana,

Hope you're doing well this week! Would you be able to send me contact information for Zelda Zarkana? I'm really looking forward to talking with her.

All the best,
Emily

Emily Hays

Pronouns: She/Her/Hers

Reporter, **Illinois Public Media**

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



From: Hays, Emily
Sent: Thursday, October 12, 2023 4:41 PM
To: Alana Banks <ABanks@dps61.org>
Subject: RE: Media Request: IL Protections for Trans Youth

Thank you for responding so quickly again. I would love contact information for Zelda Zarkana.

I am really excited to cover Lorde-Rustin Home. Would you have any interest in doing an in-person interview this month about it and reflections on your work for trans youth? If you are currently sheltering any young people, I would love to interview them – anonymously if need be. If there is any construction happening, it would be awesome to visit to get some pictures and drill/hammering/saw sounds. Monday afternoon, Tuesday or the following week would be great times for me if you happen to be available.

Best wishes,
Emily

Emily Hays

Pronouns: She/Her/Hers

Reporter, **Illinois Public Media**

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



From: Alana Banks <ABanks@dps61.org>
Sent: Thursday, October 12, 2023 4:15 PM
To: Hays, Emily <ehays3@illinois.edu>
Subject: Re: Media Request: IL Protections for Trans Youth

Thanks for reaching out!

The official date at the Public Library is November 15. I was told that it should be updated on the public library calendar by tomorrow.

The joint GSA event is a lock-in event it takes place on November 17th, 2023, at the Decatur Boys and Girls Club. I may not be able to attend this event, but it is being led by Zelda Zarkana, who is a Teacher's Assistant with DPS 61. I can give you her contact information if you'd like. She would love to have this coverage. I will likely be at a school board conference taking place November 16-18.

As for my Nonprofit, it is Lorde-Rustin Home. We are re launching our website this weekend, so we'd love to keep you posted!!

I am trying to form together a thanksgiving meal to serve to LGBTQ+ folks and their families just before Thanksgiving. I will keep you posted once the site is back live!

Again, thanks so much!!

Alana

From: Hays, Emily <ehays3@illinois.edu>
Date: Thursday, October 12, 2023 at 4:10 PM
To: Alana Banks <ABanks@dps61.org>

Subject: Media Request: IL Protections for Trans Youth

Hi, Alana,

This is Emily from Illinois Public Media. Thanks for all the prompt help related to your teacher training event! Since the date for the teacher training has been moved back, are you doing anything this month related to trans youth that I could follow you to? For example, you mentioned something before about a joint Gay Straight Alliance event in October. I would need to get a few more permissions for that and would be careful about photographs and names of kids.

Another idea, are there any renovations going on for your Lord Rest in Home (spelling?) nonprofit?

Thank you for all your help,
Emily

Emily Hays

Pronouns: She/Her/Hers

Reporter, Illinois Public Media

Work: 217.333.5073 Cell: 434.465.1950

IllinoisNewsroom.org and will.illinois.edu



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From: [Alana Banks](#)
To: [Karen Lauritzen](#)
Subject: Re: Millikin University Class Visit
Date: Tuesday, October 24, 2023 4:07:50 PM

Hi Karen!

I would love to attend! I have been readmitted to Millikin University for Spring 2024 and would love to get a feel for what it's like to be back on campus!

Thanks for the invitation!

Alana Banks

From: Karen Lauritzen <klauritzen@millikin.edu>
Date: Monday, October 23, 2023 at 12:50 PM
To: Bill Clevenger <BClevenger@dps61.org>, Jason Dion <JDion@dps61.org>, Alana Banks <ABanks@dps61.org>, Kevin Collins-Brown <KCollins-Brown@dps61.org>, Mark Reynolds <mareynolds@dps61.org>, aschneider@dps61.org <aschneider@dps61.org>, Will Wetzel <wwetzel@dps61.org>
Subject: Millikin University Class Visit

Hello!

My name is Dr. Karen Lauritzen, and I am an assistant professor of Education at Millikin. I teach a course called Introduction to American Education, and we are going over some content about the Governing and Financing of Public Schools. I would really appreciate it if my freshman students could speak with a school board member from DPS. Would one of you be available on Wednesday, November 8th any time between 1:00-2:15 PM to visit my classroom here at Millikin and have a dialogue with my students? Thank you for letting me know!

Karen Lauritzen, Ph.D.
Assistant Professor of Education
Education Department - Millikin University
Office 307 I, Shilling Hall
217.420.6737
Decatur, IL 62552
klauritzen@millikin.edu
Pronouns: she, her, hers

From: [Kevin Collins-Brown](#)
To: [Karen Lauritzen](#)
Subject: RE: Millikin University Class Visit
Date: Monday, October 23, 2023 7:16:00 PM

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To: Bill Clevenger <BClevenger@dps61.org>; Jason Dion <JDion@dps61.org>; Alana Banks <ABanks@dps61.org>; Kevin Collins-Brown <KCollins-Brown@dps61.org>; Mark Reynolds <mareynolds@dps61.org>; aschneider@dps61.org; Will Wetzel <wwetzel@dps61.org>
Subject: Millikin University Class Visit

Hello!

My name is Dr. Karen Lauritzen, and I am an assistant professor of Education at Millikin. I teach a course called Introduction to American Education, and we are going over some content about the Governing and Financing of Public Schools. I would really appreciate it if my freshman students could speak with a school board member from DPS. Would one of you be available on Wednesday, November 8th any time between 1:00-2:15 PM to visit my classroom here at Millikin and have a dialogue with my students? Thank you for letting me know!

Karen Lauritzen, Ph.D.
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Pronouns: she, her, hers

From: [Kevin Collins-Brown](#)
To: [Kiona Waldrop](#)
Subject: RE: TA contract
Date: Tuesday, October 24, 2023 6:30:46 PM

I will ask for a clarification.

From: Kiona Waldrop
Sent: Tuesday, October 24, 2023 12:37 PM
To: Bill Clevenger <BClevenger@dps61.org>; Jason Dion <JDion@dps61.org>; Alana Banks <ABanks@dps61.org>; Kevin Collins-Brown <KCollins-Brown@dps61.org>; Mark Reynolds <mareynolds@dps61.org>; Al Scheider <AScheider@dps61.org>; Will Wetzel <wwetzel@dps61.org>
Cc: Ashley Dugger <ASDugger@dps61.org>
Subject: TA contract

Hello!

My name is Kiona Waldrop and I am a 1st grade teaching assistant at Johns Hill. I wanted to share my concern about the language used in our contract form that is up for approval at tonight's meeting. We originally agreed that toileting assistance would be voluntary and those trained would receive extra pay. However, looking at the form (which I've included) it says it will be added to all TAs job duties. If I could, please get clarification that it will ONLY apply to those who VOLUNTEER and not be required of all TAs (now or in the future).

Thanks so much!

Kiona Waldrop

Date: October 24, 2023	Subject: Job Description
Initiated By: Deanne S. Hillman, Interim Director of Human Resources	Attachments: Job Description: Grades K, 1, 2 Instructional Teaching Assistant
Reviewed By: Dr. Rochelle Clark, Superintendent	

BACKGROUND INFORMATION:

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

CURRENT CONSIDERATIONS:

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

Grades K, 1, 2 Instructional Teaching Assistant

- Added Toileting

FINANCIAL CONSIDERATIONS:

This position is within current budget.

STAFF RECOMMENDATION:

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

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Sent from my iPad

From: [Jason Dion](#)
To: jason.dion@carle.com
Subject: test
Date: Tuesday, October 24, 2023 2:45:51 PM

test message