

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, DECEMBER 6, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:03 p.m.**

PLEDGE OF ALLEGIANCE (*recited by all in attendance*)

Upon roll call the following members were present:

Present: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
Viverette

Absent:

Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business
Administration & Operations
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Mrs. Stephanie Stephen, Director of Federal/State Programs
Dr. Tamara Young, Director of Pupil Personnel Services
Ms. Monique Johnson, Principal Medgar Evers PAC
Dr. Sharon Rivers, Principal, Cottage Grove U.G.C.

Legal Counsel: None

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

Board President Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

AGENDA

Motioned/Sherman; Seconded/Viverette - to approve the agenda.

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
Viverette

Nays: None

Absent: None

Abstain: None

7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried.

Minutes of the Board of Education
December 6, 2016
Page 2

MINUTES

Motioned/Sherman; Seconded/Viverette - to approve the minutes of ***November 8, 2016 (Regular)***

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
 Viverette
 Nays: None
 Absent: None
 Abstain: None
 7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried.

CORRESPONDENCE

None

PART A - REPORT OF THE SUPERINTENDENT

SUPERINTENDENT JACKSON reminded members of the Board that they were in advanced receipt of his report, then informed members that he would entertain any questions. **THERE WERE NONE.** **SUPERINTENDENT JACKSON** then recommended favorable approval of his report as submitted:

Motioned/Hayslett; Seconded/Viverette - to approve **PART A - REPORT OF THE SUPERINTENDENT**

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
 Viverette
 Nays: None
 Absent: None
 Abstain: None
 7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried

I. FOR YOUR AUTHORIZATION

A. PERSONNEL (*Pending receipt of all personnel required documents*)

1. SATURDAY SCHOOL STAFF

Authorization is being sought to hire the following staff for Saturday School. Saturday School begins **Saturday, January 14, 2017** and ends **Saturday, March 18, 2017**.

MEDGAR EVERS P.A.C.:

VERLETTA FALCONER	3RD
CARLETTA JONES	3RD
RACHAEL RANSOM	4TH
SANDRA SEARS	4TH
BRINDA FARR-BOYD	PARAPROFESSIONAL
NAKIA WILLIAMS	CLERK
MONIQUE JOHNSON	ADMINISTRATOR
JOHN WADE	COORDINATOR

COTTAGE GROVE UGC:

ANGELA COLEMAN	L.A. - 5TH
JANET MORRIS	MATH - 5TH
DIANE SERGEANT	L.A. - 6TH
CYNTHIA PURDY	MATH - 6TH
CHAD NELSON	L.A. - 7TH
DIANE RICHARDSON	MATH - 7TH
JASON KINNAMAN	L.A. - 8TH
GWENDOLYN TIBBS	MATH - 8TH
TROY JUNIEL	MEDIA CENTER
ROBIN NORRIS	CLERK
CHANTEL JONES	COORDINATOR
SHARON RIVERS	PRINCIPAL

**Minutes of the Board of Education
December 6, 2016
Page 4**

B. APPROVAL OF AMENDED BUDGET FORM 50-35 AND LEGAL NOTICE FOR FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 (See reference #1)

C. APPROVAL OF RESOLUTIONS

1. Chief Fiscal Officer's Estimate of Revenues Anticipated to be Received by Ford Heights School District 169, Cook County, Illinois for the Fiscal Year Beginning **July 1, 2016** and ending **June 30, 2017**
2. Certification of Resolution and Minutes of the Meeting of the Board held on the **sixth** day of **December 2016**, insofar as same relates to the adoption of a Resolution entitled: Resolution Adopting the **Amended** Budget of Ford Heights School District 169, Cook County, Illinois for Fiscal Year **2016-2017**
3. Resolution Adopting the **Amended** Budget of Ford Heights School District 169, Cook County, Illinois, for the **Fiscal Year 2016-2017**

D. APPROVE CONTRACT EXTENSION FOR DLM SCHOOL BUS LINES, INC. (See reference #2)

Authorization is sought for a motion to approve contract extension for DLM Bus Lines Services for "**Regular Education, Special Education and Out of District Special Education** for an additional year, commencing **Fiscal Year (FY) 2018-2019** School Year, at the current rates and terms provided for these services during the **2016-2017** contract terms.

E. APPROVAL OF THE 2017-2018 OFFICIAL SCHOOL CALENDAR (See reference #3)

Approval is sought to adopt the **School Calendar** for the **2017-2018** school year. The school year will begin on **Wednesday, August 09, 2017** and will end on **Thursday, May 31, 2018**. The calendar represents **185 days**, inclusive of five (5) emergency days. If no emergency days are used, school will end **Wednesday, May 23, 2018**.

You will see by the attached copy of the Official School Calendar, that the following will be taking place on dates noted below. They are:

TEACHER INSTITUTE DAYS

WEDNESDAY	AUGUST 09	2017
THURSDAY	AUGUST 10	2017
FRIDAY	AUGUST 11	2017
MONDAY	MAY 21	2018

PARENT TEACHER CONFERENCES

FRIDAY	OCTOBER 27	2017
THURSDAY	MARCH 29	2018

EMERGENCY DAYS

THURSDAY	MAY 24	2018
FRIDAY	MAY 25	2018
TUESDAY	MAY 29	2018
WEDNESDAY	MAY 30	2018
THURSDAY	MAY 31	2018

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF DECEMBER 1, 2016)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	43
GRADE 1	45	GRADE 2	46
GRADE 3	39	GRADE 4	48
		TOTAL	261

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	39	GRADE 6	40
GRADE 7	35	GRADE 8	44
		TOTAL	158

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
419	16	435

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
12	240	19

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
14	175	0

B. FORD HEIGHTS COMMUNITY SERVICE ORGANIZATION (FHCSO) (See reference #4)

MS. ANGELIA SMITH, Executive Director of FHCSO sent a "Thank You Letter" for the participation of Ford Heights School District 169 in their 4th Annual Health and Wellness Fair held August 27, 2016.

C. INCLEMENT WEATHER BUSING

Members of the Board, as is our usual practice during Winter's inclement weather, the District will again provide transportation to our students. I have asked **MRS. CORETTA JACKSON**, our Assistant Superintendent of Business Administration & Operations, to execute the procedure and make arrangements with **DLM School Bus Lines**. As it currently stands, the busing for the Winter schedule will begin the first week our students return from break **Wednesday, January 4, 2017** and carry through **Tuesday, February 28, 2017**.

D. LIVING GRACE CHURCH - THANK YOU LETTER (See reference #5)

A "Thank You" letter was sent to **PASTOR PHILLIP FRANCE** and his congregation, thanking them on behalf of the Board of Education and Ford Heights School District 169, for the kindness and thoughtfulness they showed by donating thirty-one (31) Thanksgiving Baskets for families of Ford Heights.

E. SETTLEMENT AGREEMENT BETWEEN THE CITY OF CHICAGO HEIGHTS, AN ILLINOIS MUNICIPAL CORPORATION AND THE VILLAGE OF FORD HEIGHTS, AN ILLINOIS MUNICIPAL CORPORATION (See reference #6)

Members of the Board, the case between the City of Chicago Heights and the Village of Ford Heights has been settled pursuant the attached settlement agreement. The case has been dismissed without prejudice.

PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS

MRS. CORETTA JACKSON informed members that they were in advanced receipt of her report. Mrs. Jackson then inquired if there were any questions. **THERE WERE NONE**. She then asked for approval of her report as submitted:

**Minutes of the Board of Education
December 6, 2016
Page 8**

Motioned/Viverette; Seconded/Hayslett - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS, Report** as submitted:

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - motion carried

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for December 6, 2016 in the amount of **\$450,600.15**.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of November 2016 as detailed below:

November 10, 2016	\$266,528.27
November 22, 2016	<u>\$214,686.45</u>
Grand Totals	\$481,214.72

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

A. Date: December 8, 2016 - January 10, 2017
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.-8:00 p.m.
Place: Tidye A. Phillips
Contact: Pastor Shawn Aldridge
Beyond The Veil Kingdom Ministries
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

**Minutes of the Board of Education
December 6, 2016
Page 9**

B. Date: Saturday, December 17, 2016
 Time: 2:00 p.m. to 6:00 p.m.
 Place: Tidye A. Phillips
 Contact: Juanita Martin
 Purpose: Baby Shower
 Cost: **\$125.00-Custodian/\$175.00-Building**

D. PETTY CASH

Authorization is requested to replenish a Petty Cash for the following:

Office of Superintendent	\$ 99.98
District Office	\$ 82.22
Federal and State	\$142.00
Cottage Grove	\$200.00
Medgar Evers	<u>\$130.41</u>
Total	\$654.61

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$3,335.20**.

PART C - CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members of the Board that they were in advanced receipt of her report. **MRS. BARNES** then inquired if there were any questions. **THERE WERE NONE.** **MRS. BARNES** then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. AFTER SCHOOL TUTORIALS

After School Tutorials are coming to an end on Tuesday, December 6, 2016. Kudos to the Principals and Assistant Principals for keeping the attendance consistent throughout the program. At Medgar

Evers Primary Academic Center, in grades Kindergarten through Fourth, the student attendance averaged **95%**. At Cottage Grover Upper Grade Center, in grades Fifth through Eighth, the student attendance averaged **83%**. Both After School Tutorials will culminate with a celebration for all of the staff and students hard work and efforts.

B. NORTHWEST EVALUATION ASSOCIATION (NWEA) MEASURES OF ACADEMIC PROGRESS (MAP) BENCHMARKING

Beginning on **Monday, December 5, 2016** through **Friday, December 16, 2016**, all Kindergarten through Eighth Grade students will be administered the NWEA MAP, in Reading and Math. After the testing is completed, teachers will use the data for lesson planning and to guide instruction, as well as, to place students in appropriate academic learning groups.

C. OTHER ASSESSMENTS

In addition to students being administered the NWEA MAP, other testing will take place during the month of December for grades Pre-Kindergarten through Eighth. The purpose of these assessments is to inform instruction, but also to measure student growth from August up until December. The assessments are as follows:

Gold Assessment – A test administered to Pre-Kindergarten students that use a variety of online tools to gather and organize meaningful data quickly, including online portfolios where children’s work can be stored. Each student has a developmental profile to answer the questions, “What does this child know?” “What is he or she able to do?” It is used to determine if a child is making progress and compare the child’s knowledge, skills, and behaviors to those of most children of his or her age, or class/group.

Brigance Early Childhood Screens - Administered to Pre-Kindergarten students to screen and provide quick, easy, and accurate screening of skills that are critical predictors of school success, including physical development, language, academic/cognitive, self-help, and social-emotional skills – all in just 10-15 minutes per child.

Basic Reading Inventory (BRI) - Administered to Third through Eighth Grade students. The BRI is an individually administered Informal Reading Inventory (IRI), used to help gather information for instructional decision making in Reading. The assessment allows teachers to gain insights into a student's reading behaviors and reading ability (word identification, fluency, and comprehension). The BRI gives teachers the ability to determine three reading levels for each student: independent level, instructional level, and frustration level.

ECRA Writing Assessment – Administered to Kindergarten through Eighth grade students. This assessment measures students writing proficiency. Students are assessed on one of the three writing genres: narrative, informational, and persuasive/augmentative.

D. MONTHLY BUILDING REPORTS

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal Medgar Evers P.A.C.

Dr. Sharon Rivers, Principal Cottage Grove U.G.C.

Ms. Celestine Burrel, Districtwide Attendance Officer

E. UPCOMING DATES

DECEMBER 2, 2016

2ND Progress Report Mailed to Parents

DECEMBER 5 - 16, 2016

- **Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Benchmark (Kdg. - 8th)**
- **Jerry Johns Basic Reading Inventory (BRI) - 3rd - 8th**
- **Developmental Reading Inventory (DRA) - Kdg. - 1st**
- **Gold Assessment - Pre-Kindergarten
Brigrance Early Childhood Screener - Pre-Kindergarten**

DECEMBER 5, 2016

District-Wide After School Tutorials End

DECEMBER 9, 2016

District-Wide Winter Concert (Cottage Grove Upper Grade Center at 5:00 p.m.)

DECEMBER 13 - 16, 2016

ECRA Writing Assessment - Kindergarten - 8th Grade

DECEMBER 21, 2016 - JANUARY 3, 2016

Winter Break

PART D - FEDERAL STATE PROGRAMS

MRS. STEPHANIE STEPHEN informed members that they were in advanced receipt of her report. **MRS. STEPHEN** then inquired if there were any questions. **THERE WERE NONE.** She then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. MONTHLY PARENT MEETING

The Parent Center held the November Parent Meeting Friday,

Minutes of the Board of Education

December 6, 2016

Page 13

November 18, 2016 at Medgar Evers Primary Academic Center from 11:00 am. until 1:00 p.m. in room #218. The month of November's parent meeting theme was *Working With Your School Being Part of the Team*".

Each month our parents receive research-based programs designed to help equip our parents with real tools and strategies to raise emotionally and healthy children.

The meeting was well attended and parents received refreshments and door prizes were given out. Our next meeting will be held Friday, December 9, 2016 at Medgar Evers Primary Academic Center. The December theme is "**Aggression in Girls**".

B. 2016 SCHOOLWIDE SPELLING BEES

Friday, December 2, 2016 School wide Spelling Bees will be held at Medgar Evers Primary Academic Center at 9:30 a.m. and Cottage Grove Upper Grade Upper Grade Center at 1:30 p.m. Students that won first, second and third place in the Classroom Spelling Bees will compete to go onto the District Wide Spelling Bee held in January.

The judges, pronouncers and rounds keepers for the Schoolwide Spelling Bee are as follows:

AT MEDGAR EVERS PAC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:

LEAD JUDGE-Mr. Wade

JUDGES- Ms. Summers and Ms. Williams

PRONOUNCER- Ms. Johnson

ROUND KEEPER- Mrs. Sears

Minutes of Board of Education

December 6, 2016

Page 14

AT COTTAGE GROVE UGC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:

LEAD JUDGE –Ms. Richardson

JUDGES – *Mr. James and Mrs. Novickas*

PRONOUNCER-*Mr. Kinnaman*

ROUND KEEPER – *Mr. Nelson*

C. EARLY CHILDHOOD – PRESCHOOL FOR ALL 3-5

The Early Childhood Preschool for All Program is maintaining the 20 students per classrooms. Preschool students and parents will be attending the Winter Wonderland at Navy Pier for their December Field Experience. Each student can bring one (1) parent to go with them. This will be a festive event for all.

Happy Holiday Day to each of you!



PART E - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

DR. TAMARA YOUNG reminded members of the Board that they were in advanced receipt of her report. **DR. YOUNG** inquired if there were any questions. **THERE WERE NONE.** **DR. YOUNG** then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING MEETINGS

The Pupil Personnel Services Team conducted a Problem Solving Team (PST) meeting at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. The District-Wide Advocate

Minutes of the Board of Education

December 6, 2016

Page 15

went over the SWISS data with the teachers. Counseling services and home visits are implemented to assist parents in completing the procedures necessary to gain access to services for their children.

B. HEALTH SERVICES

Annual vision and hearing screening was conducted during October and November at Medgar Evers and Cottage Grove Upper Grade Center. Students who failed the screening will be given a second screening at a later date. The Director and Health Coordinator met with members of Cook County Health and Hospitals to discuss our partnership with mobile vision services.

Parents were given the opportunity to sign a consent for their child to be seen through the vision program provided by the Chicago Heights Lions Club. Several parents opted to take advantage of the aforementioned opportunity.

Annual state report for student health data for immunizations was completed on November 10, 2016.

School Districts are required to adopt an Asthma Episode Emergency Response Protocol and Asthma Action Plan as indicated by Illinois Public Act 99-0843 by January 1, 2017. This protocol will provide district employees with directions on how to properly manage the care of students who present with asthmatic episodes.

Monthly Automated External Defibrillator (AED) check was conducted in November 2016 at the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center (Pac), and Tiyde A. Phillips.

Minutes of the Board of Education

December 6, 2016

Page 16

C. COUNSELING PROGRAM

During the month of November Mr. Aldridge implemented the counseling curriculum to align with the PBIS monthly theme. The theme for this month is "Fairness". The District-Wide Student Advocate continues to implement the counseling curriculum with 30 minute lessons for each group.

The National Junior Honor Society along with /Student council sponsored a District-wide food drive for the Gloria Bryant Community Center located in Ford Heights, Illinois.

The National Junior Honor Society held their monthly meeting along with elections. The following students were elected as officers for the National Junior Honor Society: President-Anhalena Davis, Vice President-Elyse Jackson, Treasurer-Jachelle Willis, and Secretary-Jaliya Blevins.

Career Fair meetings continue to be held to prepare for the upcoming events. Potential presenters have been solicited from various fields of interest.

A career Fair Grant Application was submitted to Prairie State College to generate funds for the 2017 District Career Fair. Committee members' responsibilities are being delegated in order to make this endeavor a success.

E. Monthly Reports-Departmental reports were submitted by the following:

Shawn Aldridge- District-Wide Student Advocate

Geraldine Parham-Health Coordinator

Minutes of the Board of Education

December 6, 2016

Page 17

Board President **COOK** called on **DR. SHARON RIVERS**, Principal of Cottage Grove Upper Grade Center and **MS. MONIQUE JOHNSON**, Principal of Medgar Evers Primary Academic Center, for updates on activities/happenings in their respective buildings.

At this juncture, **SUPERINTENDENT JACKSON** reminded members of the Annual Winter Concert, its date, time and location. **BOARD PRESIDENT COOK** shared an upcoming Parent Workshop, its date, time and location. **SUPERINTENDENT JACKSON** addressed the Holiday Tournament to be held, and divulged further pertinent information of such.

BOARD VICE PRESIDENT LAWRENCE stated he wanted to know what was the Parent Center doing about garnering parental support for our students. He told of a basketball game he attended and not one parent was represented. He found this appalling and expressed that something needs to be done about getting parents to support games/events their child is participating in.

During this discussion, there was input from various members. The end consensus was that something needs to be done to improve this situation.

ADJOURNMENT: 5:29 p.m.

Motioned/Hayslett; Seconded/Viverette - to adjourn meeting

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Mitchell, Sherman
Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried



Mrs. Lera Cook, President



Ms. Victoria Hayslett, Secretary