

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, APRIL 7, 2020**

The meeting was called to order by presiding officer, President Samuel J. LaWrence, III - **11:00 a.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 - **(Via Telephone Conference Call)**

Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operation

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

NONE

AGENDA

Motioned/Cook; Seconded/Mitchell - to approve the agenda

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

Nays: None

Absent: Coleman, Hayslett, Sherman

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

MINUTES

Board President called for a motion to approve the minutes.

Motioned/Cook; Seconded/Mitchell - to approve the minutes of **March 10, 2020 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

None

PART A - REPORT OF THE SUPERINTENDENT

Dr. Gregory Jackson (via telephone conference call). Mrs. Coretta Jackson reminded members of the Board that they were in advanced receipt of the Superintendent's report. She asked if there were any questions? **THERE WERE NONE.** Mrs. Jackson then asked for approval of the Report of the Superintendent as submitted.

Motioned/Cook; Seconded/Mitchell – to approve **PART A – REPORT OF THE SUPERINTENDENT'S REPORT** as submitted:

Roll Call: Ayes: LaWrence, Cook, Viverette, Mitchell
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. PERSONNEL (*Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance and final outcome of COVID-19 - Novel Coronavirus*)

1. AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL

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

| <u>MEDGAR EVERS</u> | <u>GRADE</u> |
|---------------------|------------------|
| TRIKETA DRIVER | Kindergarten |
| LENA WATTS | First Grade |
| SHANNON ZENOS | Second Grade |
| KISHA BECK | Third Grade |
| NIKIA WILLIAMS | Clerical |
| BRINDA FARR | Paraprofessional |

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| | |
|-----------------|--------------------|
| KRISTY KEMPER | Substitute Teacher |
| LATRICIA WALKER | Coordinator |
| MONIQUE JOHNSON | Administrator |

COTTAGE GROVE

MATRINA ENO
JASON KINNAMAN
CYNTHIA PURDY
KIMBERLY BOUNDS
CARLA PRATHER
ROBIN NORRIS
CHANTEL JONES
SHARON RIVERS

EVENT

Garden Club
Technology Club
Robotics Club
Culinary Club
Culinary Club
Clerical
Coordinator
Administrator

DISTRICT-WIDE COORDINATOR:

MARILYN BARNES

2. APPOINTMENTS

- a. Authorization is sought for approval to appoint **Ms. VERONICA ELLIS**, as **TEACHER**, Medgar Evers Primary Academic Center - 3rd Grade, **Step 16, MA or Step16, MA+15**, effective the **2020-2021** School Year (replacing Sara Shindollar)
- b. Authorization is sought for approval to appoint **Ms. LATASHA BUCHANAN** as **COORDINATOR OF SPECIAL EDUCATION SERVICES**, effective the **2020-2021** School Year (paid through IDEA Part B Flow Through Grant), **\$58,884**. Work year includes an additional two (2) weeks in June and all of August, Winter and Spring breaks off.

3. RESCIND IRREVOCABLE LETTER OF RETIREMENT

Authorization is sought to rescind the irrevocable **LETTER OF RETIREMENT** from **MRS. DIANE SERGEANT**, teacher Cottage Grove Upper Grade Center, effective immediately.

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B. PROPOSED REVISED POLICIES (See reference #1)

Consistent with Ford Heights School District 169's normal practice to conduct periodic reviews of its policies, the following policies are being submitted as needing to be **Revised** and/or **Created** as listed below:

❖ SCHOOL DISTRICT ORGANIZATION – SCHOOL DISTRICT PHILOSOPHY – 1:30

GENERAL PERSONNEL – COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE – 5:40

❖ STUDENTS – RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE 7:80

❖ STUDENTS – RELEASE DURING SCHOOL HOURS – 7:90

❖ STUDENTS – STUDENT RIGHTS AND RESPONSIBILITIES – 7:130

❖ STUDENTS – AGENCY AND POLICE INTERVIEWS – 7:150

❖ STUDENTS – STUDENT APPEARANCE – 7:160

❖ STUDENTS – VANDALISM – 7:170

❖ OPERATIONAL SERVICES – PANDEMIC PREPAREDNESS – 4:180

❖ STUDENTS – CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES – 7:240

II. FOR YOUR INFORMATION

**A. MONTHLY ENROLLMENT (AS OF MARCH 16, 2020)
MEDGAR EVERS SCHOOL**

| | | | |
|---------|----|--------------|------------|
| PRE-K | 60 | KDG | 51 |
| GRADE 1 | 44 | GRADE 2 | 43 |
| GRADE 3 | 41 | GRADE 4 | 42 |
| | | TOTAL | 281 |

COTTAGE GROVE UPPER GRADE CENTER

| | | | |
|---------|----|--------------|------------|
| GRADE 5 | 37 | GRADE 6 | 36 |
| GRADE 7 | 42 | GRADE 8 | 41 |
| | | TOTAL | 156 |

| | | |
|-----------------------|------------------------|--------------------|
| TOTAL DISTRICT | OUT OF DISTRICT | GRAND TOTAL |
| 437 | 11 | 448 |

REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 12 | 276 | 2 |

COTTAGE GROVE:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 0 | 137 | 0 |

B. HEALTH/LIFE SAFETY VISIT (See reference #2)

SOUTH COOK INTERMEDIATE SERVICE CENTER - REGION 7, sent a letter commending the District and staff for their assistance and cordial hospitality during their recent visit. They stated that the pride in our facility, the staff care, and the great work we are doing for the students of our community were clearly evident. A copy has been included in this report for your viewing purposes.

C. RESTRICTED ACCESS POSTER (See reference #3)

In an effort to ensure everyone's safety during the COVID-19 pandemic, I have directed that the Poster referenced above, be attached on the entry doors to all Ford Heights School District 169 buildings, restricting access to non-essential personnel.

We are open for business as usual, Monday through Friday, however, we are asking that people call and/or email District personnel if they have questions.

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

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

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

Roll Call: Ayes: LaWrence, Cook, Viverette, Mitchell
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 April 7, 2020 in the amount of \$280,995.00

B. PAYROLL SUMMARY

The following is the payroll summary for the month of March 2020 as detailed below:

| | |
|----------------|---------------------|
| March 13, 2020 | \$189,968.21 |
| March 27, 2020 | <u>\$230,303.48</u> |
| Total | \$420,271.69 |

C. PETTY CASH

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

| | |
|-----------------|----------|
| District Office | \$105.00 |
|-----------------|----------|

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| | |
|--------------------|-----------------|
| Business Office | \$404.00 |
| Federal & State | \$104.42 |
| Building & Grounds | \$ 89.72 |
| Cottage Grove | <u>\$199.43</u> |
| Total | \$902.57 |

II. FOR YOUR INFORMATION

A. BREAKFAST AND LUNCH-GRAB AND GO

Effective, Tuesday, March 17, 2020, we started our Grab and Go breakfast and lunch, from 9:00 a.m. until 12:00 p.m., Monday through Friday at Medgar Evers Primary Academic Center.

B. BUILDING RENTALS

Due to the outbreak of the Coronavirus Disease 2019 (COVID-19) all building rentals have been suspended until further notice.

PART C – CURRICULUM AND INSTRUCTION

Mrs. Coretta Jackson presented Part C – Curriculum and Instruction. She informed members that they were in advanced receipt of Mrs. Marilyn Barnes report, then inquired if there were any questions. **THERE WERE NONE.** Mrs. Jackson then asked for acceptance of Curriculum & Instruction report as submitted:

I. FOR YOUR INFORMATION

A. E-LEARNING PACKETS

On Tuesday, March 17, 2020 through Monday, March 30, 2020, all schools in Illinois began Act of God Days due to the significant outbreak of the Coronavirus Disease 2019 (COVID-19). Governor JB Pritzker announced that all schools would be closed in the traditional sense, and would move to E-Learning days. Districts who did not have an approved E-Learning Plan would have to adopt one, and have it approved through their respective Regional

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Office of Education. Our Administrative Team worked tirelessly to create our plan, and it has been approved. As mandated by the State, our E-Learning Plan has been uploaded to the District's website.

In order to ensure students were actively engaged in learning during the Act of God Days, teachers came out to the District on **Saturday, March 14, 2020** to prepare packets that went home with students on **Monday, March 16, 2020**. Any student who did not report to school, parent picked up their packets or the packet was delivered to the home. I am happy to say that **100%** of the students received packets.

B. REMOTE LEARNING

Beginning on **Tuesday, March 31, 2020**, all Districts in Illinois went from Act of God Days to Remote Learning Days, which would last through the duration of the suspension of in-person learning. The Remote Learning Days will be counted as pupil attendance days, and students will continue to be engaged in learning activities. In order to prepare the packets, teachers came to the District during the week of **March 30, 2020 through April 3, 2020**. The packets are reflective of materials that have been taught in the classroom, that will allow students to continue to build their skills, and to minimize loss of what they have learned thus far.

In addition to the packets, the District has the IXL Learning App downloaded on the students' page on the District's website for students to access digital learning. Every student in grades pre-kindergarten through eighth has a unique user name and password to access the program. Students will be able to engage in activities in all content areas: **English Language Arts (ELA), Math, Social Studies, and Science**. The activities are not only age appropriate, but they are also differentiated so that the students are working at their instructional levels.

C. TECHNOLOGY SURVEY

Beginning on **Monday, March 30, 2020** both schools began phoning parents to survey them on the three (3) questions:

- **Do you have internet access?**
- **Do you own or have personal access to a computer, laptop, iPad, or tablet at home?**
- **Do you have a cell phone with Wi-Fi and internet access?**

Every students' parent was phoned to be surveyed, and comments were recorded and documented to allow the Administrative team to plan for future E-Learning days and to gain a sense of our families' barriers to accessing technology.

The results to the survey are as follows:

- **Total number/percent of families with internet access: 72%**
- **Total number/percent of families who have access to a computer, laptop, iPad, or tablet at home: 43%**
- **Total number/percent of families who have access to a cell phone with Wi-Fi and internet access: 76%**

Out of **438** students, we were able to reach **344** (**79%**) of the parents. Any parent who was not surveyed was due to a voicemail being left, disconnected phones, and no updated number being available on file at the respective school.

Although the responses reflect that more than 70% of our families have internet and Wi-Fi access, we believe internet and Wi-Fi access to be just under or at 50%.

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

Building reports were submitted by the following personnel:

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

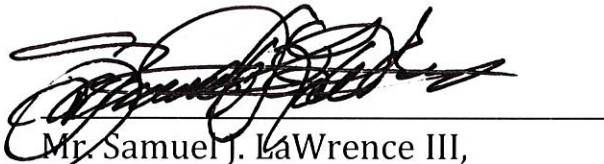
Dr. Sharon Rivers, Principal of Cottage Grove U.G.C.

Ms. Celestine Burrel, District-Wide Attendance Officer

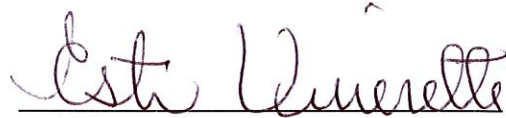
BOARD PRESIDENT called for a motion to adjourn.

ADJOURNMENT: 11:04 a.m.

Motioned/Mitchell; Seconded/Cook - to adjourn meeting



Mr. Samuel J. Lawrence III,
Board President



Mrs. Ester Viverette, Secretary