

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, APRIL 2, 2013**

The meeting was called to order by presiding officer Mr. Joe Sherman – **4:48 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Mitchell, Sherman, Viverette
Absent: Coleman, Griffin, Thompson
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Tamara Young, Director of PPS
Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel:

QUESTIONS FROM PUBLIC (3 Minutes)

None

AGENDA

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

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

MINUTES

Motioned/Cook; Seconded/Viverette- to approve the minutes of **March 5, 2013 (Regular)**.

Minutes of Board of Education

April 2, 2013

Page 2

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

CORRESPONDENCE

Mr. Saul Beck & Family and Mr. Eric & Gloria Lymore & Family

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, but stated there were a few items he wanted to call to their attention.

Superintendent Jackson began by addressing items B and C of his report. Superintendent Jackson, then expressed that he wanted to take the time to express his sincere thanks to members of Board of Education, Administration, District Office Personnel and Ford Heights School District staff, for the outpouring of love and support shown during his time of bereavement. Superintendent Jackson, stated he could not thank everyone enough, but he was very much appreciative.

Board President Sherman spoke to the loss of Superintendent Jackson and Mrs. Gloria Lymore, and stated he knew these were tremendous losses to each, then stated that if they were in need of anything, to please not hesitate to ask, and he would do whatever was needed.

Motioned/Cook; Seconded//Viverette - to approve report of the Superintendent as follows:

I. FOR YOUR AUTHORIZATION

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

1. MOTION TO APPROVE PARTICIPATION OF PARENT VOLUNTEERS

Authorization is sought to allow the following individuals to participate as **Parent Volunteers**, and in assisting Mrs. Nicole Conway-Fason, Home/School Coordinator, on an as need basis for the various projects and activities out of her office.

Please note that a background check will be had by all listed, and pending background check, will be allowed to assist where and when needed. Those individuals are:

Ms. Angela Maurry
Ms. Michelle Johnson
Ms. Tawanna Berdin

B. AUTHORIZE LETTER OF UNDERSTANDING QUALIFICATIONS OF PERSONNEL CONDUCTING MEDICAL REVIEWS (*See reference #1*)

Recently, the Illinois State Board of Education (ISBE) special education regulations on the above issue was recently amended. This recent amendment, renders our Health Coordinator, ***Mrs. Geraldine Parham*** in non-compliance.

It has been discussed and agreed between the Director of Pupil Personnel Services, ***Mrs. Tamara Young*** and Health Coordinator, ***Mrs. Geraldine Parham***, as a condition of continued employment, Mrs. Parham shall complete by **June 30, 2014** all the necessary course work for awarding of a Bachelors of Science in Nursing (BSN) Degree.

C. APPROVAL OF THE 2013-2014 OFFICIAL SCHOOL CALENDAR (See reference #2)

Approval is sought to adopt the **School Calendar** for the **2013-2014** school year. The school year will begin on **Monday, August 12, 2013** and will end on Wednesday, **June 4, 2014**. The calendar represents **185 days**, inclusive of **five (5) emergency days**. If no emergency days are used, school will end Wednesday, **May 28, 2014**.

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

| | |
|------------------|------------------------|
| MONDAY | AUGUST 12, 2013 |
| TUESDAY | AUGUST 13, 2013 |
| WEDNESDAY | AUGUST 14, 2013 |
| THURSDAY | AUGUST 15, 2013 |

PARENT TEACHER CONFERENCES

| | |
|---------------|-------------------------|
| FRIDAY | OCTOBER 18, 2013 |
| FRIDAY | MARCH 21, 2014 |

EMERGENCY DAYS

| | |
|------------------|----------------------|
| THURSDAY | MAY 29, 2014 |
| FRIDAY | MAY 30, 2014 |
| MONDAY | JUNE 02, 2014 |
| TUESDAY | JUNE 03, 2014 |
| WEDNESDAY | JUNE 04, 2014 |

D. APPROVAL TO AMEND THE 2012-2013 SCHOOL CALENDAR (See reference #4)

Approval is sought to amend the 2012-2013 school calendar, to

abate (remove) the **five (5)** emergency days, **May 31, and June 3, 4, 5, 6, 2013**; resulting in school closing Thursday, **May 30, 2013**. The calendar represents **180** days, with **174** days as student attendance days for **2012-2013** school year.

II. FOR YOUR INFORMATION

A. ILLINOIS STATE BOARD OF EDUCATION CERTIFICATE(S) OF RECOGNITION 2012-2013 (See reference #3)

**FORD HEIGHTS S.D. 169
REGION: 07-SOUTH COOK ISC**

FULLY RECOGNIZE - (Reads as below)

This certifies that the Illinois State Board of Education, pursuant to the standards for public schools set forth in the *School of Code Illinois* and Part 1 of the *23 Illinois Administrative Code - Public Schools Evaluation, Recognition and Supervision*, officially recognizes the school district identified above. This recognition status is valid for one year or until such time or circumstances specified by the *23 Illinois Administrative Code* necessitates a change. There is a certificate for *Cottage Grove Upper Grade Center*, as well as, *Medgar Evers Primary Academic Center*.

B. MONTHLY ENROLLMENT (AS OF MARCH 27, 2013)

MEDGAR EVERS SCHOOL

| | | | |
|----------------|-----------|----------------|------------|
| PRE-K | 40 | KDG | 44 |
| GRADE 1 | 47 | GRADE 2 | 44 |
| GRADE 3 | 47 | GRADE 4 | 46 |
| | | TOTAL | 268 |

COTTAGE GROVE UPPER GRADE CENTER

| | | | |
|----------------|-----------|----------------|-----------|
| Grade 5 | 45 | Grade 6 | 51 |
|----------------|-----------|----------------|-----------|

**Minutes of Board of Education
 April 2, 2013
 Page 6**

| | | | |
|----------------|-----------|----------------|------------|
| Grade 7 | 42 | Grade 8 | 47 |
| | | TOTAL | 185 |

| | | |
|-----------------------|------------------------|--------------------|
| TOTAL DISTRICT | OUT OF DISTRICT | GRAND TOTAL |
| 453 | 18 | 471 |

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 6 | 282 | 36 |

COTTAGE GROVE:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 4 | 145 | 0 |

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

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent expressed to members that they were in advanced receipt of her report, however, she wanted to call upcoming dates and events to their attention, as well as, the “School Days Newsletter” which had been dispersed to students and parents.

Mrs. McEwen stated she would like to ask Principal Stephanie Stephen to address the Black History Competition that was held, after which she would request acceptance of her report as written.

Minutes of Board of Education
April 2, 2013
Page 7

Principal Stephen began by stating that the students of Cottage Grove Upper Grade Center participated in a "Jeopardy Challenge." Mrs. Stephen said the set up was that of the TV game show, in which students had to buzz in to give answers.

Principal Stephen said that many Kudos were to go out to Mr. Troy Juniel and Ms. Janet Morris, who put this entire competition together. She said the event was exciting for all participating as well as, those observing. Principal Stephen stated there were four (4) teams which participated. The winners were a 7th grade team composed of three (3) young men and one (1) young lady.

I. FOR YOUR INFORMATION

A. SUPERINTENDENT'S COMMISSION ON THE STUDY OF DEMOGRAPHICS & DIVERSITY

Administrators and the Superintendent attended the above Annual Conference, which was held on **Thursday, March 21, 2013** through **Friday, March 22, 2013**, at the Tinley Park Convention Center.

The conference centers around a study of relationships between ethical decision making, leadership styles, and demographics in Illinois superintendents. Because as we all know, Education is a moral undertaking and superintendents are confronted with ethical dilemmas on a daily basis. Historical issues such as conflict of interest still linger but current issues aligned with school reform and precipitated by cultural diversity have also arisen. What variables are linked to the making of sound ethical decisions? Do more experienced superintendents make better decisions than less experienced superintendents? Do transformational leaders make better decisions than transactional leaders?

This conference discusses many issues such as those listed above. It also provides a network to individuals who work in the same

Minutes of Board of Education

April 2, 2013

Page 8

capacity, the opportunity for an exchange of pertinent information, connections and experiences.

B. ISAT TESTING MATERIALS RETURNED

ISAT testing is now over, materials are being processed to be returned to the appropriate venue for scoring. **Mrs. Leoria Bady**, along with **Ms. Latasha Wright**, Counselor, are spearheading this process.

C. IOWA TEST OF BASIC SKILLS (ITBS)

Preparations are being made for Iowa Test of Basic Skills tests. Students at Cottage Grove Upper Grade Center, and Medgar Evers Primary Academic Center will begin testing on **Monday, April 15, 2013 through Friday, April 26, 2013**, with make up-days included

D. MONTHLY BUILDING REPORTS (See references #1-4)

Building reports were submitted by the following personnel:

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

Stephanie Stephen, PRINCIPAL, COTTAGE GROVE U.G.C.

Nicole Conway, HOME SCHOOL COORDINATOR

Celestine Burrel, ATTENDANCE OFFICER

E. UPCOMING EVENTS

APRIL 1-5, 2013

Spring Break

APRIL 9, 2013

Election Day - School Closed

Minutes of Board of Education
April 2, 2013
Page 9

APRIL 15-26, 2013
Iowa Test of Basic Skills (ITBS)

APRIL 26, 2013
District Wide Spring Concert - 5:00 p.m.

APRIL 30, 2013
Career Day and Health Fair - Cottage Grove

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Tamara Young informed members that they were in advanced receipt of her report. She talked about dates for "Child Find", then asked for approval of her report as written:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING/RTI

The Pupil Personnel Services Team conducted Problem Solving meetings with grade level and special teachers to discuss and to offer interventions for those students needing additional support and assistance at Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center. The PPS Team are visible in classrooms, observing and monitoring student interactions to provide the most appropriate interventions and supports to the classroom teachers.

The Special Education teacher reported to the grade levels her new schedule and how the students will be serviced in the classroom environment.

Mrs. Young extended the support of the PPS staff and reminded the teacher to write up referrals for students who are struggling in the areas of academics and behaviors.

Minutes of Board of Education

April 2, 2013

Page 10

B. CASE MANAGER/SOCIAL WORK SERVICES

Ms. Griffin returned to her position on February 4, 2013. Since her return, Ms. Griffin has been working on completing files, domain paper work and scheduling parent interviews for upcoming IEP meetings. She has also resumed the responsibility of counseling students.

Two behavior intervention plans for regular education students were completed during this time frame.

Articles and Flyers have gone out for Child Find Screening scheduled for April 10th through the thirteenth.

C. HEALTH SERVICES

Parents of students transitioning into kindergarten, grades sixth and eighth were notified via mail regarding the documents required for the fall (2013-2014) school year. Students entering sixth grade through eighth grade will be required to provide documentation of a single dose of Tdap vaccine, regardless of the interval since the last Dtap, DT or Td dose. The vaccine combined tetanus, diphtheria and acellular pertussis) Tdap, is a vaccine that prevents whooping cough.

Cardiopulmonary Resuscitation (CPR) class is scheduled to take place in the District Office on March 27, 2013. Safety by Design will conduct the class.

Monthly Automated External Defibrillator (AED) check was conducted March, 2013 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tidye A. Phillips.

D. COUNSELING PROGRAM

Ms. Wright administered The English Language Learner (ELL),

**Minutes of Board of Education
April 2, 2013
Page 11**

Examination on Tuesday, February 5, 2013 to a second grade student at Medgar Evers. Prior to the test administration, Ms. Wright successfully completed the WIDA ACCESS for ELL training. Ms. Wright is certified to administer the following assessments as of January 29, 2013: Alternate ACCESS for ELLs Test, Kindergarten Test, Speaking Test and Test Background and Group Administered Components with in this academic school year.

Career Day planning is on a continuum. A preliminary list of presenters was created at both schools. Ambassadors for the event have also been selected.

The counselor held a meeting with the National Junior Honor Society faculty council to discuss potential candidates for the 2013 induction ceremony. The council discussed students' leadership, character, citizenship, and service attributes. 31 students were identified as potential candidates. The counselor met with prospective students and they were given their candidate information packet.

E. STAFF DEVELOPMENT

The PPS team attended the in district professional development workshop present by the Common Core Institute.

**F. MONTHLY REPORTS - (Departmental reports were submitted by the following)
(See references #1-4)**

Fanesta Hitchcock - Psychologist

Millicent Griffin - Social Worker/Case Manager

Latasha Wright - Counselor

Geraldine Parham - Health Coordinator

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson, Coordinator of Business Affairs, reminded members of the Board that they were in advanced receipt of her report, then inquired if there were any questions. There were none, whereupon Mrs. Jackson asked for approval of her report as written:

Motioned/Viverette; Seconded/Cook - to approve Part D Business Affairs Report.

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for April 2, 2013 in the amount of **\$225,236.95**.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of March 2013 as detailed below:

| | |
|------------------|---------------------|
| March 8, 2013 | \$219,834.43 |
| March 22, 2013 | \$227,464.05 |
| *March 28, 2013 | <u>\$189,661.09</u> |
| *(April 5, 2013) | |
| Sub Total | \$636,959.57 |

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 2, 2013 - May 7, 2013
Time: 12:00 p.m. - 3:00 p.m./7:00 p.m. - 8:00 p.m.

**Minutes of Board of Education
 April 2, 2013
 Page 13**

Place: Tidye A. Phillips
 Contact: Steve & Vanessa McGhee
 Glory Be To God Ministry
 Purpose: Religious Purposes
 Cost: **\$75.00 - Sunday/\$25.00 - Friday**

B. Date: April 2, 2013 - May 7, 2013
 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**

C. Date: Saturday, June 8, 2013
 Time: 12:00 p.m. - 8:00 p.m.
 Place: Willie L. Davis Auditorium
 Cottage Grove Upper Grade Center
 Contact: Dr. Michael Wilkins, Sr.
 CBC Productions
 Purpose: Religious Stage Play
 Cost: **\$250.00 - Auditorium**
\$200.00 - Custodian
 Reference #1

D. PETTY CASH

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

| | |
|--------------------|-----------------|
| Building & Grounds | \$ 58.14 |
| PPS | \$ 36.58 |
| District Office | \$ 69.45 |
| Cottage Grove | \$200.00 |
| Medgar Evers | <u>\$165.06</u> |
| Total | \$529.23 |

**Minutes of Board of Education
April 2, 2013
Page 14**

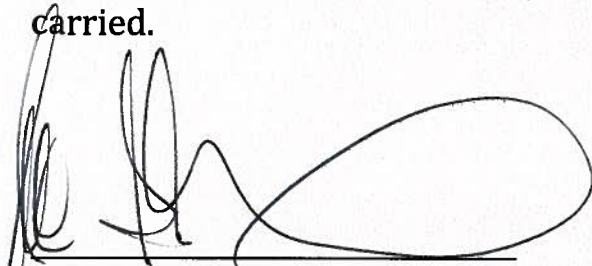
E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$350.00.**
Reference #2

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

ADJOURNMENT - 5:04 p.m.

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



Joe Sherman, Board President



Lera Cook, Board Secretary