

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
WEDNESDAY, APRIL 1, 2015**

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:08 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, Coordinator of Business Affairs
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Mrs. Stephanie Stephen, Director of Federal/State Programs
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.
Ms. Monique Johnson, Principal Medgar Evers P.A.C.

Legal Counsel:

QUESTIONS FROM PUBLIC (3 Minutes)

Board President Viverette 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.

Minutes of Board of Education
April 1, 2015
Page 2

MINUTES

Motioned/Cook; Seconded/Sherman - to approve the minutes of **March 10, 2015 (Regular)**

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

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, and recommended approval as submitted. Superintendent expressed to members that in the absence of Mrs. Coretta Jackson, Coordinator of Business Affairs, he would present **Part E - Business Operations**, then asked for **approval of Part E - Business Operations**, as submitted:

Motioned/Sherman; Second/Cook - to approve **Part A - Administration Report**, and **Part E - Business Operations Report**, as submitted:

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

I. FOR YOUR AUTHORIZATION

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

1. AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL

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>
DARYL ALLEN	Kindergarten
JENNIFER ROBERTS	First Grade
SHANNON ZENOS	Second Grade
VERLETTA FALCONER	Third Grade
NAKIA WILLIAMS	Instructional Aide
LATINA WILSON	Clerk
RICARDO D. JOHNSON	Coordinator
MONIQUE JOHNSON	Principal

<u>COTTAGE GROVE</u>	<u>GRADE</u>
ANGELIQUE HOEKSTRA	4 TH ELA
CYNTHIA PURDY	4 TH Math
DIANE SERGEANT	5 TH ELA
COURTNEY BROOKINS	5 TH Math
CHERYL FRANKLIN	6 TH ELA
MATRINO ENO	6 TH Math
ANGELA HAYSLETT	7 TH Math
JASON KINNAMAN	7 th ELA
DIANE RICHARDSON	4-7 Sub. Teacher
BARBARA HARRIS	Clerk
CHANTEL JONES	Coordinator
SHARON RIVERS	Principal

2. RECALL OF HONORABLY DISMISSED TEACHER *(See reference #1)*

Authorization is sought to recall Honorably Dismissed Teacher, Mrs. Johnetta Gordon, effective the 2015-2016 school year.

3. APPOINTMENTS

a. MEDIA CENTER INSTRUCTIONAL AIDE

Authorization is sought to appoint *Nikia Williams* as Media Center Instructional Aide, Medgar Evers Primary Academic Center, effective for the **2015-2016 school year** (replacing LaTina Wilson) - **\$23,176**

B. APPROVAL TO AMEND THE 2014-2015 FINAL SCHOOL CALENDAR (See reference #2)

Approval is sought to amend the **2014-2015** final school calendar, to abate (remove) **four** (4) emergency days, resulting in school closing **Friday, May 29, 2014**. The calendar represents **180** days, with **174** days as student attendance days for **2014-2015** school year.

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF MARCH 25, 2015)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	46
GRADE 1	52	GRADE 2	50
GRADE 3	46	GRADE 4	42
		TOTAL	296

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	40	Grade 6	41
Grade 7	34	Grade 8	46
		TOTAL	161

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
457	19	476

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	443	16

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	112	11

PART E - BUSINESS OPERATIONS

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for April 1, 2015 in the amount of \$354,799.22.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of March 2015 as detailed below:

March 06, 2015	\$220,633.11
March 20, 2015	<u>\$232,953.59</u>
Total	\$453,586.70

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 1, 2015 - May 5, 2016
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.
Place: Tidye A. Phillips
Contact: Pastor Shawn Aldridge
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Wednesday**

Minutes of Board of Education
April 1, 2015
Page 6

- B. Date: Saturday, April 11, 2015
 Time: 3:15 p.m. - 8:00 p.m.
 Place: Tidye A. Phillips
 Contact: Amanda Nelson-Viverette
 Purpose: Baby Shower
 Cost: **\$125.00-Custodian**
 (Reference #1)
- C. Date: Saturday, April 25, 2015 (Date change)
 Time: 10:00 a.m. - 12:00 p.m.
 Place: Cottage Grove Auditorium
 Contact: Representative Thaddeus Jones
 Purpose: Town Hall Meeting
 Cost: **Request fees to be waived**

D. PETTY CASH

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

District Office	\$139.24
Building & Grounds	\$166.27
Medgar Evers	\$111.00
Cottage Grove	<u>\$147.39</u>
Total	\$563.90

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$5,193.00.**

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, then informed members of the Board of the upcoming Parent Teacher Conference to be held on **Thursday, April 2, 2015** at both schools. Mrs. Barnes then inquired if there were any questions. Seeing there were none, Mrs. Barnes then asked for acceptance her report as submitted:

I. FOR YOUR INFORMATION

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

Performance Based Assessment (PBA):

All students in grades third through eighth have been administered the Performance Based Assessment (PBA). The students worked hard and remained focused as they tested. I would like to send a special thanks and job well done to the Test Coordinators, Ms. Monique Johnson, Principal and Ms. Chantel Jones, Assistant Principal. Both ladies worked hard to ensure students had a good testing experience.

They reported out to me each day at their respective schools during testing to make sure things were ready as students entered into the Media Center, as well as, monitored the process by remaining in each testing session.

As I visited the schools during testing, the environment in each building was conducive to testing, and I observed the process being done with fidelity and integrity.

End of the Year Assessment (EOY)

Beginning on **Monday, April 27, 2015** through **Friday, May 15, 2015**, third through eighth grade students will be administered the second component of PARCC, the End of the Year Assessment (EOY), which also focuses on English Language Arts (ELA) and Math.

This assessment will consist of innovative, short-answer questions and items to measure concepts and skills. Students will demonstrate comprehension of literary and informational texts and give definitions of words based on their reading of texts rather than on memorization. They will also show understanding of mathematical concepts, procedures and short applications.

Both the PBA and EOY results will be combined for a final score.

Minutes of Board of Education
April 1, 2015
Page 8

Each component measures different standards; therefore, a student can only receive a score if they complete **both** components.

B. APRIL EARLY DISMISSALS

In April there will be two (2) Early Dismissals for Professional Development.

Dr. Lisa Chang, District Math Consultant will be at Medgar Evers Primary Academic Center on **Wednesday, April 1, 2015** from **12:45 p.m.** until **2:45 p.m.** She will work with all new teachers and the primary grade teachers (Pre-kindergarten through First) on Common Core State Standards, focusing on Operations and Algebraic Thinking.

Dr. Kay Dugan, Literacy Consultant will be in the District on **Tuesday, April 21, 2015** to work with teachers at Cottage Grove Upper Grade Center on developing assessments for the Performance Evaluation Reform Act (PERA) in preparation for student growth.

Dr. Lisa Chang, will be back again in the District on **Tuesday, April 21, 2015** to meet with all teachers in grades Pre-kindergarten through Fourth grade at Medgar Evers Primary Academic Center. The focus will be a discussion on any concerns or questions teachers may have as it relates to teaching math using the Common Core Standards.

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

Building reports were submitted by the following personnel:

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

Mrs. Sharon Rivers, Principal Cottage Grove U.G.C.

Ms. Celestine Burrel, District Wide Attendance Officer

D. UPCOMING DATES

APRIL 1, 2015

Early Dismissal – Math Professional Development

APRIL 2, 2015

District-Wide Parent/Teacher Conference (12:00 noon - 6:00 p.m.)

APRIL 3, 2015 - APRIL 10, 2015

Spring Break

APRIL 16, 2015

Career Day & Health Fair (Cottage Grove Upper Grade Center)

APRIL 20, 2015

Career Day (Medgar Evers Primary Academic Center)

APRIL 21, 2015

Early Dismissal

APRIL 24, 2015

Spring Concert (Dr. Willie L. Davis Auditorium at 5:00 p.m.)

PART C - FEDERAL/STATE PROGRAMS

Mrs. Stephen began by reminding members that they were in advanced receipt of her report. She then inquired if there were any questions. Seeing there were none, Mrs. Stephen requested acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. SUPERINTENDENTS' COMMISSION FOR THE STUDY OF DEMOGRAPHICS & DIVERSITY PARENT CONFERENCE

Thursday, March 26, 2015 Mrs. Fason and I will attend the Parent Conference held at Tinley Park Convention Center from 8:30 a.m. until 3:00 p.m. Some of the topics are:

- College 101
- College & Careers
- Parent, Intervention Support Network
- Student/Teacher/Relations

Minutes of Board of Education

April 1, 2015

Page 10

- Nutrition
- Internet, Technology, & Social Media

The two keynote speakers are Sunny P. Chico, President of SPC Educational Solutions and Phyllis C. Hunter, President of Phyllis C. Hunter Consulting, Inc. The conference will be very enlightening and provide information for us to bring back for our monthly parent meetings.

B. MONTHLY DISTRICT WIDE PARENT MEETING

On **Thursday, March 26, 2015** our monthly Parent Meeting was held at Medgar Evers Primary Academic Center from 11:00 a.m. to 1:00 p.m. The theme for this meeting is "**Addressing Children's Challenging Behaviors.**"

Parents were served refreshments and raffles were drawn for prizes.

AGENDA:

- Introductions
- Addressing Children's Challenging Behaviors
- Discussion
- Raffles
- Adjournment

Our next meeting will be held **Friday, April 27, 2015**. Come out and join us! **TOPIC OF DISCUSSION:** "Be Your Child's Protector and Advocate."

C. 2015-2016 EARLY REGISTRATION

The **2015 Parent Early Registration Packets** were mailed out to homes on **Monday, March 16, 2015**. All currently enrolled students' parents, beginning with Pre-k through seventh grade, have received the Early Registration Packets. Parents are to return the completed packets on or before Parent Teacher Conference to be held **Thursday, April 2, 2015**.

Parents will be able to go to our website to get a copy of the registration form. We are encouraging parents to return the registration packets as soon as possible, so that we have a projected number of our students that are returning.

Having this information helps district administrators plan for the **2015/2016 school year**. In addition, the Parent Center staff will be available to assist any parent with completing the Early Registration Packet.

Flyers will be posted in all Ford Heights businesses, and the Parent Center staff will be canvassing homes, as well as, making phone calls to ensure we reach every parent in our district.

D. PRE-KINDERGARTEN CHILD FIND SCREENING

April 22, 2015 through April 27, 2015 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 CDI/Head Start.

E. MONTHLY BUILDING REPORT (*See reference #1*)

A report was submitted by **Nicole Conway Fason**, Home School Coordinator.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

Mrs. Tamara Young reminded members that they were in advanced receipt of her report, then informed members of the upcoming **Career & Health Day** to be held at both Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center. After having given pertinent information for these events, Mrs. Young invited members of the Board to attend, then inquired if there were any questions. Seeing there were none, she then asked for acceptance of her report as submitted:

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 is creating behavior plans for students who are having difficulties with their executive functioning.

Transportation services are being provided to a family who has exhibited homelessness.

Assessments are being conducted for students who have transferred in from a different state with different qualifications for classification of disability services.

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.

B. CASE MANAGER/SOCIAL WORK SERVICES

Students are being reassessed to determine their current academic performance as it relates to continued services under the special education qualifications.

The Director has been working with the Home School Coordinator and the Community Develop Institute Director to prepare for the upcoming Child Find Screening this April. As regulated by the state our district will advertise in the local news paper the date of our three to five year old Prekindergarten Child Find Screenings to alert families in the community boundaries to participate in the assessment of their child's developmental functioning.

Flyers have gone out for Child Find Screening scheduled for April 22nd through the 24th.

Minutes of Board of Education

April 1, 2015

Page 13

C. HEALTH SERVICES

Parents of students transitioning into kindergarten, grades sixth and eighth were notified via mail regarding the documents required for the fall (2015/2016) school year. At the beginning of the school year all students entering the sixth grade will be required to show proof of recent meningococcal conjugate vaccination (MCV). This vaccination will prevent students from a severe form of bacterial meningitis.

Monthly Automated External Defibrillator (AED) check was conducted March, 2015 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips. A new alarm box was ordered for the AED cabinet located at Medgar Evers School.

D. Counseling Program

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 2015 induction ceremony. The council discussed students' leadership, character, citizenship, and service attributes. 17 students were identified as potential candidates.

E. Staff Development

The PPS Director along with the Curriculum Director will be taking a trip to visit Tomcat Health Center run by VNA Health, an on-site health clinic and medical van at East Aurora, High School to get a sense of how we would like to reorganize our health services in the district.

F. Monthly Reports-Departmental reports were submitted by the following (*See references #1-2*)

Shawn Aldridge-District-wide Advocate

Geraldine Parham-Health Coordinator

Minutes of Board of Education

April 1, 2015

Page 14

Superintendent Jackson addressed that Ford Heights School District 169 was in receipt of a "Plaque" from the Commission for the Study of Demographics and Diversity Group.

Superintendent Jackson stated that the "Plaque" was presented to District 169, due to the District's support of this event annually. He went on to say that Mrs. Stephanie Stephen and Mrs. Nicole Conway Fason attended this event in which the Plaque was presented to them on behalf of the District.

Superintendent Jackson, then called on Principal's Mrs. Sharon Rivers and Ms. Monique Johnson to address activities present and future in their respective buildings.

At this juncture, Board member LaWrence, filled members in on the various workshops he and other members of the Board had attended. He had an awesome time and conveyed that the speakers were very informative. Member LaWrence went on to suggest that the Superintendent might consider bringing other members of the Administration team to future conferences.

Superintendent Jackson, so noted member LaWrence's comments.

ADJOURNMENT - 5:25 p.m.

Motioned/Sherman; Second/Mitchell - to adjourn meeting - voice vote motion carried.



Ester Viverette, Board President



Lera Cook, Board Secretary