

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, AUGUST 8, 2017**

The meeting was called to order by presiding officer Mr. Mark Mitchell – **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Cook, LaWrence, Mitchell, Viverette  
Absent: Coleman, Hayslett, Sherman  
Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
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 Mitchell greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

**AGENDA**

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

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette  
Nays: None  
Absent: Coleman, Hayslett, Sherman,  
Abstain: None  
**4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.**

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**MINUTES**

Motioned/Cook; Seconded/Viverette - to approve the minutes of **August 8, 2017 (Regular)**

Roll Call:   Ayes:           Cook, LaWrence, Mitchell, Viverette  
              Nays:           None  
              Absent:        Coleman, Hayslett, Sherman,  
              Abstain:   None  
              **4 ayes, 0 nays, 3 absent, 0 abstain, 0 present - motion carried.**

**CORRESPONDENCE**

Thank you card from **Juniel Family**

**PART A - REPORT OF THE SUPERINTENDENT**

**SUPERINTENDENT JACKSON** reminded members of the Board that they were in advanced receipt of his report, and that there was an **ADDENDUM REPORT**. He addressed items of the Addendum Report.

**SUPERINTENDENT JACKSON** then reminded members of the upcoming Institute Days and expressed that he would welcome their attendance, and mentioned that the Board President would be doing a Welcome Back to School speech to greet all returning personnel.

**SUPERINTENDENT JACKSON** then brought to the attention of members a letter which Board President Mitchell brought to the Superintendent in which the District would be honored by a "Car Club" at SAM'S Club on **August 19, 2017** where they would be collecting school supplies and donating them to School District 169. Dr. Jackson thanked by President Mitchell for this letter, and expressed that Administrative Representative from the District would be on hand for this event, as he would not be able to attend, due to having to transport his son back to College.

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**SUPERINTENDENT JACKSON** ended his report by recommending favorable approval of his report as submitted, inclusive of **ADDENDUM REPORT**.

Motioned/Cook; Seconded/LaWrence - to approve **PART A - REPORT OF THE SUPERINTENDENT, inclusive of ADDENDUM REPORT**

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette  
Nays: None  
Absent: Coleman, Hayslett, Sherman  
Abstain: None  
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

**I. CLOSED SESSION**

**A. THE APPOINTMENT, EMPLOYMENT, COMPENSATION OF SPECIFIC EMPLOYEES OF THE BOARD AND OR PROBABLE AND IMMINENT LITIGATION - (POSSIBLE ACTION)**

**II. FOR YOUR AUTHORIZATION**

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

**1. LETTERS OF RESIGNATIONS**

- a. **Mr. Chad Nelson**, Special Education Teacher, Cottage Grove Upper Grade Center, has submitted his letter of resignation, to be effective immediately.
- b. **Ms. Kathleen M. O'Connor**, Special Education Teacher, Cottage Grove Upper Grade Center, has submitted her letter of resignation, to be effective immediately.

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- c. **Mrs. Patricia Sanborn-Novickas**, Art teacher, Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center, effective immediately.
- d. **Ms. Deidra Porter**, Kindergarten Teacher, Medgar Evers Primary Academic Center, has submitted her letter of resignation, to be effective immediately.
- e. **Ms. LaKeisha Williams**, Para-Professional, Cottage Grove Upper Grade Center, has submitted her letter of resignation, to be effective immediately.

**2. APPOINTMENTS**

- a. Authorization is sought to appoint the **Ms. Kristy Kemper**, Kindergarten teacher, Medgar Evers Primary Academic Center, effective 2017-2018 School Year – BA +30 Step 4 - \$43,007.00.
- b. Authorization is sought to appoint **Ms. Del-Rita Crapps**, 4<sup>th</sup> Grade teacher Medgar Evers Primary Academic Center, effective for the 2017-2018 School Year - MA Step 4- \$43,867.00.
- c. Authorization is sought to appoint **Mrs. Joni Kocal**, Special Education teacher, Cottage Grove Upper Grade Center, effective for the 2017-2018 School Year - MA Step 8- \$48,421.00.
- d. Authorization is sought to appoint **Mrs. Evelyn Starkey**, Special Education teacher, Cottage Grove Upper Grade Center, effective for the 2017-2018 School Year – BA +30 Step 4- \$43,077.00

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- e. Authorization is sought to appoint **Dr. Donna Novickas** as substitute teacher, effective 2017-2018 School Year.
- f. Authorization to sought to appoint **Dr. Jan Spivey-Gilchrist** Art Consultant, effective 2017-2018 School Year.

**3. AUTHORIZATION TO RESCIND APPOINTMENT**

- a. Authorization is sought to rescind the appointment of **Mr. Benjamin Ginther**, Social Worker, effective Tuesday, August 2, 2017.

**4. SALARY ADJUSTMENT LANE CHANGE – 2017-2018 SCHOOL YEAR**

- a. Authorization is sought to approve salary adjustment and lane change for **Mrs. Latricia D. Walker**, teacher, Cottage Grove Upper Grade Center, effective for the 2017-2018 School Year – from MA +15 Step 14 to MA +30, Step 15 (59,885.00).

**III. FOR YOUR INFORMATION**

**A. INSTITUTE DAYS 2017 – WEDNESDAY, AUGUST 9, 2017, THURSDAY, AUGUST 10, 2017 AND FRIDAY, AUGUST 11, 2017**

This year's Institute Days are **Wednesday, August 9, 2017, Thursday, August 10, 2017, and Friday, August 11, 2017.**

Our first Institute Day (*Wednesday, August 9, 2017*) will begin with a continental breakfast at 7:30 a.m. in the **cafeteria at Cottage Grove Upper Grade Center. Immediately following continental breakfast we will assemble in the auditorium with comments from Mr. Mark Mitchell, Board President; Mrs. Marilyn Barnes, Director of Curriculum & Instruction; and me.** For the duration of the day, you will receive professional development on State

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Compliance Sessions and training that is specific to your responsibilities and duties.

***On day two (Thursday, August 10, 2017)***, the day will begin with each of us reporting promptly to the cafeteria at the Cottage Grove Upper Grade Center at **7:30 a.m.** for breakfast. Immediately following continental breakfast all staff will report to a general session. We are excited this year to have Dr. Karen Peterson, Consortium for Educational Change (CEC) Consultant to facilitate training for all district staff on ***Building Trauma Sensitive Schools***.

***On day three (Friday, August 11, 2017)***, we will report at **7:30 a.m. to the Cottage Grove Upper Grade Center** in the cafeteria for a continental breakfast. Immediately following all staff will return to their respective buildings and in the afternoon will report to Medgar Evers Primary Academic Center for a **District Picnic lunch at 11:30 a.m.** All staff will report back to their respective buildings, after the picnic at 1:00 p.m.

***On Monday, August 14, 2017***, we will welcome our students back for the 2017-2018 school year.

## **ADDENDUM REPORT**

### **I. FOR YOUR AUTHORIZATION**

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

##### **1. APPOINTMENTS**

- a. Authorization is sought to appoint AnTashia Taylor as School Social Worker, effective for the 2017-2018 School Year - **\$45,261.00 (MA)**.

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**2. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

Date: Saturday, August 12, 2017  
Time: 4:00 p.m. - 9:30 p.m.  
Place: Medgar Evers Primary Academic Center  
Contact: Victoria Hayslett  
Purpose: Focus Group  
Cost: Request Fee to be waived  
**Reference #1**

**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.**

Board President Mitchell called for a motion to approve Part B.

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

Roll Call: Ayes: Cook, LaWrence, Mitchell, Sherman  
Nays: None  
Absent: Coleman, Hayslett, Sherman  
Abstain: None  
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present - motion carried.

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for August 8, 2017 in the amount of **\$262,300.94.**

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**B. PAYROLL SUMMARY**

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

July 7, 2017	\$ 68,619.48
July 21, 2017	<u>\$ 84,596.89</u>
<b>Total</b>	<b>\$153,216.37</b>

**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: August 8, 2017 - September 5, 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-Wednesday**
- B. Date: Friday, August 11, 2017  
Time: 2:30 p.m.-7:00 p.m.  
Place: Tidye A. Phillips  
Contact: LaSanda Bentley  
Purpose: Repass  
Cost: **\$137.50-Custodian**  
Reference #1
- C. Date: Saturday, August 12, 2017  
Time: 3:00 p.m.-10:00 p.m.  
Place: Tidye A. Phillips  
Contact: Toni Anderson  
Purpose: Family Gathering  
Cost: **\$200.00-Custodian**  
Reference #2



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D. Date: Saturday, August 11, 2017  
Time: 11:00 a.m.-1:30 p.m.  
Place: Tidye A. Phillips  
Contact: George Green  
Purpose: Ford Heights Park District  
Cost: **Request fee to be waived**  
Reference #3

D. **PETTY CASH**

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

District Office	\$126.45
Medgar Evers	\$ 68.40
Cottage Grove	<u>\$200.00</u>
<b>Total</b>	<b>\$394.85</b>

E. **IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$4,449.03**.

**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. **2017-2018 REGISTRATION**

2017 - 2018 registration was held on **Wednesday, August 2, 2017** from **9:00 a.m. - 5:00 p.m.** and on **Thursday, August 3, 2017** from **10:00 a.m. - 3:00 p.m.** at Medgar Evers Primary Academic Center. All parents that registered their children received school supplies and were provided with refreshments and entertainment.

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In addition, Ford Heights School District 169 and Cottage Grove M Medical Clinic partnered together to provide students entering into Prekindergarten, Kindergarten, and Sixth Grade and students who plan to participate in sports at Cottage Grove Upper Grade Center, with immunizations and physicals on the days of registration.

Flyers were mailed home to parents, and ROBO calls went out, right up until the day registration began.

### **B. DR.'S MING AND LISA CHANG AWARDS**

The annual Dr.'s Ming and Lisa Chang Awards are generally given to three (3) outstanding teachers for their accomplishments in the area of Math. Two (2) awards are given at Medgar Evers Primary Academic Center. One (1) for grade spans kindergarten through second, and one (1) for third through fourth. The third award is given to one (1) outstanding Math teacher at Cottage Grove Upper Grade Center, for fifth through eighth grades.

In addition to student achievement, the following criterion was established for consideration, as well. The criterion is as follows:

- Principal's Recommendation/Class Observations
- Attendance/Participation of Math Education Professional Development Activities including after school Math Workshops
- Minimum of two (2) years of full-time service to Ford Heights School District 169
- An individual can only receive recognition twice within two consecutive years.

The first teacher at Medgar Evers Primary Academic Center who is

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being recommended for the Chang Math Award is ***Ms. Lena Watts***, first grade teacher. Ms. Watts had **100%** of her students to meet or exceed their Projected Growth Goal on the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in the area of Math.

The second teacher who is being recommended for the Chang Math Award at Medgar Evers Primary Academic Center is ***Mrs. Ann Marie Armstrong***, third grade teacher. Mrs. Armstrong had **70.6%** of her students to meet or exceed their Projected Growth Goal on the NWEA MAP in the area of Math.

The final award goes to ***Mrs. Angela Hayslett***, seventh grade teacher at Cottage Grove Upper Grade Center. Mrs. Hayslett had a total of **65.6%** of the seventh grade students to meet or exceed their Projected Growth Goal on the NWEA MAP.

In addition to the three (3) aforementioned outstanding teachers, again on this year, we will honor a teacher(s) who have shown improvement in students' achievement in the area of Math. This award has been titled "***Most Improvement Award***." This honor goes to the following three (3) teachers: ***Ms. Triqueta Washington, Ms. Susan Tutorow, and Mr. Robert Potter***.

A huge kudos and congratulations to each of the teachers for a job well done!

**C. INSTITUTE DAYS**

We have finalized our upcoming Institute Days beginning on **Wednesday, August 9, 2017** through **Friday, August 11, 2017**. We have three (3) wonderful days in-store for everyone. All staff will receive professional development directly related to their daily

job responsibilities, as well as, annual State mandates that all staff must receive. This year all staff will partake in a District-Wide Training on How to Build Trauma Sensitive Schools. Dr. Karen Peterson from Consortium for Educational Change (CEC) will be in the District to facilitate the training.

Our 2017-2018 theme is: ***Next Generation of Excellence***. Several years ago, we started a tradition of having themes centered around excellence, and this year we did not fall short with continuing that tradition.

**D. STUDENTS FIRST DAY OF SCHOOL**

The first day of school for students will be on **Monday, August 14, 2017**. This will be a full attendance day, which will begin at 7:30 a.m. with breakfast and instruction at 8:00 a.m. Students will be dismissed at 2:30 p.m. At each respective school there will be a Positive Behavior Interventions and Supports (PBIS) kick-off for students. Students will learn what is expected of them throughout the building and on a daily basis. Our students are taught the four (4) Bees: **Be Safe, Be Respectful, Be a Leader**, and to **Be Responsible**. Each of these expectations is reinforced during the school year.

**E. UPCOMING DATES**

**AUGUST 9 - 11, 2017**

Institute Days

**AUGUST 14, 2017**

First Student Attendance Day (8:00 a.m. – 2:30 p.m.)

**AUGUST 21, 2017 – SEPTEMBER 8, 2017**

Upon students returning to school in August and for the first two

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weeks of September, teachers will administer assessments. These assessments are vital because teachers use the results for lesson planning, placing students into small groups, and to gage a sense of how to meet students' individual needs in the classroom.

**The following assessments will be administered:**

Students in grades kindergarten through eighth will be administered the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in Reading and Math.

Students in grades second through eighth will be administered the Jerry Johns Basic Reading Inventory (BRI).

Students in first grade will be administered the Developmental Reading Assessment (DRA).

Students in grades kindergarten through second will be administered a Phonics Assessment.

**AUGUST 22, 2017**

**Open House** will be held at Cottage Grover Upper Grade Center from 4:00 p.m.- 6:00 p.m.

**AUGUST 23, 2017**

**Open House** will be held at Medgar Evers Primary Academic Center from 4:00 p.m. - 6:00 p.m.

**F. MONTHLY BUILDING REPORTS (See references #1-2)**

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

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Board President Mitchell, then called on Principal's Rivers and Johnson to give status reports on the activities/happenings in their respective buildings.

**ADJOURNMENT: 5:20 p.m.**

**Motioned/LaWrence; Seconded/Cook - to adjourn meeting**

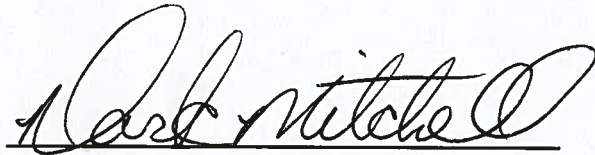
Roll Call: Ayes: Cook, LaWrence, Mitchell, Sherman

Nays: None

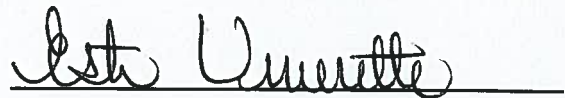
Absent: Coleman, Hayslett, Sherman

Abstain: None

**4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.**



Mr. Mark Mitchell, President



Mrs. Ester Viverette, Secretary