

## FORD HEIGHTS SCHOOL DISTRICT 169

### MINUTES OF BOARD MEETING HELD WEDNESDAY, AUGUST 10, 2010

The meeting was called to order by presiding officer, Mr. James Coleman - 5:08 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Griffin, Jones, Patterson, Sherman, Viverette  
Absent: None  
Also, Present: Mr. Gregory Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant Superintendent

Legal Counsel:

#### AGENDA

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

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain - voice vote motion carried.

#### MINUTES

Motioned/Viverette; Seconded/Patterson - to approve the minutes of **July 6, 2010 (Regular)**

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain - voice vote motion carried.

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### **CORRESPONDENCE**

NONE

### **QUESTIONS FROM PUBLIC (3 MINUTES)**

NONE

### **PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson called members of the Board's attention to the fact that they had received his advanced report, but brought to the Board's attention Addendum Report items with a brief explanation then he asked for a favorable approval of the report as follows:

Right after making above statement, Superintendent Jackson, asked Members of the Board for the indulgence, as he had on board the two Summer School Coordinators, Mrs. Sharon Rivers and Mr. Howard Coleman, who would be making a presentation regarding Summer School. Superintendent Jackson relinquished the floor to Mrs. Rivers and Mr. Coleman.

Mrs. Rivers and Mr. Coleman, co-presented a visual powerpoint on Summer School for the 2009-2010 school year. They elaborated on their excitement at being Coordinators, but, even more excited about the brainstorming that took place in an effort to make Summer School a unique and different experience than in the past.

Both presenters spoke to the how's, why's, when, where's of the entire program, and displayed a very thorough and cohesive presentation of how it all came about and the results of such.

Mrs. Rivers and Mr. Coleman, began and ended their presentation by thanking the Superintendent, members of the Board, as well as, several individuals who they believed were key in making it all happen.

**KUDOS to Mrs. Rivers and Mr. Coleman for a job well done!**

At this juncture, the floor was back in the hands of the Superintendent. Board Member Jones at this time, requested that a Closed Session be called to discuss personnel items in Superintendent's report before it be put to vote. Board

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member Jones made it clear that no action would be taken, but felt the need to call for such.

### **CLOSED SESSION: 5:35 p.m.**

Motioned/Jones; Seconded/Patterson to enter into Closed Session for the purposes of discussing personnel items.

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman,  
Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain- voice vote motion carried.

### **RECONVENE REGULAR SESSION: 6:06 p.m.**

Motioned/Jones; Seconded/Patterson to end Closed Session and reconvene regular session. 6:06 p.m.

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman,  
Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain- voice vote motion carried

Motioned/Griffin; Seconded/Viverette to approve Part A - Administration inclusive of Addendum Report as follows:

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

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

##### **APPOINTMENTS - (*See reference #1*)**

##### **a. ATHLETIC DIRECTOR**

◆ L'ERIN JONES

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**b. 7<sup>TH</sup> GRADE GIRLS BASKETBALL**

❖ **STEPHANIE WILLIAMS**

**c. 7<sup>TH</sup> GRADE BOYS BASKETBALL**

❖ **RAYMOND MCCOY**

**d. PRE-KINDERGARTEN AIDE (See reference #2)**

Authorization is sought to hire *Clyde Taylor*, as Pre-Kindergarten Aide, for Medgar Evers Primary Academic Center, effective 2010-2011 school year.

**e. LETTER OF RESIGNATION (See reference #3)**

Effective, July 10, 2010, *Mr. Willie Box*, has submitted a letter of resignation as Athletic Director of Cottage Grove Upper Grade Center for the upcoming 2010-2011 school year.

**f. LETTER OF INTENT TO RETIRE (See reference #4)**

*Irma Hardia*, Design Team Medgar Evers Primary Academic Center, has submitted a Letter of Intent to Retire at the end of the 2010-2011 School Year.

**g. TITLE I TUTORS**

Authorization is sought to hire the following teachers as Title I Tutors. They are:

**MEDGAR EVERS**

**SHANNON ZENOS  
VERLETTA FALCONER**

**COTTAGE GROVE**

**CHERYL MERRIWEATHER  
JANET MORRIS**

These tutors will work with Response to Intervention , with small groups and one on one with students and teachers. Title I funds will be used to pay salaries of **\$125.00 per day**.

**h. INTERIM DEAN OF STUDENTS FOR 2010-2011 SCHOOL YEAR  
(See reference #5)**

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Authorization is sought to hire **Howard Coleman** as Interim Dean of Students at Cottage Grove Upper Grade Center, for 5<sup>th</sup> and 6<sup>th</sup> Grades, and **Sharon Rivers** as Dean of Students for 7<sup>th</sup> & 8<sup>th</sup> Grades.

i. **ONE-ON-ONE AIDE**

Authorization is sought to hire **Elizabeth Hennessey**, as a One-On-One Aide for the 2010-2011 school year at **\$16.70 per hour**.

j. **SOCIAL WORKER (See reference #7)**

Authorization is sought to hire Tamara Little-Young, as Social Worker for PPS Department replacing Crystal Williams.

k. **LANE CHANGE/SALARY ADJUSTMENT**

**Chantel Jones**, Cottage Grove Upper Grade Center, from BA to BA+15.

l. **LETTER OF REQUEST TO RETIRE**

Mrs. Willa White, Teacher Medgar Evers Primary Academic Center, submitted a letter of intent to retire due to personal matters, effective Wednesday, August 11, 2010-2011.

m. **RECALL OF TEACHER**

Authorization is sought to recall Deidra Porter, teacher, Medgar Evers Primary Academic Center, effective Wednesday, August 11, 2010.

n. **REQUEST FOR LEAVE OF ABSENCE**

Authorization is sought to approve the request for leave of absence from Ms. Ruth Pointer, Food Service Worker. If approved the effective date would be Tuesday, August 10, 2010. Ms. Pointer is not sure as to when she will be able to return as a Food Service Helper.

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Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman,  
Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain - voice vote motion carried.

## II. FOR YOUR INFORMATION

### A. LEGACY PROFESSIONAL LLP - CERTIFIED PUBLIC ACCOUNTANTS (See reference #6)

The firm of Legacy Professional LLP, will audit the District's basic financial statements sometime during the month of September. Such financial statements are issued to comply with regulatory provisions prescribed by the Illinois State Board of Education, which is a comprehensive basis of accounting other than generally accepted accounting principles.

## PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent gave a brief overview to members of the Board, regarding informational items in Part B- Curriculum and Staff Development, then asked for favorable approval of report as follows:

## I. FOR YOUR INFORMATION

### A. SMARTBOARDS

Because Educators are constantly seeking new ways to present information to students, extend their educational opportunities and bridge the technology gap, recently developed Smartboards which are "interactive whiteboards", were reviewed as a way of assisting with student learning by providing interactive computer applications, utilizing touch control hands on use by teachers and students.

To this end, Smartboards through No Child Left Behind (NCLB) funding have been received in the District and will be placed strategically throughout the buildings in various classrooms. Administrators, Design Team members and Teachers, will be trained on how to operate the Smartboards.

**B. DR. TERESA HILL, CONSULTANT**

Dr. Teresa Hill, worked with Administrators and Instructional staff in reviewing and analyzing test scores, to identify areas of weaknesses, as well as, what areas to focus on for the 2010-2011 School Year.

A Plan of Action which included all core subject areas - Reading, Mathematics, Social Studies and Science, was developed by Administrator's and Design Team members, under the assistance of Dr. Teresa Hill, consultant. This Plan will assist in elevating our Reading and Mathematics scores.

The Social Studies and Science teachers at the Middle School, developed Curriculums to be implemented in 2010-2011. These Curriculums will include Reading and Mathematics strategies where appropriate.

**C. DISTRICTWIDE REGISTRATION**

Registration for the District will be held Wednesday, August, 2010 from 8:00 a.m. - 4:00 p.m. at Tidye A. Phillips School, and Thursday, August 5, 2010 from 12:00 p.m. - 5:00 p.m.

Please note that Medical Personnel from Cottage Grove Health Clinic will be on the premises offering Physicals and Immunizations.

**D. MONTHLY BUILDING REPORTS (See reference #1-1B)**

Building reports were submitted by the following personnel:

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

***Nicole Conway Fason*, HOME/SCHOOL COORDINATOR**

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

**E. INSTITUTE DAYS (See reference #2)**

Institute Days for Ford Heights School District 169 will be Wednesday, August 11, 2010 through Friday, August 13, 2010.

On Wednesday, August, 11, 2010 ***Dr. Mary Bacon*** will be the keynote speaker, speaking on Reclaiming African Youth and Culturally Relevant Behavior Management. Superintendent Jackson,

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along with Mrs. Joyce McEwen, Assistant Superintendent, will be presenting Acknowledgements, Recognitions, and Awards to various staff members.

On Thursday, August, 12, 2010 *Dr. Teresa Hill* will conduct group and breakout sessions relating to 2010 State and District Assessment Results.

Institute Day will culminate with a trip to Windy City Fieldhouse, where Administrators and Staff will participate in Staff Building Exercises.

### **PART C - PUPIL PERSONNEL SERVICES**

Mrs. Sheila Pickens informed members of the Board that they were in advanced receipt of her report and asked for favorable approval as follows:

#### **I. FOR YOUR INFORMATION**

##### **A. Administrative Retreat**

Two powerpoints were developed and presented to district leadership during the administrator's retreat held last month. The Response to Intervention (RTI) Manual was given to each participant and a thorough explanation of the document was provided. In addition, the new teacher evaluation instrument was explained in preparation for its use beginning at the start of the 2010-2011 school term.

##### **B. Social Worker/Case Manager Vacancy**

Thirteen applicants contacted the PPS department to express an interest in our vacancy. Of the thirteen, eight individuals were interviewed. Two individuals progressed to round two of the process. Subsequently one individual emerged as the candidate of choice and was recommended to the Superintendent for hire, pending approval by the Board of Education.



**C. Preparation for the Start of the 2010-2011 School Year**

Currently, a presentation is being developed to adhere to a federal mandate that warrants attention in the work environment. It is imperative that the district takes steps to eradicate sexual harassment in the workplace and amongst the student body. A first step in this venture is to educate staff on what constitutes sexual harassment. To this end, staff members will participate in a session on sexual harassment during the first day of teacher institute.

Assuring that teachers have knowledge of how to deal with blood borne pathogens is a state mandated law. A presentation on blood borne pathogens is being prepared for staff to insure that they know what to do should an incident arise when blood is involved.

During the teacher institute, the newly developed RTI Manual will be given to each teacher and a session on its contents will be held.

During the month of July several working sessions were held with district administration, design team members, the district psychologist, and Dr. Hill to discuss and make sense of the ISAT data results. In addition, action plans for the upcoming school and RTI student groupings were developed.

**D. Administrator's Academy**

On July 20th, all district administrators attended a workshop entitled, "Insight Into Leadership: The Road to Self Understanding" held at SPEED. Dr. James Steyskal presented a thought provoking seminar causing participants to consider self reflection and the concept of legacy as we work toward honing our educational leadership skills. Each year, administrators in the state of Illinois must participate in an administrator's academy. As a result of our attendance, we have satisfied the state requirement for this school year.

E. **Positive Behavioral Interventions and Supports (PBIS) Illinois**

The Ford Heights School District 169 presentation for the PBIS Summer Conference is being prepared. Our School counselor (Kameyal Alexander), one of the district's parents (Ebony Foster) and our PBIS consultant (Dr. Dan Koonce) will present at the conference on August 4th and 5th. We are proud to have been asked to participate and we know that our district will be well represented.

**PART D - BUSINESS OPERATIONS**

Superintendent Jackson, in the absence of Mrs. Corretta Jackson, presented Part D- Business Operations and reminded members of the Board that they were in advanced receipt of her report and asked for favorable approval of report as written:

I. **FOR YOUR AUTHORIZATION**

A. **ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for August 10, 2010 in the amount of **\$338,828.85**.

B. **PAYROLL SUMMARY**

The following is the payroll summary for the month of July 2010 as detailed below:

July 2, 2010	\$ 67,610.40
July 16 2010	\$ 85,727.51
July 30, 2010	<u>\$ 88,887.37</u>
<b>Sub Total</b>	<b>\$242,225.28</b>

C. **BUILDING RENTAL**

Authorization is requested for the following building rental:

1. Date: August 4, 2010 - September 5, 2010(Sunday's)

- Time: 12:00 p.m. - 3:00 p.m.  
Place: Tidye A. Phillips Auditorium  
Contact: Steve & Vanessa McGhee  
Glory Be To God Ministry  
Purpose: Religious Purposes  
Cost: **Request for fees to be waived  
\$75.00 per Sunday**
2. Date: August 4, 2010 - September 5, 2010(Friday's)  
Time: 8:30 p.m. - 9:30 p.m.  
Place: Tidye A. Phillips Classroom  
Contact: Steve & Vanessa McGhee  
Glory Be To God Ministry  
Purpose: Religious Purposes-Bible Study  
Cost: **Request for fees to be waived  
\$25.00 each Friday**
3. Date: August 4, 2010 - September 5, 2010(Sunday's)  
Time: 9:30 a.m. - 11:30 a.m.  
Place: Tidye A. Phillips  
Contact: Shawn Aldridge  
Beyond the Veil Ministry  
Purpose: Religious Purposes  
Cost: **Request for fees to be waived  
\$25.00 per hour for custodian**
4. Date: August 4, 2010 - September 5, 2010(Wednes.)  
Time: 7:30 p.m. - 8:30 p.m.  
Place: Tidye A. Phillips  
Contact: Shawn Aldridge  
Beyond the Veil Ministry  
Purpose: Religious Purposes-Bible Study  
Cost: **Request for fees to be waived  
\$25.00 per hour for custodian**

**D. PETTY CASH**

Authorization is requested to replenish Petty Cash for the following:

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Building & Grounds	\$ 44.10
District Office	\$301.10
Cottage Grove	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$545.20</b>

**E. 2010-2011 FOOD SERVICE PRODUCTS BIDS**

Food Service bids were opened on Monday, June 28, 2010 at 10:00 a.m. at the Medgar Evers Primary Academic Center by Ms. Mary Stennis, Foodservice Director and Mrs. Maxine Shannon, Secretary to the Coordinator of Business Affairs . **There were no other bids submitted by vendors for milk, bread, paper goods, frozen vegetables, groceries, staples, fish, meat and poultry.** The Food Service Manager reviewed the bids that were and recommends the following vendors for the 2010-2011 School Year:

**2010-2011 FOOD SERVICE PRODUCTS BIDS CONTINUES**

Cloverleaf Farms  
13835 South Kostner  
Crestwood, IL 60445

Milk

Aunt Millie's Bakeries  
350 Pearl Street  
Fort Wayne, IN 46802

Bread

Gordon Food Service  
333 50<sup>th</sup> Street  
Grand Rapids, MI 49548

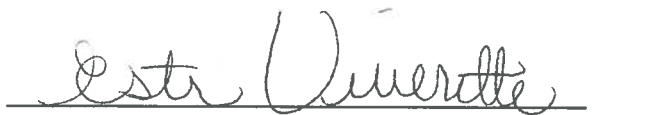
Paper Goods, Frozen Vegetables,  
Groceries & Staples, Fish, Meat  
and Poultry

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain- voice vote motion carried.

**ADJOURNMENT - 6:11 p.m.**

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

  
James Coleman, Board President

  
Ester Viverette, Board Secretary