

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD WEDNESDAY, APRIL 6, 2011

The meeting was called to order by presiding officer Mr. James Coleman,
- 5:10 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Patterson, Viverette
Absent: Griffin, Jones, Sherman
Also, Present: Dr. Gregory Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Sheila Pickens, Director of Pupil Personnel
Services,
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Marilyn Barnes, Principal, Medgar Evers
Mrs. Stephanie Stephen, Principal, Cottage Grove

Legal Counsel:

AGENDA

Motioned/Cook; Seconded/Patterson – to approve the agenda.

Roll Call: Ayes: Coleman, Cook, Patterson, Viverette
Nays: None
Absent: Griffin, Jones, Sherman,
Abstain: None
4 ayes, 0 ayes, 3 absent, 0 abstain, 0 present – motion
carried.

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MINUTES

Motioned/Cook; Seconded/Viverette – to approve the minutes of ***March 8, 2011 (Regular Session)***.

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

CORRESPONDENCE

Mrs. Johnetta Gordon – Thank you to the district family, for sentiments expressed during her husband's illness.

QUESTIONS FROM PUBLIC (3 Minutes)

Ms. SHANELL WALKER introduced herself, as a member of the community, and then congratulated those members of the Board who were re-elected, and to those newly elected.

Ms. Walker expressed that she wanted to inform members of the Board, and the community as well, of a ***Mother's Day Affair***, she would be hosting on Saturday, May 7, 2011 at the Reflections Club located in Chicago Heights, IL. Ms. Walker stated tickets would be \$25.00 per ticket and would cover dinner and beverages. She ended her comments by encouraging anyone interested to please come out and support this endeavor.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson began his report by informing members that they were in advanced receipt of his report, and asked for favorable approval.

He then asked Mrs. Sheila Pickens, Director Pupil Personnel Services to give an update on the Spelling Bee Competition being held in the District.

Mrs. Pickens explained how the entire competition was set up, as well as all the components that made this even happen. She stated that the students had done exceptionally well, and students and staff were so very excited about this event and the dedication of parents and students alike. Mrs. Pickens stated that our students will absolutely be prepared, ready, and able to compete in Regional's the next school year.

Principal Marilyn Barnes, offered Kudos to all the students. She specifically pointed to teachers Tamika Thomas and Carletta Jones, for a job well done by their students. Ms. Thomas' fourth graders were up to ninth graders word list and Ms. Jones' first graders did an awesome job.

Superintendent Jackson, then thanked Mrs. Joyce McEwen, the Assistant Superintendent and Mrs. Sheila Pickens, the Pupil Personnel Services Director for their stewardship in coordinating the Spelling Bee.

Superintendent Jackson, then asked Mrs. Stephanie Stephen, Principal Cottage Grove Upper Grade Center, to expound on her conversation with members of the Illinois Elementary School Association (IESA). Mrs. Stephen explained that after having spoken with a representative

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of this organization, she expected that trophies would be mailed out on Monday, April 11, 2011.

Principal Stephen further stated that she had requested for someone from the IESA organization to come out and make a formal presentation to the Boys Basketball team. Principal Stephen is anticipating an answer within the upcoming week.

At this juncture, Superintendent Jackson stated that he believed that members of the Board needed to enter into Closed Session to discuss Matters of Personnel and Matters of Student Personnel.

Board President Coleman called for a motion to enter into Closed Session.

CLOSED SESSION – 5:21 p.m.

Motioned/Patterson; Seconded/Viverette – to enter into Closed Session to discuss **MATTERS OF PERSONNEL** and **MATTERS OF STUDENT PERSONNEL**.

Roll Call: Ayes: Coleman, Cook, Patterson, Viverette
 Nays: None
 Absent: Griffin, Jones, Sherman
 Abstain:
 4 ayes, 0 Nays, 3 absent, 0 abstain, 0 present –motion
 carried.

RECONVENE REGULAR SESSION – 6:23 p.m.

Motioned/Cook; Seconded/Patterson – to adjourn Closed Session and enter into Regular Session.

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Roll Call: Ayes: Coleman, Cook, Patterson, Viverette
Nays: None
Absent: Griffin, Jones, Sherman
Abstain:
4 ayes, 0 Nays, 3 absent, 0 abstain, 0 present –motion carried.

Upon return from Closed Session, Board President Coleman, asked for a motion to accept Superintendent’s report inclusive of items discussed in Closed Session.

Motioned/Patterson; Seconded/Viverette – to approve the report of the Superintendent as follows:

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

1. APPROVE PERSONNEL FOR SUMMER SCHOOL:

MEDGAR EVERS

COORDINATOR:
Howard Coleman

SUMMER CLERK:
Latina Wilson

DESIGN COACH:
Monique Johnson-Bibbs

PARAPROFESSIONALS:
Clyde Taylor
Izella Tookes

KINDERGARTEN TEAM:
Jennifer Roberts
Triqueta Washington

FIRST GRADE TEAM:
Shannon Zenos
Carletta Jones

SECOND GRADE TEAM:
Lena Drake

THIRD GRADE TEAM:
Verletta Falconer

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Susan Tutorow

Stefanie Williams

FOURTH GRADE TEAM:

Tamika Thomas - Language Arts

(Housed at Cottage Grove Upper Grade Center)

COTTAGE GROVE UPPER GRADE CENTER

MATH:

Janet Morris 4th
Cynthia Purdy 5th
Matrino Eno 6th
Angela Hayslett 7th

LANGUAGE ARTS:

Diane Sergant 5th
Elizabeth Happ 6th
Cheryl Merriweather 7th

COORDINATOR:

Sharon Rivers

MEDIA CENTER:

Jacqueline Rush

CLERK:

Lisa Wallace

AIDE:

Elizabeth Hennessey

2. APPOINTMENT (*Pending receipt of all personnel required documents*)

Leta Chesser, BA Step 10 - Salary **\$46,764.00** as Science teacher - Cottage Grove Upper Grade Center, (Ten month) effective 2011-2012 school year.

B. APPROVE CONTRACT WITH REVERE CONSULTING FOR TELECOMMUNICATION AUDIT

In an effort to reduce ongoing operating costs to the lowest possible level, I am proposing that Revere Consulting review and analyze current telecommunication service bills,

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including local, long distance, conferencing, wireless, internet access and hosting as well as other formats, etc.

Findings by Revere Consulting will be documented and made available to District Administration. If Revere Consulting cannot find savings, there is **NO charge** to the District. If they are able to find savings, and the District agrees to go with recommendation made, then there will be a fee of 50 % of actual savings amount.

II. CLOSED SESSION

- A. **MATTERS OF PERSONNEL - RESOLUTION DIRECTING NOTICE TO REMEDY FOR TEACHER (PLS. REFER TO CONFIDENTIAL ENVELOPE ENCLOSED IN BOARD PACKET AS IT PERTAINS TO MATTERS OF PERSONNEL - RESOLUTION NOTICE TO REMEDY FOR TEACHER)**
- B. **MATTERS OF STUDENT PERSONNEL (PLS. REFER TO CONFIDENTIAL ENVELOPE ENCLOSED IN BOARD PACKET AS IT REFERS TO MATTERS OF STUDENT PERSONNEL)**

III. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF MARCH 22, 2011)

MEDGAR EVERS SCHOOL

PREKINDERGARTEN	39	GRADE 3	43
KINDERGARTEN	51	GRADE 4	57
GRADE 1	50	TOTAL	<u>287</u>
GRADE 2	47		

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	55	GRADE 7	49
GRADE 6	50	GRADE 8	55
		TOTAL	<u>209</u>

<u>TOTAL DISTRICT</u>	<u>OUT OF DISTRICT</u>	<u>GRAND TOTAL</u>
496	13	509

REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	222	16

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
8	157	0

**B. ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
(IAEOP)**

Ms. Elizabeth Downs, who holds an office in the above organization, and who also represents office personnel of the District, as well as, the South Suburban area of office personnel, will be in attendance at the IAEOP conference, which will be held April 15-17, 2011 in Springfield, IL. Ms. Downs will be attending workshops, and networking with fellow office personnel.

**C. SUPERINTENDENTS' COMMISSION FOR THE STUDY OF DEMOGRAPHICS
AND DIVERSITY PLAQUE (SCSDD)**

Ford Heights School District 169 received recognition in the form of a plaque (which I have brought here for your

viewing) from the *Superintendents' Commission for the Study of Demographics and Diversity* organization. This award was given to those districts that have been supportive of SCSDD over the past several years.

This organization provides many opportunities to the Educational Industry through workshops, speakers and presenters, which are brought in to share knowledge, as well as, new and exciting information. This conference is also a means of networking, sharing and the gathering of information with and from other Districts in the Regional State of Illinois.

Roll Call: Ayes: Coleman, Cook, Patterson, Viverette
Nays: None
Absent: Griffin, Jones, Sherman
Abstain:
4 ayes, 0 Nays, 3 absent, 0 abstain, 0 present –motion carried.

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent, after informing members of the Board that her report was informational only, highlighted various information included within her report, which she thought would be of importance to members of the Board, and asked for acceptance as written:

I. FOR YOUR INFORMATION

A. ILLINOIS STANDARDS ACHIEVEMENT TESTS (ISAT)

Testing has now ended. Tests have been shipped out for grading purposes. All our students, teachers and building administrators worked diligently to prepare for tests. We

are anxiously awaiting the return of our test scores, to see how our students performed.

B. ERATE - 471 FORM

The ERATE 471 Form has been prepared and submitted to Universal Service Administrative Company (USAC) for approval. Form 471 is part two of the ERATE funding request process. This form has been submitted to USAC and represents vendors chosen.

USAC is a Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. It is one of four support programs funded through a Universal Service fee charged to companies that provide interstate and/or international telecommunications services.

C. IOWA TEST OF BASIC SKILLS

The Iowa Test of Basic Skills Test, is a nationally standardized test is a test that is administered in the same way across a specified reference population (e.g. age groups, grade groups, etc.) The score interpretations are based on a comparison of the test-taker's performance with the performance of other students in the nation. Our students will begin testing the week of ***April 6, 2011 through April 8, 2011***. Make up testing will take place beginning ***April 11, 2011 through April 13, 2011***.

D. SUMMER SCHOOL

Plans are under way for possibly having Summer School at the end of this school term. As you will recall, a wonderful and new approach to Summer School was implemented last year, which was well received by all in attendance.

Summer school will give our students more time to learn the basics of the subject being taught. Also, the environment of a summer school class offers students a different approach, in that it tends to be more relaxed with smaller classes, and where appropriate, it can give students a second chance to raise his/her grade point average (mostly high school).

E. MONTHLY BUILDING REPORTS (See references #1-3)

Building reports were submitted by the following personnel:

***Marilyn Barnes*, PRINCIPAL, MEDGAR EVERS P.A.C.**

***Nicole Conway*, HOME SCHOOL COORDINATOR**

***Stephanie Stephen*, PRINCIPAL, COTTAGE GROVE UPPER GRADE CENTER**

F. MONTHLY INCENTIVE/PERFECT ATTENDANCE/HONOR ROLL REPORTS

(See reference #4)

Monthly reports were submitted by the following:

***Celestine Burrel*, ATTENDANCE OFFICER, MEDGAR EVERS P.AC.**

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G. ACTION PLAN COMMITTEE

Mrs. Joyce McEwen, Assistant Superintendent and members of the Action Plan, will continue to work this summer to update the Action Plan for Math, Language Arts and Social Studies. The Committee will also continue working on reviewing individual teachers' professional development plans as well.

H. IMPORTANT DATES TO REMEMBER

***PICTURE DAY – Cottage Grove**

April 4, 2011

***ELECTION DAY**

April 5, 2011

***SCHOOLWIDE SPELLING BEE**

April 18, 2011

***DISTRICTWIDE SPELLDOWN**

May 5, 2011

***HEALTH FAIR/CAREER DAY COTTAGE GROVE**

May 20, 2011

PART C: PUPIL PERSONNEL SERVICES

Mrs. Sheila Pickens highlighted a few items in her report in order to bring to attention of members of the Board of Education and asked that report be received as written:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING MEETINGS

Due to ISAT testing, problem solving meetings were suspended. The next problem solving meetings are scheduled for March 31st (Medgar) and April 14th (Cottage).

B. HEALTH SERVICES

Both Dental agencies that provide screenings and fluoride treatments for our students distributed prizes during the month March. Names of students who brought in their signed consent forms and participated in the screening were placed into a drawing.

Smile Support (Dr. Edwards) awarded money to Cottage Grove winners: \$300.00 to Keri Allen (7th grader), \$200.00 to Shamar Sparks (6th grader), and \$100.00 to Jazmine Keys (6th grader).

Gordon Dental (Dr. Gordon) awarded prizes to Medgar Evers Students. Pizza parties were given to the top

Two classrooms that submitted the most dental consent forms and first, second and third place prizes were given to students whose names were pulled from a drawing. The following were recipients: Mrs. Thomas' and Mrs. Armstrong's fourth grade classrooms (pizza party), kindergartener Jamylah Carrell (a DVD movie), second grader Dejah Jones (a \$50.00 movie ticket), and third grader Jason Thomas (an MP3 Player).

C. RESPONSE TO INTERVENTION (RTI) / POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The RTI program was suspended for two weeks due to ISAT testing. Progress monitoring and strategic monitoring efforts continue. Plans are being made to take the program

to the next level of implementation, the monitoring of the fidelity and method in which interventions are being delivered. We will be looking at whether the interventions that were delivered gave us the expected growth, if not why, if so, what should be continued and improved upon? These are the questions for which teams will deliberate, in an attempt to find answers, in the coming weeks and remaining months.

Monthly celebrations continue throughout the district to highlight and motivate students to be respectful, safe, responsible, and to be a leader. Preparation for next year's PBIS program has begun. Aside from training opportunities, incentives are being selected and ordered. Teams are preparing to get a jump start on the 2011-2012 school year.

D. DISTRICT SPELLING BEE

District Schools have begun the push to ensure that students have experiences with the words on the Spelling Bee list and are studying them in school and at home. Daily announcements are being made and students are practicing how to appropriately respond to Spelling Bee judges. Classroom Spelling Bees will be held on March 28th, during the school day. Judges and pronouncers will conduct classroom competitions in each class throughout the day.

E. PPS NEEDS ASSESSMENT

The Pupil Personnel Services and Special Education Department conducted a needs assessment. Surveys were given to parents and district staff to assist us in identifying student, parent, and faculty needs. The results of the survey will allow us to appropriately plan grant dollars for service

delivery, identify needs, and prioritizes programs for Ford Heights School District 169's constituency.

F. STAFF DEVELOPMENT

As indicated in the District's Early Childhood Plan, Mrs. Pickens is scheduled to attend the State's Early Childhood Focus Group Workshop which will be held on March 22nd at St. Xavier University.

Mrs. Pickens is scheduled to attend the Superintendents' Commission for the Study of Demographics and Diversity Conference on March 24th and 25th. The conference will be held at the Tinley Park Convention Center.

G. MONTHLY REPORTS

Departmental reports were submitted by the following (see reference #1-4)

Tamara Young – Social Worker/Case Manager
Edward Palmisano – Psychologist
Kameyal Alexander – Counselor
Geraldine Parham – Nurse

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson, reminded members of the Board they were in advanced receipt of her report, she spoke to the two (2) additional building rentals.

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Motioned/Griffin; Seconded/Patterson – to approve Part D – Business Operations Report, including two (2) additional building rentals as written:

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for March 8, 2011 in the amount of **\$279,587.76.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of March, 2011 as detailed below:

March 11, 2011	<u>\$197,660.32</u>
March 25, 2011	<u>\$206,985.35</u>
Sub Total	<u>\$404,645.67</u>

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 12, 2011 – May 10, 2011
Time:	12:00 p.m.-3:00 p.m./7:00 p.m.- 8:00 p.m.
Place:	Tidye A. Phillips
Contact:	Steve & Vanessa McGhee Glory Be To God Ministry
Purpose:	Religious Purposes

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Cost: **\$75.00-Sunday/\$25.00-Friday**

B. Date: April 12, 2011 – May 10, 2011
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**

C. Date: Friday, June 3, 2011
Time: 3:00 p.m.- 10:00 p.m.
Place: Cottage Grove Auditorium
Contact: Ta'Porsha Wash & Shakeisha
Turner
Speechless Production
Purpose: Fashion Show/Fundraiser
Cost: **\$250.00- Auditorium**
\$200.00 - Custodial Fee
Reference #1

D. Date: Saturday, May 7, 2011
Time: 3:00 p.m.-7:00 p.m.
Place: Tidye A. Phillips
Contact: Mark Mitchell
Purpose: Senior Citizen Event
Cost: **\$175.00- Gymnasium**
\$125.00 - Custodial Fee
Reference #2

D. PETTY CASH

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

Building & Grounds	\$ 6.30
District Office	\$237.86
Cottage Grove	\$200.00
Medgar Evers	<u>\$200.00</u>
Total	\$644.16

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$10,738.44.**

Reference #3

Roll Call: Ayes: Coleman, Cook, Patterson, Viverette
Nays: None
Absent: Griffin, Jones, Sherman
Abstain:
4 ayes, 0 Nays, 3 absent, 0 abstain, 0 present -motion carried.

ADJOURNMENT - 6:28 p.m.

Motioned/ Viverette; Seconded/Patterson to adjourn meeting - voice vote motion carried.


James Coleman, Board President


Ester Viverette, Board Secretary