

**Subject:** Dennis Moving Plans & Packing Dates  
**Date:** Friday, June 30, 2023 at 1:31:42 PM Central Daylight Time  
**From:** Denise Swarthout  
**To:** DLS Staff, Dennis Staff, Kamra Meador, Keith Creighton, Karissa Tucker  
**CC:** Executive Cabinet, Krystina Petitt, Matthews, Andrew, Michelle Dixson, David Braun  
**Priority:** High  
**Attachments:** image001.png, Personal Belongings Retrieval - Mosaic.pdf, Retrieve Building Contents - Mosaic.docx.pdf

DPS Staff:

On June 26 and June 27, 2023, Buildings & Grounds (B&G) staff entered the Dennis Mosaic (Dennis M) and Dennis Kaleidoscope (Dennis K) buildings to isolate the areas of suspect structural integrity and the adjoining spaces to limit access to **AUTHORIZED PERSONNEL ONLY (as determined by Director of Buildings & Grounds)**.

The following information is being provided to define the guidelines and timelines for moving building contents. **Note: B&G is prepared to pack all classrooms in areas A & B and deliver the contents to the new location. Any items that are not packed, moved, or retrieved from the following locations by Wednesday, July 12, 2023, at 2:30 p.m. will be packed and moved by B&G staff.** [Please click here to view a sign-up sheet that shows when staff will be in the buildings.](#)

See the attached floor plans which denote the various areas:

- Area A – office and administrative area
- Area B – classrooms, corridors, stairwells, and common areas accessible to DPS staff
- Area C – **areas only accessible to authorized B&G personnel**
- Area X – **areas off-limits to ALL DPS staff**

Building staff **ONLY (no friends, no family, nor other non-DPS assistance)** will be allowed to enter designated areas denoted as “Area A” and “Area B” (see attached floor plans) at scheduled times to pack and retrieve their personal belongings. All personal belongings should be placed into boxes/containers provided by DPS (as needed). Custodial staff will be on-site to assist in moving and delivering those items to the threshold of the building for the employee to be placed into their personal vehicle. Employees will be compensated as agreed upon with their respective bargaining unit. If an employee opts to forego entering the building (Area A or Area B) to gather their personal items for themselves, DPS will provide this work on behalf of the employee. **Only authorized B&G personnel will be allowed to enter Area C; Area X remains off limits to ALL DPS staff.**

### **Dennis Mosaic ONLY (original Dennis Lab School)**

*See the attached floor plans which denote the various areas.*

1. Area A – office and administrative staff will be allowed to enter the area to retrieve personal items and to secure and pack DPS items:
  - a. Wednesday, July 5, 2023, from 6:00 a.m. to 2:30 p.m., or
  - b. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m.

1. Area B – faculty will be allowed to enter the area on the dates below to retrieve personal items:
  - a. Wednesday, July 5, 2023, from 6:00 a.m. to 2:30 p.m.,
  - b. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m., or
  - c. Friday, July 7, 2023, from 6:00 a.m. to 2:30 p.m.
3. Area C – **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Mosaic staff and transport it to the final destination.
4. Areas A, B and C – B&G staff will begin moving District-owned building contents to GLA prior to July 6, 2023.

### **Dennis Kaleidoscope ONLY (original French Academy)**

*See the attached floor plans which denote the various areas.*

1. Area A – **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Kaleidoscope staff
2. Area B – faculty will be allowed to enter the area on the dates below to retrieve personal items:
  - a. Wednesday, July 5, 2023, from 6:00 a.m. to 2:30 p.m.,
  - b. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m., or
  - c. Friday, July 7, 2023, from 6:00 a.m. to 2:30 p.m.
3. Area C - **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Kaleidoscope staff and transport it to the final destination
4. Areas A, B and C – B&G staff will begin moving District-owned building contents to GLA prior to July 6, 2023.

We understand this is short notice and individuals may not be available. B&G staff will be available to pack and move your items for you to the new location. These are difficult times for all involved and we appreciate you working with us as we try to enter and exit safely, but also do it in a timely manner. Thank you for your continuing cooperation.

***DISCLAIMER:*** *If there are extenuating circumstances, please contact your union representatives.*

**Denise Swarthout**  
Chief Communications Officer  
Decatur Public Schools



**Subject:** REMINDER: Dennis Moving Plans & Packing Dates  
**Date:** Monday, July 3, 2023 at 11:36:56 AM Central Daylight Time  
**From:** Denise Swarthout  
**To:** DLS Staff, Dennis Staff, Kamra Meador, Keith Creighton, Karissa Tucker  
**CC:** Executive Cabinet, Krystina Petitt, Matthews, Andrew, Michelle Dixson, David Braun  
**Attachments:** Dennis K Retrieval Plan.pdf, Dennis M Retrieval Plan.pdf, image001.png

Just as a reminder, packing and moving begins on Wednesday at the two Dennis locations. See below for detailed schedules. We've also added all specific moving questions received from staff to the existing Dennis FAQ doc here: [Update to FAQs: Future of Dennis Lab School](#)

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will be allowed to enter Area C; Area X remains off limits to ALL DPS staff.

### **Dennis Mosaic ONLY (original Dennis Lab School)**

*See the attached floor plans which denote the various areas.*

1. Area A – office and administrative staff will be allowed to enter the area to retrieve personal items and to secure and pack DPS items:
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  - b. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m.
1. Area B – faculty will be allowed to enter the area on the dates below to retrieve personal items:
  - a. Wednesday, July 5, 2023, from 6:00 a.m. to 2:30 p.m.,
  - a. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m., or
  - b. Friday, July 7, 2023, from 6:00 a.m. to 2:30 p.m.
3. Area C – **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Mosaic staff and transport it to the final destination.
4. Areas A, B and C – B&G staff will begin moving District-owned building contents to GLA prior to July 6, 2023.

### **Dennis Kaleidoscope ONLY (original French Academy)**

*See the attached floor plans which denote the various areas.*

1. Area A – **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Kaleidoscope staff
2. Area B – faculty will be allowed to enter the area on the dates below to retrieve personal items:
  - a. Wednesday, July 5, 2023, from 6:00 a.m. to 2:30 p.m.,
  - b. Thursday, July 6, 2023, from 6:00 a.m. to 2:30 p.m., or
  - c. Friday, July 7, 2023, from 6:00 a.m. to 2:30 p.m.
3. Area C - **ONLY authorized B&G personnel** will be allowed to enter the area to retrieve belongings on behalf of Dennis Kaleidoscope staff and transport it to the final destination
4. Areas A, B and C – B&G staff will begin moving District-owned building contents to GLA prior to July 6, 2023.

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**Denise Swarthout**

Chief Communications Officer

Decatur Public Schools



**Subject:** Dennis Lab School Update: Access Prohibited  
**Date:** Thursday, July 13, 2023 at 4:17:37 PM Central Daylight Time  
**From:** Denise Swarthout  
**To:** Dennis Staff, DLS Staff  
**Attachments:** image001.png

Decatur Public Schools received a notice on Thursday, July 13, 2023, from the Illinois Department of Labor that an OSHA complaint had been filed on Thursday, July 6, 2023, regarding Dennis Lab Schools. The OSHA complaint alleges that the building is closed and yet employees are present coming in and out of the building, and that there is mold and asbestos present in the Dennis facilities. As a result of this complaint, **DPS is prohibiting any further access to the Dennis Lab School buildings and will be closing off all access points to the buildings.** All contents that have yet to be moved will remain in the facilities, as access is now prohibited.

[Click here to view the letter DPS received from the Illinois Department of Labor.](#)

This information has also been added to the [Future of Dennis Lab School webpage](#).

**Denise Swarthout**  
Chief Communications Officer  
Decatur Public Schools

