

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, AUGUST 5, 2014**

The meeting was called to order by presiding officer Mrs. Ester Viverette – 5:15 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Mitchell, Sherman, Viverette  
Absent: Hayslett, LaWrence  
Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant 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)**

None

Board member Sherman arrived at 5:16 p.m.

**AGENDA**

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

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

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**MINUTES**

Motioned/Sherman; Cook- to approve the minutes of *July 8, 2014 (Regular)*

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

**CORRESPONDENCE**

None

Board President Viverette thanked those in audience for attending Board of Education meeting.

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson addressed his Addendum Report, which was in regards to a Letter of Resignation, and the Special Meeting to be held September 9, 2014 regarding the transfer of funds to the Education Fund. He spoke on several items as they related to Registration, then inquired if there were any questions, then asked for favorable approval of his report as submitted:

Motioned/Sherman; Second/Cook - to approve **Part A - Administration inclusive of Addendum Report**

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

I. FOR YOUR AUTHORIZATION

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

1. SALARY ADJUSTMENTS

- a. **Ms. Daryl Allen, Pre-Kindergarten Teacher**, Medgar Evers Primary Academic Center from **BA Step 6, \$42,785** to **BA Step 9, \$46,074**
- b. **Ms. Nancy Herschberger, Math Teacher**, Cottage Grove Upper Grade Center, from **MA Step 8, \$49,390** to **MA Step 11, \$53,447**

2. SUBSTITUTE TEACHER

Authorization is sought to appoint **Regina Wright** as Substitute Teacher (District-wide).

3. GOVERNORS STATE UNIVERSITY (GSU )ALTERNATIVE CERTIFICATION - STUDENT RESIDENT

Authorization is sought to appoint **Shauna Kirk**, as Governors State University (GSU) Alternative Certification Student Resident (District-wide) for the **2014-2015** School Year. **\$27,000** (to be reimbursed by Governors State University).

B. SCHOOLNET FOR POWERSCHOOL (*See reference #1*)

Authorization is sought to purchase Schoolnet for PowerSchool at a cost of \$59,765 over five (5) years.

Schoolnet is a critical feature needed by teachers in order to complete lesson plans, which are linked with the Common Core Standards.

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**II. FOR YOUR INFORMATION**

**A. DISTRICT-WIDE INSTITUTE DAYS**

Members are to be reminded that District-wide Institute Days will be held ***Wednesday, August, 13 thru Friday, August 15, 2014*** 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 ***Wednesday*** and ***Thursday*** beginning at ***11:30 a.m. -12:30 p.m.*** Institute Days will culminate ***Friday, August 15, 2014.***

Board President, ***Ester Viverette***, will welcome on behalf of the Board of Education, employees back to the start of the ***2014-2015*** 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**

**1. RESIGNATION - MS. MILLICENT GRIFFIN - SOCIAL WORKER**

Ms. Millicent Griffin, District Social Worker (Pupil Personnel Services) has submitted a letter of resignation, effective Tuesday, August 5, 2014. (See reference #1)

**II. FOR YOUR INFORMATION**

**A. ORDER SCHEDULING SPECIAL HEARING - TUESDAY, SEPTEMBER 9, 2014-  
TRANSFER MONEY FROM THE TRANSPORTATION FUND TO THE EDUCATION  
FUND**

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### PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Marilyn Barnes expounded the contents of her report, reminded members of the Board of important upcoming dates and events of the District, then asked for acceptance of her report as submitted to the Superintendent:

#### A. FOR YOUR INFORMATION

##### A. DR.'S LISA AND MING CHANG AWARDS

The annual Dr.'s Ming and Lisa Chang Awards are generally given to three outstanding teachers. Two (2) awards are given at Medgar Evers Primary Academic Center. One (1) for grade spans kindergarten through second, and one (1) for third through fourth. The third award is given to one (1) outstanding Math teacher at Cottage Grove Upper Grade Center, for fifth through eighth grades.

In addition to student achievement, the following criterion was established for consideration, as well. The criterion is as follows:

- Principal's Recommendation/Class Observations
- Attendance/Participation of Math Education Professional Development Activities including after school Math Workshops
- Minimum of two (2) years of full-time service to Ford Heights School District 169
- An individual can only receive recognition twice within two consecutive years.

This year, the two (2) teachers who are being recommended from Medgar Evers P.A.C. are **Ms. Lena Watts**, first grade teacher, who grew 78.9% of her students on the Northwest Evaluation Association (NWEA) Measures of Academic Progress for Primary Grades (MPG) in the area of Math.

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The second teacher is *Mrs. Ann Marie Armstrong*, fourth grade teacher, who grew **100%** of her students on the NWEA Measures of Academic Progress (MAP) in the area of Math.

The final award goes to *Ms. Nancy Herschberger*, seventh grade Math teacher at Cottage Grove U.G.C., who grew **73.8%** of her students on the MAP.

Congratulations to each of the teachers for a job well done!

### **B. POWERSCHOOL TRAINING**

Wednesday, August 13, 2014, teachers and instructional aides will receive trainings on PowerSchool. This training is critical to ensure teachers begin the year successfully, as well as, for proper implementation of the program. The training will include grade book and attendance.

After the Institute Days, staff will continue with training back at the perspective buildings during grade level and team meetings to practice what was learned.

### **C. NORTHWEST EVALUATION ASSOCIATION (NWEA)**

On the second day of Institute, Thursday, August 14, 2014, teachers and instructional aides will receive NWEA training. This training will prepare teachers for effective instruction and lesson planning, after the August benchmarking testing that will be administered to all students in grades kindergarten through eighth in the areas of Reading and Math.

### **D. STUDENTS FIRST DAY OF SCHOOL**

The first day of school for students will be on Monday, August 18, 2014. Student will be in attendance until **1:00 p.m.** After the students depart, staff from both schools will have their Positive Behavior Interventions and Supports (PBIS) kick-offs at each perspective building.

Students will return on the following day, Tuesday, August 19, 2014 for a full day of school.

**E. UPCOMING DATES**

**AUGUST 6-7, 2014**

Registration at Cottage Grove Upper Grade Center for new students to the District, Kindergarten, Pre-kindergarten, returning and non-registered students

**AUGUST 13-15, 2014**

Institute Days

**AUGUST 18, 2014**

First Day of School -8:00 a.m.-1:00 p.m. (Early Dismissal)

**AUGUST 19, 2014**

First Full Day of School

**AUGUST 20-29, 2014**

August is a busy month of testing for students. During this time, teachers are assessing students to begin effective lesson planning, and to have a better sense of how to meet students' individual needs in the classroom. Some of the tests students will be administered in the various grade levels are as follows:

Students in Kindergarten through Eighth grades will be administered the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) or NWEA MAP for Primary Grades (MPG) in Reading and Math.

Students in grades Three through Eight will be administered the Jerry L. Johns Basic Reading Inventory (BRI).

Students in First and Second grades will be administered the Developmental Reading Assessment (DRA).

**AUGUST 26, 2014**

Cottage Grover Upper Grade Center Open House – 4:00 p.m. – 6:00 p.m.

**AUGUST 27, 2014**

Medgar Evers Primary Academic Center Open House – 4:00 p.m. – 6:00 p.m.

**F. MONTHLY BUILDING REPORTS (See references #1-2)**

Building reports were submitted by the following personnel:

***Monique Johnson*, PRINCIPAL MEDGAR EVERS P.A.C.**

***Sharon Rivers*, PRINCIPAL, COTTAGE GROVE U.G.C.**

**PART C - FEDERAL/STATE PROGRAMS**

Mrs. Stephen began by addressing the upcoming dates for Registration, as well as times and place. She also spoke to the mannequins which had been provided by JC Penny's, so that the new district uniforms could be displayed in all school district facilities. Mrs. Stephen explained that JC Penny's had set up a special discount for Ford Heights School District families, and that they were providing a raffle, and handing out goodies bags to those families who took advantage of purchasing school uniforms from them.

Mrs. Stephen thanked Mrs. Carla LeVeaux-Hawkins, who was a key player for the Ministers Alliance in their efforts to provide uniforms to all of Medgar Evers Primary Academic Center students. Mrs. Stephen gave a shout out to the Ministers involved, who were: Pastor Emmitt Smith, President, Pastor Wyatt Rush, Event Host, and Pastor Robert M. Foster, Jr. Secretary.

Mrs. Stephen expounded on the donations received from Elim Christian Ministry, which is a Christian organization which has included Ford Heights School District 169 students for the last several years in donating school supplies.

She then inquired if there were any questions, then asked for acceptance of her report as submitted.



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### **PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION**

Mrs. Tamara Young reminded members that they were in advanced receipt of her report, then inquired there were any questions. There were none. Mrs. Young then asked for acceptance of her report as submitted:

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

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

The Pupil Personnel Service (PPS) department has been working on preparation for the opening of school. Members of the PPS department took part in a two day training of our new student information system (Power School). As a result of that training special education data is being imputed into our new Power School system. The 2013-2014 Special Education student list has been created. Ms. Downs has sent out notifications to parents who have not yet registered their children to remind parents of the registration dates.

The PPS Director has been collaborating with our district and building administrators in developing the 2014-2015 fiscal calendar, action plan and safety plan.

The PPS Director has also been ordering supplies, testing and educational materials that will be needed for the upcoming school year.

State mandated training for Bloodborne Pathogens are being renewed to keep our district in compliance with the law.

Continued collaboration with our special education cooperative (SPEED), is ongoing in our efforts to provide supportive and training services for our students and staff members.

##### **B. New members of the PPS Department**

Psychological and Counseling services will be rendered by one of two new members of the PPS department. Dr. Andre' Halliburton previously worked in our district as the school psychologist. He will bring his wisdom, knowledge and psychological expertise to help

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enhance the PPS services that we provide to students and their families. Mr. Shawn Aldridge is the other new member who will be joining the PPS department as the District-Wide student advocate. Mr. Aldridge has previous experiences with our children as he has worked in the athletic department guiding our children in the capacity of a basketball coach. Mr. Aldridge has a background in counseling that he will incorporate in his duties as a member of the PPS department.

**C. Administrator's Academy**

On July 29<sup>th</sup> the Director of PPS will attend an academy on Performance Evaluation Reform Act (PERA)-Working with the Joint Committee and Student Growth Component (AAC#1459) held at SPEED. Dr. Richard Voltz, IASA Associate Director/Professional Development & Dr. Jennifer Garrison, Superintendent of Sandoval C.U.S.D. #501 are the presenters.

**PART E - BUSINESS AFFAIRS**

Mrs. Coretta Jackson reminded members that they were in advanced receipt of her report. Mrs. Jackson inquired if there were any questions, then asked for approval of her report as submitted:

Motioned/Cook; Seconded/Mitchell- to approve Part E- Business Affairs Report

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

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for July 8, 2014 in the amount of \$188,103.80

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of July 2014 as detailed below:

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July 11, 2014	\$105,761.09
July 25, 2014	<u>\$125,779.40</u>
<b>Grand Total</b>	<b>\$231,540.49</b>

**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

- A. Date: August 5, 2014 - September 9, 2014  
 Time: 12:00 p.m.-3:00 p.m./7:00 p.m.-8:00 p.m.  
 Place: Tidye A. Phillips  
 Contact: Steve McGhee  
 Glory Be To God Ministry  
 Purpose: Religious Purposes  
 Cost: **\$75.00-Sunday/\$25.00-Friday**
- B. Date: August 5, 2014 -September 9,2014  
 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: Saturday, August 16, 2014  
 Time: 7:00 p.m. - 11:00 p.m.  
 Place: Tidye A. Phillips  
 Contact: Ivory Tucker/Velma Tucker  
 Purpose: Anniversary Dinner  
**Reference #1**

**D. PETTY CASH**

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

District Office	\$210.99
Medgar Evers	\$ 70.80
Building & Grounds	<u>\$ 66.00</u>
<b>Total</b>	<b>\$347.79</b>

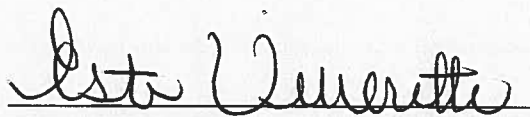
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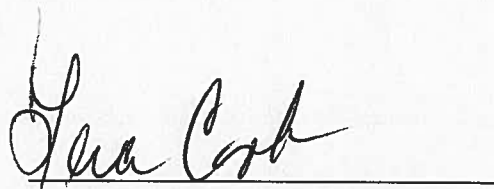
**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of \$5,795.66. Reference #2

**ADJOURNMENT - 5:37 p.m.**

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

  
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Ester Viverette, Board President

  
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Lera Cook, Board Secretary