

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD MEETING HELD**  
**TUESDAY, AUGUST 6, 2013**

The meeting was called to order by presiding officer Mrs. Ester Viverette - **5:12 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Lawrence, Mitchell, Sherman, Viverette  
Absent: Coleman, Hayslett  
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: Joel DeTella

**QUESTIONS FROM PUBLIC (3 Minutes)**

**Mr. Mark Franklin** of the **East Heights Small Fry** organization, stood to say that he was in possession of documentation showing the validity of his program. He wanted to make sure Board of Education was aware that the organization was a legit organization. He then passed out copies of documentation to members of the Board and to Superintendent Jackson as well. He ended by inquiring if there were any questions. There were none.

**Mr. Shanel Sherman** stated that he had spoken with the Board of Education at last month's meeting and was asked to present a proposal. He stood to let members of the Board know that he was in possession of requested item(s), inquired if there were any questions, then addressed his previous involvement with Small Fry as well.

Superintendent Jackson, thanked Mr. Sherman for paperwork, and expressed that it would be looked over at a later date, as it was just received.

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**AGENDA**

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

Roll Call:   Ayes:       Cook, Lawrence, Mitchell, Sherman, Viverette  
              Nays:       None  
              Absent:     Coleman, Hayslett  
              Abstain:   None  
              5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

**MINUTES**

Motioned/Sherman; Seconded/Mitchell- to approve the minutes of *July 9, 2013*

Roll Call:   Ayes:       Cook, Lawrence, Mitchell, Sherman, Viverette  
              Nays:       None  
              Absent:     Coleman, Hayslett  
              Abstain:   None  
              5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

**CORRESPONDENCE**

***Ms. Jacqueline Rush*** - Stood and gave a verbal Thank you to members of the Board of Education and Superintendent Jackson, for allowing her to have served the children of Ford Heights School District. She wanted the Board to know personally of her gratitude for the Retirement Celebration given, as well as, the beautiful gift she received.

Ms. Rush then presented members of the Board, and surrounding Administrator's with a token of her appreciation, in the form of home baked cookies, with a picture of the gift she received on them.

**At this juncture, Board President Ester Viverette, called for a motion to enter into Closed Session.**

**CLOSED SESSION - 5:20 p.m.**

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Motioned/Sherman; Seconded/Mitchell- to enter into Closed Session

Roll Call: Ayes: Cook, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Hayslett  
Abstain: None  
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried.

**RECONVENE TO OPEN SESSION - 5:49 p.m.**

Motioned/Sherman; Seconded/Mitchell - to reconvene regular session.

Roll Call: Ayes: Cook, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Hayslett  
Abstain: None  
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried.

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, then stated there was an Addendum to his report, then expressed that before addressing his report, he would like to offer up three (3) presentations.

Superintendent Jackson, asked Mr. Brown to come forward and to elaborate on his Tae Kwon Do Program, on Registration information and hours the program would be in operation, in which Mr. Brown did oblige. He had his sons to perform some moves involved in this art, and expressed his desire to work with the boys and girls of Ford Heights in this discipline.

Superintendent Jackson reminded members of the Board that they asked him to explore this Program and to look into the Insurance/Liability/Legality of having such a program.

Superintendent Jackson stated that the matter of Insurance/Liability would be addressed in the report of Mrs. Coretta Jackson, Coordinator of Business Affairs,

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Superintendent Jackson went on to say that he believed this discipline would be a good program for the boys and girls of Ford Heights, and recommended favorable approval.

Next presentation was by **Dr. Irma Plaxico**, Assistant Principal of Medgar Evers Primary Academic Center, who showed a Power Point presentation, of the various Summer School activities. Dr. Plaxico also spoke to the success of the Summer Program, and thanked members of the Board of Education for their support of this program. **Principal Marilyn Barnes** stood to reiterate presentation by Dr. Plaxico, and commended her staff for a job well done!

The third and final presentation was by **Mrs. Sharon Rivers**, Assistant Principal of Cottage Grove Upper Grade Center. Mrs. Rivers also presented a Power Point of Summer School activities. Mrs. Rivers like her predecessor thanked members of the Board for their continued support of Summer School and allowing staff to be innovative in their application of such.

She then asked for the Summer School staff of Cottage Grove Upper Grade Center to stand and applauded them for a job well done!

**Principal Stephanie Stephen** also stood to reiterate presentation by Mrs. Rivers, and commended her staff for a job well done!

**Superintendent Jackson** stated that an awful lot of effort goes into Summer School, and working with our students. He then addressed an article which he saw, that addressed the percentage of students not meeting standards 33%, but neglected to say anything about the percentage that were making standards 66%. He expressed that this sort of reporting could prove disheartening to staff. He then thanked members of the Board of Education and individual members in attendance for their hard work and dedication to the students of Ford Heights School District 169.

Superintendent Jackson addressed items in his Report, then asked for favorable approval of his report as written inclusive of Addendum Report items:

Motioned/Sherman; Seconded/Mitchell- to approve report of Superintendent inclusive of Addendum Report as follows:

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**I. CLOSED SESSION**

**A. POSSIBLE, PROBABLE AND/OR EMINENT LITIGATION**

**II. PRESENTATION**

Medgar Evers Primary Academic – Summer School 2013  
Cottage Grove Upper Grade Center – Summer School 2013

**III. FOR YOUR AUTHORIZATION**

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

**1. RESCIND APPOINTMENT (*See reference #1*)**

Rescind appointment of *L'erin Jones*, as Athletic Director for the 2013-2014 school year.

**2. APPOINTMENTS**

**a. ATHLETIC DIRECTOR (*See reference #2*)**

Authorization is sought to appoint *Jason Kinnaman* Athletic Director for the 2013-2014 school year  
**\$5000** (replacing L'erin Jones)

**b. SPECIAL EDUCATION RESOURCE TEACHER**

Authorization is sought to appoint *Chad Nelson*, as Special Education Teacher, Cottage Grove Upper Grade Center- MA Step 3, for Fiscal Year 2013-2014 **\$41,954** (replacing change of position for Jason Kinnaman)

**c. ALTERNATIVE CERTIFICATION PERSONNEL (Alt.Cert.)  
STUDENT TEACHER**

Authorization is sought to approve *Sarah Gaffney*, as

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Alt Cert Student Teacher, Medgar Evers Primary Academic Center, for Fiscal Year **2013-2014**. (**There is no cost to the District**).

d. **ALTERNATIVE CERTIFICATION PERSONNEL**(Alt. Cert.)  
**STUDENT TEACHER**

Authorization is sought to approve **Anthony Urban**, as Alt Cert Student Teacher, Cottage Grove Upper Grade Center, for Fiscal Year **2013-2014**. (**There is no cost to the District**).

3. **DECLINE OF APPOINTMENT**

**Shavon Fomby** declined the position of Physical Education Teacher, Medgar Evers Primary Academic Center for the 2013-2014 school year.

**IV. FOR YOUR INFORMATION**

A. **DISTRICT-WIDE INSTITUTE DAYS**

Members are to be reminded that District-Wide Institute Days will be held **Tuesday, August, 13 thru Thursday, August 15, 2013** at the Cottage Grove Upper Grade Center.

Each day will begin with a continental breakfast for staff beginning at **7:30 a.m.**, Lunch will be served Tuesday and Wednesday beginning at **11:30 a.m. -12:30 p.m.** Institute Days will culminate with a trip to Lucky Strikes Bowling in Chicago, IL, on Thursday, August 15,2013.

Board President, **Ester Viverette**, will welcome on behalf of the Board of Education, Employees back to the start of the **2013-2014** School Term. All members of the Board are welcomed and encouraged to come and be a part of this Annual event.

**ADDENDUM REPORT**

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

APPOINTMENT (Pending receipt of all personnel required Documents)

Ryan James, Physical Education Teacher – Cottage Grove Upper Grade Center (See Reference #1)

Authorization is sought to appoint Mr. Ryan James as Physical Education Teacher, Cottage Grove Upper Grade Center, BA, Step 3, \$39,535.00, effective for the 2013-2014 school year.

Roll Call: Ayes: Cook, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Hayslett  
Abstain: None  
5 ayes, 0 nays, 2 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, but she wanted to remind them of Registration dates and times, after which she requested acceptance of her report as written:

**I. FOR YOUR INFORMATION**

**A. NWEA (NORTHWEST EVALUATION ASSOCIATION) (See reference #1)**

The new assessment, Northwest Evaluation Association (NWEA) Map, will be used for determining areas of gaps in student learning, monitoring student progress and providing individualized support resources for students for Reading and Math, is in the process of being installed and readied for implementation this month.

Roles and Responsibilities are required to be determined, and those persons trained in order that the process is developed and prepared for use. One requirement for beginning the process is that an authorized Systems Administrator from the District be designated. (Persons to perform various roles and responsibilities have been determined - See reference).

**B. PREPARATION FOR THE IMPLEMENTATION OF THE COMMON CORE STANDARDS FOR 2013-2014**

This year, the Illinois State Achievement Tests will have 100% of its assessment items based on the Illinois Common Core State Standards. To position the students and teachers in Ford Heights School District 169 to become more successful in meeting the standards, the District-wide Planning Team worked diligently and long hours to determine the professional development plans and a pacing schedule, as to what needs to be assessed, taught, persons responsible to implement and/or monitor the strategies/activities and the mechanism to indicate the strategy/activity completed. (The Student Achievement Plan) The Student Achievement Plan, as well as, the Professional Development Plan and the Alignment of the New Illinois Learning Standards Integrating the Common Core Standards and the Illinois Assessment Framework, are available and will be distributed to teachers. The activities for two of the Institute Days will be focused on providing initial support to the Instructional and Support Staffs centered around the Common Core Standards.

Many thanks of appreciation are to be given to this team who worked very closely with me in an effort to develop the various plans. The Team members consisted of Mrs. Tamara Young, the Director of Pupil Personnel services, Mrs. Marilyn Barnes, Principal of Medgar Evers Primary Academic Center, Mrs. Monique Johnson, District-wide Literacy Design Team Member, Mrs. Stephanie Stephen, Principal of the Cottage Grove Upper Grade Center, Mrs. Sharon Rivers, Assistant Principal of the Cottage Grove Upper Grade Center, and Ms. Chantel Jones, Reading Teacher and Literacy Design Team Member.



**C. REGISTRATION (*See reference #2*)**

Registration will be held for two days – August 7,2013 from 9:00 a.m. to 5:00 p.m. and Thursday, August 8,2013 from 12 Noon to 6:00 p.m. at the Parent Center in the Tidye A. Phillips Intermediate Center. Immunizations and physical examinations for students will be provided at the Cottage Grove Medical Center located at 1645 Cottage Grove this year due to new State regulations which governs State supported Medical Centers. The regulations requires that all documentation of medicals and immunizations be placed in the State ICARE System. Many Thanks goes to Mrs. Darcus Nichole Fason, Home/School Coordinator who made the arrangements.

Music and Refreshments will be made available for parents and children who are registering again this year. Robo calls will be used to announce registration dates and time. Registration information has been placed on the District website along with the appropriate forms.

**D. INSTITUTE DAY AGENDAS**

Institute Days will begin on Wednesday, August 13, 2013 and end on Thursday, August 14, 2013. Madam President of the Ford Heights 169 School District Board of Education, will officially open the First Institute Day with a “Welcome Back” to all Staff, in the Dr. Willie L. Davis Auditorium, located at the Cottage Grove Upper Grade Center. At 8:00 a.m. Awards and Recognitions will be given to identified Staff. Dr. Gregory T. Jackson, Superintendent of School will provide the Charge fo the 2013-2014 School Year, followed by the Professional Development Planning Team working with the Instructional Staff on Common Core Standards. Our Second Institute Day will be used for training the Instructional staff on the Northwest Evaluation Association (NWEA) Map. The Final Institute Day will be geared towards Team building. All Staff are scheduled to attend.

**E. MONTHLY BUILDING REPORTS (See references #3-4)**

Building reports were submitted by the following personnel:

*Marilyn Barnes*, Principal- Medgar Evers Primary Academic Center

*Stephanie Stephen*, Principal - Cottage Grove Upper Grade Center

**PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION**

Mrs. Tamara Young informed members that they were in advanced receipt of her report, inquired if there were any questions, then asked for acceptance of report as written:

**I. FOR YOUR INFORMATION**

**A. Preparation for the 2013-2014 School Year**

The Pupil Personnel Service (PPS) department has been working on the preparation for registration. Letters have been sent out from the PPS department to remind parents of the registration dates. Registration packets are in the process of being mailed out. Parents of the special education student population may come to the PPS office during summer hours to return all registration forms.

The PPS Director has been collaborating with other district and building administrators in developing the 2013-2014 fiscal calendar and safety plan.

**B. Paraprofessional and Special Education Teacher Vacancy**

Two individuals progressed to round two of the interview process for the paraprofessional positions. They both emerged as the candidates of choice and were recommended to the Superintendent for hire. These candidates were approved by the Board of Education

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on July 9, 2013. One of the two special education teacher positions was also approved by the Board of Education on July 9, 2013. The administrative team is still conducting interviews to continue the search for the most appropriate candidate to fill the last special education vacancy.

**C. Administrator's Academy**

On July 30<sup>th</sup> the Director of PPS will attend an academy on Leading Major Change in Education: What the Beatles Can Teach Us held at SPEED. Joe Porto, ED. D., is the presenter.

**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, however, Mrs. Jackson directed members attention to Reference #1 of her report and gave a brief overview of its meaning, then asked for approval of her report as written:

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

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for July 9, 2013 in the amount of **\$231,344.68.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of June 2013 and Summer Payroll Run Outs as detailed below:

July 12, 2013	\$ 93,175.66
July 26, 2013	<u>\$113,923.04</u>
<b>Totals</b>	<b>\$205,098.70</b>

**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

- A. Date: August 6, 2013 - September 10, 2013  
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  
Cost: **\$75.00-Sunday/\$25.00-Friday**
- B. Date: August 6, 2013 -September 10, 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-Thursday**
- C. Date: Starting September 3, 2013  
Time: 5:30 p.m. - 6:30 p.m. (Tuesday & Thursday)  
3:00 p.m. - 6:30 p.m. (Saturdays)  
Place: Tidye A. Phillips  
Contact: Dondrell & Kelly Brown  
Supreme Martial Arts Academy  
Purpose: Martial Arts Program  
**Reference #1**

**D. PETTY CASH**

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

District Office	\$245.26
Building & Grounds	<u>\$102.67</u>
<b>Total</b>	<b>\$347.93</b>

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**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$17,790.95.**

**Reference #2**

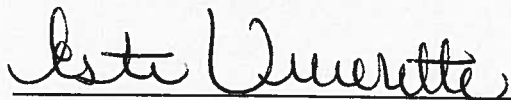
Roll Call: Ayes: Cook, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Hayslett  
Abstain: None  
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried.

**10. NEXT REGULAR BOARD MEETING**

**Tuesday, September 10, 2013**

**11. ADJOURNMENT - 6:28 p.m.**

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



Ester Viverette, Board President



Lera Cook, Board Secretary

