

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
WEDNESDAY, APRIL 5, 2017**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:00 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Hayslett, LaWrence, Mitchell, Sherman Viverette  
Absent: Coleman,  
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  
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/Mitchell - to approve the agenda.

Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman  
Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.**

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**MINUTES**

Motioned/Sherman; Seconded/Mitchell - to approve the minutes of **March 7, 2017 (Regular), (Closed Session), and March 30, 2017 (Special Meeting)**

Roll Call:    Ayes:            Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette  
                 Nays:             None  
                 Absent:          Coleman  
                 Abstain:         None  
**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.**

**CORRESPONDENCE**

**NONE**

**CLOSED SESSION: 5:03 P.M.**

Board Vice President, Samuel J. LaWrence, III called for a **CLOSED SESSION.**

Motioned/Hayslett; Seconded/Sherman - to enter into **CLOSED SESSION.**

Roll Call:    Ayes:            Cook, Hayslett, LaWrence, Mitchell, Sherman,  
   Viverette  
                 Nays:             None  
                 Absent:          Coleman  
                 Abstain:         None  
**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.**

**RECONVENE REGULAR SESSION: 5:46 p.m.**



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Motioned/Sherman; Seconded/Mitchell - to reconvene **REGULAR SESSION**

Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman,  
Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**PART A - REPORT OF THE SUPERINTENDENT**

**SUPERINTENDENT JACKSON** reminded members of the Board that they were in advanced receipt of his report, inclusive of Addendum Report. Superintendent Jackson expressed that he would entertain any questions then recommended favorable approval of his report as submitted, inclusive of **ADDENDUM REPORT** actions approved in **CLOSED SESSION**.

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

Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**I. CLOSED SESSION**

**A. MATTERS OF PERSONNEL - (POSSIBLE ACTION)**

Members of the Board should anticipate an **ADDENDUM REPORT** pertaining to Matters of Personnel.

II. FOR YOUR AUTHORIZATION

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

1. AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL *(Pending Title I Funding for Summer School)*

Authorization is sought to hire the following personnel for Summer School (to be paid from Title I & II Programs).

<u>MEDGAR EVERS</u>	<u>GRADE</u>
SUSAN TUTOROW	Kindergarten
VERLETTA FALCONER	First Grade
SHANNON ZENOS	Second Grade
ANN MARIE ARMSTRONG	Third Grade
CARLETTA JONES	Floater*
NAKIA WILLIAMS	Clerical
TRIKETA WASHINGTON	Paraprofessional
SANDRA SEARS	Substitute
LENA WATTS	Substitute
JOHN WADE	Coordinator
MONIQUE JOHNSON	Principal

*\* Depends on the # of students enrolled in a specific grade*

<u>COTTAGE GROVE</u>	<u>GRADE</u>
KATHLEEN O'CONNOR	4 <sup>TH</sup> ELA
MATRINO ENO	4 <sup>TH</sup> Math
DIANE SERGEANT	5 <sup>TH</sup> ELA
CYNTHIA PURDY	5 <sup>TH</sup> Math
TROY JUNIEL	6 <sup>TH</sup> ELA
ANGELA HAYSLETT	6 <sup>TH</sup> Math



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JASON KINNAMAN	7 <sup>th</sup>	ELA
DIANE RICHARDSON	7 <sup>th</sup>	Math
TBD	4-7	Media Center
GWENDOLYN TIBBS	4-7	Substitute
ROBIN NORRIS		Clerical
CHANTEL JONES		Coordinator
SHARON RIVERS		Principal

**2. LETTER OF RESIGNATION (See reference #1)**

***Mrs. Asma`a Khatib***, Teacher Cottage Grove Upper Grade Center has submitted a Letter of Resignation, to be effective at the end of the 2016-2017 School Year.

**3. LETTER OF RETIREMENT (See reference #2)**

***Mr. Rodney Alexander***, Custodian Medgar Evers Primary Academic Center has submitted a Letter of Retirement to be effective at the end of March, 2017.

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (MARCH 30, 2017)**

**MEDGAR EVERS SCHOOL**

PRE-K	40	KDG	47
GRADE 1	46	GRADE 2	50
GRADE 3	42	GRADE 4	48
		<b>TOTAL</b>	<b>273</b>

**COTTAGE GROVE UPPER GRADE CENTER**

GRADE 5	39	GRADE 6	40
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<b>GRADE 7</b>	<b>36</b>	<b>GRADE 8</b>	<b>44</b>
		<b>TOTAL</b>	<b>159</b>
<b>TOTAL DISTRICT</b>		<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>432</b>		<b>16</b>	<b>448</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICER):**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>7</b>	<b>348</b>	<b>10</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>6</b>	<b>301</b>	<b>0</b>

**ADDENDUM REPORT**

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

- 1. RESOLUTION AUTHORIZING NOTICE OF DISCONTINUATION OF PROFESSIONAL POSITION – SOCIAL WORKER (REFERENCE #1)**
- 2. RESOLUTION AUTHORIZING NOTICE OF HONORABLE DISMISSAL – (REFERENCE #2)**

Dr. Tamara Young

**PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**

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

Motioned/Sherman; Seconded/Mitchell - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS REPORT** as submitted:

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

Nays: None

Absent: Coleman

Abstain: None

**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.**

**PART B - BUSINESS AFFAIRS**

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for April 5, 2017 in the amount of **\$468,659.65.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of March 2017 as detailed below:

March 3, 2017	\$210,242.61
March 17, 2017	\$225,680.38
March 31, 2017	<u>\$217,897.06</u>
<b>Total</b>	<b>\$653,820.05</b>



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**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

1. Authorization is requested for the use of the following:

- A. Date: April 11, 2017 - May 9, 2017  
Time: 9:30 a.m.-11:00 a.m.  
Place: Tidye A. Phillips  
Contact: Pastor Shawn Aldridge  
Purpose: Religious Purposes  
Cost: **\$75.00-Sunday/\$25.00-Thursday**
  
- B. Date: Saturday, June 17, 2017  
Time: 4:00 p.m. - 7:00 p.m.  
Place: Medgar Evers  
Contact: Mary Fulwiley  
Purpose: Baby Shower  
Cost: **\$175.00-Building/\$100.00-Custodian  
(Reference #1)**
  
- C. Date: Sunday, April 16, 2017  
Time: 2:00 p.m. - 4:30 p.m.  
Place: Tidye A. Phillips  
Contact: Elouise Robinson



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Purpose: Easter Program  
Cost: **\$175.00-Building/\$100.00-Custodian**  
**(Reference #2)**

D. Date: Saturday, June 17, 2017

Time: 3:00 p.m. - 9:00 p.m.

Place: Tidye A. Phillips

Contact: Doris Martin

Purpose: 55<sup>th</sup> Wedding Anniversary

Cost: **\$175.00-Building/\$175.00-Custodian**  
**(Reference #3)**

**D. PETTY CASH**

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

District Office	\$258.89
Business Office	\$ 84.41
Building & Grounds	\$ 6.33
Cottage Grove	\$121.13
Medgar Evers	<u>\$ 85.40</u>
<b>Total</b>	<b>\$556.16</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$5,222.16.**

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### **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. PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC)**

All students in grades third through eighth are in the process of completing the Partnership for Assessment of Readiness for College and Careers (PARCC) in English Language Arts (ELA) and Math. The students are working very hard and remain focused as they test each day. As I visited both Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center, both environments were conducive for testing. All testing is administered on the computer in the Media Center at each respective school.

According to the State, the results will be made available to School Districts throughout Illinois during the month of June.

##### **B. PARENT/TEACHER CONFERENCE**

Parent/Teacher Conference was held for both schools on Friday, March 24, 2017 from 12:00 noon until 6:00 p.m. Both schools had a great showing of parents. During that time, parents received their child's report card and had an opportunity to speak with their child's teacher to discuss their academic and social progress.

Each building provided parents with an opportunity to register their child for the 2017-2018 school year.



**C. NORTHWEST EVALUATION ASSOCIATION (NWEA)**

Beginning on Monday, April 24, 2017 through Friday, May 5, 2017 all kindergarten through fourth grade students at Medgar Evers Primary Academic Center will be administered the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in Reading and Math. Students at Cottage Grove Upper Grade Center were administered the test on Wednesday, March 1, 2017 through Friday, March 10, 2017.

Students who attend Summer School will be selected based on the NWEA results in an effort to provide extended time to work on the skills where additional support is needed.

**D. MONTHLY BUILDING REPORTS**

Building reports were submitted by the following personnel:

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

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

**Ms. Celestine Burrel**, District-Wide Attendance Officer

**E. UPCOMING DATES**

**APRIL 3, 2017 - APRIL 13, 2017**

PARCC Testing at both Schools

**APRIL 5, 2017**

School Board Meeting - Cottage Grove U.G.C. at 5:00 p.m.

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**APRIL 5, 2017 - APRIL 7, 2017**

Child Find (Pupil Personnel Services)

**APRIL 13, 2017**

Spring Concert - Cottage Grove U.G.C. at 5:00 p.m.

**APRIL 14, 2017 - APRIL 21, 2017**

Spring Break

**APRIL 24, 2017 - MAY 5, 2017**

**District Local Assessments:**

Developmental Reading Assessment (DRA) - Kdg. - 2<sup>nd</sup> grade

Jerry John's Basic Reading Inventory (BRI) - 3<sup>rd</sup> - 8<sup>th</sup> grade

Gold & Brigrance Assessments - Pre-Kdg.

**APRIL 25, 2017**

National Junior Honor Society Induction Ceremony - Cottage Grove Grade Center at 100 p.m.

**APRIL 27, 2017**

Career and Health Fair - Cottage Grove U.G.C.

**APRIL 28, 2017**

Progress Reports Mailed home to Parents for both Schools

**PART D - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** informed members 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:



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### **I. FOR YOUR INFORMATION**

#### **A. MONTHLY DISTRICT WIDE FAMILY WORKSHOP SERIES**

On Friday, March 31, 2017 our monthly Parent Meeting will be held at Medgar Evers Primary Academic Center from 11:00 a.m. to 1:00 p.m. Topic of discussion "The Role Language Plays in a Child's Development.

#### **B. EARLY CHILDHOOD PRESCHOOL FOR ALL 3-5**

The Early Childhood Preschool for All 3-5 staff is preparing for their year-end activities with students and parents. During the month of April, they are planning a field experience to the Center of Performing Arts at Governors State University (GSU) to see the play Brown Bear, Brown Bear and other treasured stories.

#### **C. PRE-KINDERGARTEN CHILD FIND SCREENING**

**April 5, 2017** through **April 7, 2017** is Pre-Kindergarten Child Find Screening. Pre-Kindergarten teachers will assist the Pupil Personnel Services Department with the Child Find Screening. The Child Find Screenings will take place at Child for All/Head Start and at Medgar Evers Primary Academic Center.

#### **D. PERFECT ATTENDANCE AND HONOR ROLL CELEBRATION**

**Thursday, May 4, 2107** is the date of Ford Heights School District 169's **Honors Celebration** at Cottage Grove Upper Grade Center at **4:00 p.m.** All students that have received perfect attendance and honor roll for three consecutive quarters will receive an award for their achievement.

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**E. DISTRICT WIDE EMERGENCY DRILL**

The final District Wide Emergency Drill for the 2016-2017 School year is scheduled to be held Friday, April 28, 2017. Once this emergency drill is completed, our District will be in compliance with the Illinois School Code. All emergency drills have been documented and kept at each school and the District Office.

**PART - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION**

**I. FOR YOUR INFORMATION**

**A. PROBLEM SOLVING**

Problem Solving Team Meetings at both Cottage Grove and Medgar continue to meet regularly. As a result, from the referrals received at Problem Solving Meetings, the psychologist has been conducting observations in the classroom and making recommendations of different types of interventions that can be used in the classroom to help curb the unwanted behavior. Observations and consultation with other personnel has taken place to assist in planning appropriate interventions for students. The Director had the Speech Pathologist to complete a screening on a student whose parent had some speech concerns.

**B. HEALTH SERVICES**

Monthly Automated External Defibrillators (AED) and AED Cabinets maintenance check was conducted in the District Office, Cottage Grove, Medgar Evers and Tidye A. Phillips Schools.

Parents of students in kindergarten, second, and six grades, who have not presented proof of a dental, vision examinations and



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immunizations, were informed of their child's noncompliance. In addition, parents were given information on how to receive services that are provided by several organizations for dental, vision and physical examinations.

A total of fifteen students received a comprehensive eye examination on February 20, 2017. Eight students received eyeglasses on March 23, 2017 from the Ageless Eye Care Program as a result of the eye examination.

The Career Health Fair is April 27, 2017 at Cottage Grove Upper Grade Center. Several organizations and individuals have confirmed to support the annual event.

### **C. COUNSELING PROGRAM**

The district-wide advocate implemented the Positive Behavioral Interventions and Supports (PBIS) character value with students through group and individual counseling. This month's PBIS theme is "Self Control." Each student will identify triggers that can potentially derail their success and also gain coping strategies to overcome them.

National Junior Honor Society (NJHS) Committees are meeting regularly as planning moves forward for the Ceremony. Twelve students will be inducted into the National Junior Honor Society (MJHS) on April 25, 2017. There are seven 6<sup>th</sup> graders, two 7<sup>th</sup> graders, and three 8<sup>th</sup> graders who will be inducted. Students were selected by a Faculty Council based on the NJHS criteria of scholarship, leadership, character, citizenship, and service.

Members of the National Junior Honor Society along with Student Council attended the JumpStart Your Future workshop at South

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Suburban college which was sponsored by Junior Achievement. This event provided our students an opportunity to explore careers of their interest and connect with industry professionals in various fields.

Career Day planning is being finalized. Presenters have been secured and approved for the event. Drafts of the programs and schedules have been submitted. Ambassadors have been identified to assist in this endeavor.

The student advocate attended a meeting at Prairie State college with Career Preparation Network. This organization provides materials and funds through a grant to assist in the success of Career Day.

- D. **MONTHLY REPORTS** - Departmental reports were submitted by the following (*See references #1-2*)

**Shawn Aldridge** - District -Wide Student Advocate

**Geraldine Parham** - Health Coordinator

**BOARD PRESIDENT COOK** called on **Principal's Rivers** and **Johnson** to give updated status's on activities/happenings in their respective buildings. **PRINCIPAL RIVERS** informed members that the Track Season had begun and that the District would be hosting an upcoming Track Meet. She expressed that School District 206 would be holding a "Parent Forum," and ended by stating that the Robotics Club would be attending their 1<sup>st</sup> competition on the upcoming Saturday and they were all very excited.

**PRINCIPAL JOHNSON** gave details of the Family Fun Night, the activities had, the number of participants of students and parents. She stated that the Cook County Sheriff's Department held a rally to speak with students on matters of safety. Principal Johnson, ended by sharing that because students knew presenters from the neighborhood, there was a lot of hugging going on.



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**ADJOURNMENT: 5:56 p.m.**

Motioned/Viverette; Seconded/Hayslett - to adjourn meeting

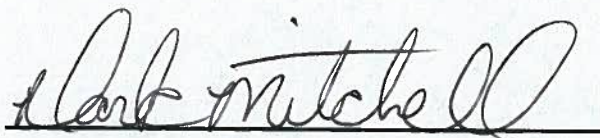
Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette

Nays: None

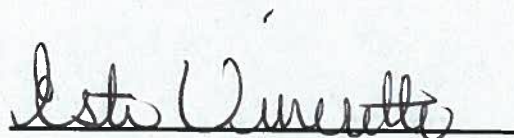
Absent: Coleman

Abstain: None

**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.**



President



Secretary