

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, AUGUST 11, 2015**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Hayslett, Mitchell, Sherman, Viverette
Absent: Coleman, LaWrence
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Business Manager
Mrs. Tamara Young, Director of Pupil Personnel Services
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 Cook 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, Mitchell, Sherman, Viverette
Nays: None
Absent: Coleman, LaWrence
Abstain: None
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

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MINUTES

Motioned/Viverette; Seconded/Sherman - to approve the minutes of **July 7, 2015**

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

CORRESPONDENCE

DR. GREGORY JACKSON AND FAMILY

SUPERINTENDENT: Started by turning the floor over to Principal Sharon Rivers and Assistant Principal Chantel Jones of Cottage Grove Upper Grade Center.

Principal Rivers began her expressions, by stating that she and Ms. Jones, had a little something for everyone from the school garden. To this end, both ladies proceeded to hand out small decorated baskets holding various vegetables, such as cherry tomatoes, kale, carrots and green onions.

While passing out baskets, Principal Rivers expressed that school gardens were a wonderful way to use the schoolyard as a classroom, reconnect students with the natural world and the true source of their food, and teach them valuable gardening and agriculture concepts and skills, as well as, several educational goals, including personal and social responsibility

Mrs. Rivers gave accolades to **Mrs. Matrino Eno**, and **Mrs. Janice Morris**, for spearheading the school's garden and the various selections therein, and to the students as well for their part in the glorious garden.

Superintendent Jackson, Board President Lera Cook, and members of the Board thanked Mrs. Rivers and Ms. Jones for the baskets of vegetables.

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Superintendent Jackson then stated that before voting to approve Agenda and Minutes, etc., that he would like to take the members of the Board on a tour of the new Exercise Room. During and after the tour there was an overwhelming consensus that it was a State of the Art Exercise Room.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report. Superintendent Jackson informed members that there was an **Addendum Report**, and proceeded to address items of Addendum Report, and ended by asking if there were any questions. There were none, therefore, Superintendent Jackson asked for favorable approval of his report as submitted:

Motioned/Viverette; Seconded/Sherman - to approve **Part A - Administration Report , inclusive of Addendum Report** as submitted:

Roll Call: Ayes: Cook, Hayslett, Mitchell, Sherman, Viverette
 Nays: None
 Absent: Coleman, 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. TEACHER (*See reference #1*)

Authorization is sought to hire **Mrs. Swiyyah Butler**, Pre-Kindergarten Teacher, Medgar Evers Primary Academic Center , **effective August 12, 2015** for the **2015-2016 School Year - MA Step 5 - (\$44,296)**

II. FOR YOUR INFORMATION

A. DISTRICT-WIDE INSTITUTE DAYS

Members are to be reminded that District-wide Institute Days will

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be held ***Wednesday, August, 12 thru Friday, August 14, 2015*** at the Cottage Grove Upper Grade Center.

Board President, ***Lera Cook***, will welcome on behalf of the Board of Education, employees back to the start of the ***2015-2016*** School Year. All members of the Board are welcomed and encouraged to come and be a part of this Annual event. The following is the itinerary for each day:

DAY ONE will begin with a continental breakfast for staff beginning at ***7:30 a.m. - 7:55 a.m.***, followed by a Welcome Address by Mrs. Lera Cook on behalf of the Board of Education. After the welcome, there will be an overview of the Institute Days, Introduction of New Staff, Recognition of Years of Service and the Charge for the 2015-2016 School Year, after which, all staff will report to the various Breakout Sessions.

Lunch will be served ***Wednesday*** and ***Thursday*** beginning at ***11:30 a.m. until 12:20 p.m.***

DAY TWO will be the same format, with the addition of a **Keynote Speaker**. The District will be bringing in Dr. Larry Bell, who is a

National Presenter, Educational Consultant and Author. According to Dr. Bell's website, ***"As an educational consultant for the last 20+ years, Larry has worked with hundreds of schools across the nation sharing his strategies with teachers and administrators helping them increase their students' achievement."***

Dr. Bell was heard by me and a few administrators who were in attendance at a Professional Development event at Governors State University, where he spoke, and we all were very much impressed by his delivery, as well as, his content and determined that he would be a great asset to our Institute Days. We are very excited about Dr. Bell being our Keynote Speaker.

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DAY THREE will once again end with a team building experience. We will be returning to the Lucky Strike Chicago Bowling. This team building exercise has been repeated because basically "all" the staff enjoys this event. Whether they are bowling, or not, the camaraderie with fellow co-workers whom have not been seen over the summer, allows for the opportunity to catch up on happenings, births, graduations, etc.

Board of Education members are extended an invitation to come out and participate in our Annual Institute Days, if your schedules allow.

ADDENDUM REPORT

I. FOR YOUR AUTHORIZATION

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

1. **LETTER OF RESIGNATION (See reference #1)**

Ms. Courtney Brooks, special education teacher, Cottage Grove Upper Grade Center, has submitted a letter of resignation, effective immediately (2015-2016 school year).

2. **SPECIAL EDUCATION TEACHER**

Authorization is sought to appoint Mrs. Kathleen O'Connor, as a special education teacher, Cottage Grove Upper Grade Center, effective, August 12, 2015 (2015-2016 school year). Her beginning salary will be *\$43,215 for Fiscal Year (FY) 2015-2016 (MA - Step 4).*

3. **RESCIND EMPLOYMENT AUTHORIZATION**

Authorization is sought to rescind employment for Mrs. Luz Maria Iberra, Instructional Aide, Medgar Evers Primary Academic Center, effective August 12, 2015 (2015-2016 school year).

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PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, then asked for acceptance of report as submitted:

I. FOR YOUR INFORMATION

A. DR.'S MING AND LISA CHANG AWARDS

The annual Dr.'s Ming and Lisa Chang Awards are generally given to three outstanding teachers for their accomplishments in the area of Math. 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 (2) 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 had **52.3%** of her students to meet or exceed their Projected Growth Goal on the Northwest Evaluation Association (NWEA) Measures of Academic Progress for Primary Grades (MPG) in the area of Math.

The second teacher is **Ms. Triketa Washington**, third grade teacher, who had **59.1%** of her students to meet or exceed their Projected

Growth Goal on the NWEA Measures of Academic Progress (MAP) in the area of Math.

The final award goes to **Mrs. Angela Hayslett**, eighth grade Math teacher at Cottage Grove U.G.C., who had **54.8%** of her students to meet or exceed their Projected Growth Goal on the MAP.

In addition to the three (3) aforementioned outstanding teachers, this year, Dr. Lisa Chang requested to honor a teacher(s) who have shown improvement in students' achievement in the area of Math. This award has been titled "**Most Improvement Award**." This honor goes to **Mrs. Cynthia Purdy**, fifth grade Math teacher at Cottage Grove U.G.C. Mrs. Purdy had **51.9%** of her students to meet or exceed their Projected Growth Goal on the NWEA MAP.

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

B. INSTITUTE DAYS

We have finalized our upcoming Institute Days beginning on Wednesday, August 12, 2015 through Friday, August 14, 2015. We have three wonderful days in store for everyone. All staff will receive professional development directly related to their daily job responsibilities within the District. We will culminate on the third day with team building at Lucky Strike Chicago. Our 2015-2016 theme is: **Continuing the Legacy of Excellence**. In everything that we do, we must always operate in **EXCELLENCE!!!**

C. STUDENTS FIRST DAY OF SCHOOL

The first day of school for students will be on Monday, August 17, 2015. This will be a full attendance day, which will begin at 7:30 a.m. with breakfast and instruction at 8:00 a.m. Students will be dismissed at 2:30 p.m. At each respective school there will be a Positive Behavior Interventions and Supports (PBIS) kick-off for students. Students will learn what is expected of them throughout the building on a daily basis. Our students are taught the four (4) Bees: **Be Safe, Be Respectful, Be a Leader**, and to **Be Responsible**. Each of these expectations is reinforced during the school year.

D. UPCOMING DATES

AUGUST 5-6, 2015

Registration will be held at Medgar Evers Primary Academic Center in the gymnasium for new enrollees to the District and returning non-registered students. Parents of students who registered during Early Registration will need to return to complete lunch applications during the Registration dates, as well.

AUGUST 12-14, 2015

Institute Days

AUGUST 17, 2015

First Day of School (8:00 a.m. – 2:30 p.m.)

AUGUST 24, 2015 – SEPTEMBER 4, 2015

Upon students returning to school in August and for the first two weeks of September, teachers will administer assessments. These assessments are vital because teachers use the results for lesson planning, placing students into small groups, and to gauge a sense of how to meet students' individual needs in the classroom.

Students in grades kindergarten through eighth will be administered the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in Reading and Math.

Students in grades third through eighth will be administered the Jerry Johns Basic Reading Inventory (BRI).

Students in grades first and second will be administered the Developmental Reading Assessment (DRA).

AUGUST 25, 2015

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

AUGUST 26, 2015

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

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

Building reports were submitted by the following personnel:

Monique Johnson, Principal of Medgar Evers P.A.C.
Sharon Rivers, Principal of Cottage Grove U.G.C.

PART C - FEDERAL STATE PROGRAMS

Mrs. Stephanie Stephen reminded members that they were in advanced receipt of her report, then asked for acceptance as submitted:

I. FOR YOUR INFORMATION

A. FORD HEIGHTS SCHOOL DISTRICT 169 2015-2016 REGISTRATION

Registration will be held for two (2) days, beginning Wednesday, August 5, 2015 from 9:00 a.m. to 5:00 p.m. and Thursday, August 6, 2015 from 10:00 a.m. to 3:00 p.m. at Medgar Evers Primary Academic Center. Again this year parents will receive a **Parent Letter** that informs them about Power School and information about the **National Child Identification Program**. In addition, parents of Cottage Grove Upper Grade Center students will be able to pick up their child's class schedules for the 2015-2016 school year.

There will be a central check-in area and from there, parents will be instructed where to go to begin the registration process. Each school will have a location to receive parents to complete registration forms and lunch applications.

Also, at registration the District will provide music by DJ Troy Juniel, Business Education teacher at Cottage Grove Upper Grade Center. Refreshments will be provided (hot dogs, chips, and a drink). Robo calls will be sent out Sunday, August 2, 2015 to announce registration dates and times. Registration information has been placed on the district website along with the appropriate forms. July 29, 2015 through August 5, 2015 Ms. Burrell and Mrs. Fason will

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canvass the community to pass our registration flyers to remind parents about registration and opening of school Monday, August 17, 2015.

B. PARENT UNIVERSITY AT GOVERNORS STATE UNIVERSITY

The Parent University Day at Governors State University was a great success! Calumet Park District 132, Riverdale/Dolton District 148 and Ford Heights District 169, invited parents to attend this event. The day started off with a continental breakfast; from there we heard a dynamic speaker, then parents went to breakout sessions, had lunch, and finished the day with reflections of events. Let it be known that Ford Heights School District 169 had the most parents in attendance. A grand thank you to Mrs. Cook, Board of Education President, Ms. Tony Anderson, Pre-kindergarten Assistant, and Mrs. Nicole Fason, Home School Coordinator for their help and participation. I am truly proud of our parents.

C. DISTRICT PARENT MEETINGS

The District again this school year will host monthly Parent Meetings. We plan again to partner with SPEED 602 school district to support us in this endeavor. The parent meetings were very successful and provided support for our parents. The dates of the meetings will be made available in September.

D. ELIM CHRISTIAN SERVICES SCHOOL KIT DONATIONS APPROVED

Elim Christian Services is a Christian organization who is committed to partnering with people and ministries locally and internationally, in an effort to give to people locally and globally by providing school supply kits for students.

Elim Christian Services has once again chosen Ford Heights School District as a target location to donate "Back to School" kits starting at Pre-kindergarten through eighth grade. Ford Heights School District 169 is very thankful and appreciative that our District was chose again.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

Mrs. Tamara Young reminded members that they were in advanced receipt of her report, then asked for acceptance as submitted:

I. FOR YOUR INFORMATION

A. Preparation for the 2015-2016 School Year

The Pupil Personnel Service (PPS) department has been working on the preparation for registration. Registration packets have been sent out to those students who have not yet registered for the upcoming school year. 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 2015-2016 fiscal calendar and safety plan.

Meetings are taking place to transition special education students into least restrictive environment programs to best meet the academic and social emotional needs of the students. Preparation for registration opening of schools and mandated training have been taking place.

B. Prekindergarten Teacher Vacancy

We anticipate the need for a prekindergarten teacher for a third prekindergarten classroom due to the emerging interest of parents to enroll their prekindergarten age children into our preschool for all program. The job position has been posted and interviews will take place to meet the needs of the program.

C. Administrator's Academy

On July 28th the Director of PPS attended administrator academy on Developing the Leaders Around you- AAC #1163 held at SPEED. Calvin C. Jackson, presenter.

D. Workshop

On July 30th the Director of PPS will attend a workshop entitled:

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ACEs: An Inter-Professional Approach To Creating A Trauma-Informed Environment In Our Schools.

PART E - BUSINESS AFFAIRS

Mrs. Coretta Jackson reminded 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 approval of her report as submitted:

Motioned/Viverette; Seconded/Sherman - to approve Part E- Business Affairs Report as submitted:

Roll Call: Ayes: Cook, Hayslett, Mitchell, Sherman, Viverette
Nays: None
Absent: Coleman, 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 August 11, 2015 in the amount of **\$554,623.80**

B. PAYROLL SUMMARY

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

July 10, 2015	\$104,875.37
July 24, 2015	<u>\$118,844.14</u>
Grand Totals	\$223,719.51

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

A. Date: August 11, 2015 - September 9, 2015
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

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Purpose: Beyond The Veil Kingdom Ministries
Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

B. Date: August 22, 2015
Time: 12:00 p.m. - 8:00 p.m.
Place: Tidye A. Phillips
Contact: Tracy Cole
Purpose: Family Reunion
Cost: **\$175.00-Building/\$225-Custodian
Reference #1**

C. Date: August 28 & 29, 2015
Time: 6:00 p.m. - 10:00 p.m.
Place: Tidye A. Phillips
Contact: Lisa Johnson
Recovering All Ministry
Purpose: Church Revival
Cost: **\$250.00 - Custodian
Reference #2**

D. Date: September 26, 2015
Time: 4:00 p.m. - 7:00 p.m.
Place: Tidye A. Phillips
Contact: William Scales
Purpose: Birthday Party(child)
Cost: **\$125.00 - Custodian
Reference #3**

D. PETTY CASH

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

District Office	\$341.59
Federal & State	\$185.97
Cottage Grove	\$200.00
Medgar Evers	<u>\$100.00</u>
Total	\$827.56

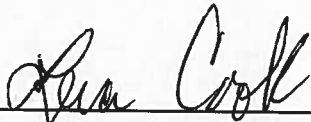
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E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of \$8,986.82.

ADJOURNMENT - 5:13 p.m.

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



Lera Cook, Board President



Victoria Hayslett, Board Secretary