

FORD HEIGHTS SCHOOL DISTRICT 169

MINUTES OF BOARD MEETING HELD TUESDAY, DECEMBER 7, 2010

The meeting was called to order by presiding officer, Mr. James Coleman - 5:03 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: Dr. Gregory Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Sheila Pickens, Director of Pupil Personnel Services
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Marilyn Barnes, Principal Medgar Evers P.A.C.
Mrs. Stephanie Stephen, Principal Cottage Grove U.G.C.

Legal Counsel:

AGENDA

Motioned/Sherman; Seconded/Patterson - 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/Sherman; Seconded/Patterson - to approve the minutes of *November 9, 2010 (Regular) and Public Hearing*.

Roll Call: Ayes: Coleman, Cook, Griffin, Jones, Patterson, Sherman, Viverette

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Nays: None

Absent: None

Abstain: None

7 ayes, 0 nays, 0 absent, 0 abstain - voice vote motion carried.

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, asked members if there were questions, then asked for favorable approval of the report inclusive of **INSERT**, which further addressed the issue of Recommendation for Full-time Foodservice Helper, and the **Addendum Report of Part C- Business Affairs, Item A - Building Rental**.

At this juncture, Board member Jones, asked several questions regarding matters of personnel, and asked whether it is the Board's pleasure to address the items in Open Session or in Closed Session. Several members reminded the Board President that matters of specific personnel are discussed in Closed Session. Board member Patterson suggested that members of the Board go into an Executive Session, to discuss member Jones questions.

EXECUTIVE SESSION - 5:09 p.m.

Motioned/ Patterson: Seconded/Cook - to adjourn meeting and enter into Executive Session - voice vote motion carried.

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman, Viverette

Nays: None

Absent: Jones

6 Ayes, 0 Nays, 1 Absent, 0 Abstain -motion carried.

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RECONVENE REGULAR SESSION - 6:10 p.m.

Motioned/ Griffin: Seconded/Patterson - to adjourn **Closed Session** and enter into Regular Session - voice vote motion carried.

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman, Viverette
Nays: None
Absent: Jones
6 Ayes, 0 Nays, 1 Absent, 0 Abstain -motion carried.

Board members Patterson and Sherman, made a motion to table **B - Personnel, #4-a. Motioned was accepted.**

Board member Griffin, made a motion to table B - Personnel, #4b. **Motioned died.**

Superintendent Jackson, once again asked for favorable approval of his report as follows:

I. FOR YOUR AUTHORIZATION

A. ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2010 TAX LEVY (See Reference #1)

1. **Certification of Compliance with Truth Intaxation Law**
(Exhibit I)
2. **Certificate of Tax Levy (Exhibit II)**
3. **Certification of Resolution (Exhibit III)**
4. **Resolution to Levy 2010 Taxes for Certain Purposes**
(Exhibit IV)
5. **Certification of Resolution (Exhibit V)**
6. **Resolution to Instruct County Clerk How to Apportion 2010 Tax Levy Extension Reductions (Exhibit VI)**
7. **Certification of Resolution (Exhibit VII)**
8. **Resolution to Request Application of Loss and Cost Factor to 2010 Levies (Exhibit VIII)**
9. **Resolution to Levy 2010 Tax for Supplemental Debt Service**
(Exhibit IX)

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

1. LETTERS OF RESIGNATION (*See reference #2*)

Ms. Ruth Pointer, Food Service has submitted a letter of resignation, effective, Monday, November 8, 2010 due to medical reasons.

Mr. Shawn Aldridge, has submitted a letter of resignation as a ***Substitute Teacher***, due to having procured full time employment, effective Monday, November 12, 2010.

2. LANE CHANGE/SALARY ADJUSTMENTS

Lane Change/Salary Adjustments (*Pending receipt of all personnel required documents*)

Triketa Washington, teacher from BA +15, Step 5, to BA +30, Step 5

3. APPOINTMENTS (*See reference #3*)

a. *Demaus Viverette*, as Full-time Custodian for Ford Heights School District 169 per the Collective Bargaining Agreement between the Board of Education, Fords Heights School District Number 169 and The Service Employees International Union, Local 73, CTW

b. *Cheryl Franklin*, as Assistant Cheerleader Coach at Cottage Grove Upper Grade Center per Professional Negotiations Agreement between the Board of Education Ford Heights School District 169 Cook County, Illinois and the District 169 Education Association, IEA/NEA

c. *Michelle Washington*, as Volunteer/Clerical - District-wide

- d. **Food Service Worker** - Approve Full-time Food Service Helper(s) **T.B.D.** and **T.B.D.** per the Collective Bargaining Agreement between the Board of Education, Ford Heights School District Number 169 and The Service Employees International Union, Local 73, CTW Step(s) 3 and Step (s) 5 respectively. ***TO BE DETERMINED**
(Due to Interviews the recommended candidate names will be given to you Tuesday, December 7, 2010).

4. **ADMINISTRATIVE PERSONNEL**

- a. Approve Coordinator of Business Affairs Salary adjustment, effective July 1, 2010.
- b. Approval of Superintendents' 2010-2015 Employment Agreement

C. **INSURANCE - APPROVE 2010-2011 RENEWAL OF SCHOOL DISTRICTS WORKER COMPENSATION AND EMPLOYER LIABILITY POLICY AND SCHOOL BOARD ERRORS AND OMISSIONS POLICY**

Approve 2010-2011 renewal of School Districts Workers Compensation and Employer Liability Policy with Praetorian Insurance Company **AND** School Board Errors and Omissions Policy with Indiana Insurance, effective December 15, 2010 to December 15, 2011 **AND** December 10, 2010 to December 10, 2011 respectively, for a premium amount of **\$156,670** (Praetorian Insurance Company) **AND \$9,131** (Indiana Insurance).

II. **FOR YOUR INFORMATION**

A. **MONTHLY ENROLLMENT (AS OF NOVEMBER 18, 2010)**

MEDGAR EVERS SCHOOL

PREKINDERGARTEN 40

GRADE 3 48

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KINDERGARTEN	50	GRADE 4	57
GRADE 1	51		
GRADE 2	52	TOTAL	298

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	56	GRADE 7	53
GRADE 6	47	GRADE 8	60
		TOTAL	216

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
514	10	524

REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
22	136	5

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
10	145	34

B. RIISING STAR ASSESSMENT INDICATORS REPORT

Members of the Board are to be reminded that the board did vote to approve the "*Rising Star Assessment Indicators Report*" to Illinois State Board of Education, at its Regularly scheduled Board meeting of Tuesday, November 9, 2010.

This is being presented as a reminder, due to the fact that with the various presentations made on that evening, this particular Addendum Item did not receive the customary attention, normally given to all Addendum Items in the Superintendent's Board Report.

Therefore, to this end, I have included an explanation of what Rising Star is. It is a navigational tool, which guides school personnel (Administration/Teachers/Staff) in the same curriculum direction. It provides a structure for improving student and staff performance, by making sure that roles are clear, purpose is shared, effort is aligned, as well as, providing detailed routes for reaching academic

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destinations desired by Ford Heights School District 169, as well as the Illinois State Board of Education.

C. ANNUAL HOLIDAY SOCIAL GATHERING

This year's *Annual Holiday Social Gathering*, will be held Friday, December 17, 2010, at the Serbian Social Center, located at 18550 Stoney Island Avenue, in Lansing, IL, beginning at 1:00 p.m.

The committee for this event have worked very diligently to make sure that this event will be enjoyed by all those in attendance. Tickets for guests can be obtained at a price of **\$35.00**.

Members of the Board are cordially invited to join in this gathering and we look forward to seeing you there!

Motioned/Patterson: Seconded/Viverette - to approve Part A- Superintendent's Report, **with the exception of B - Personnel, #4-a** which was tabled for further discussion.

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman, Viverette
Nays: Griffin
Absent: Jones
5 Ayes, 1 Nays, 1 Absent, 0 Abstain -motion carried.

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent, pointed out the tremendous work done by Mrs. Nicole Fason, for Parental Title I Conference, she also reiterated upcoming concert dates, and Assistant Superintendent McEwen, spoke to After School as well, the informed members of the Board that they were in advanced receipt of her report as follows:

I. FOR YOUR INFORMATION

A. AFTER SCHOOL TUTORIALS

One of our most urgent goals, nationally as well as locally, is to increase academic achievement in our children's reading and literacy skills. These objectives can be supported through the implementation of comprehensive After School programming.

After School Tutorials have begun, and are going well according to reports from teachers. Even though attendance has been fluctuating, teachers are maintaining either the minimum of ten (10) students, or the maximum of fifteen (15) students daily.

B. SPECIAL EDUCATION TRAINING IN MATHEMATICS

For Special education students who may struggle to understand ideas that are too abstract, Math class becomes particularly challenging. Some students may be able to understand many math concepts by listening to a teacher's explanation on a board. However, for other special education students, this will not be enough.

Special education students need a variety of experiences, one of which includes "hands on." Manipulatives are, therefore, an excellent tool for them. When students work with manipulatives, they are using their visual and tactile skills to enhance their learning experience. Manipulatives not only make learning easier but are also fun to work with. Pacing is, also, critical so that students can become knowledgeable of the various math skills, concepts, topics and strategies.

Dr. Lisa Chang, Math Consultant, has begun training Special Education Teachers in mathematics for Special Education Students.

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Dr. Chang is also instructing/assisting Administrator's and Design Team members in observing and assessing implementation of skills shared with Special Education teachers and regular educational teachers.

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

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

D. MONTHLY INCENTIVE/PERFECT ATTENDANCE/HONOR ROLL REPORT (See reference #4)

Monthly reports were submitted by the following:

Celestine Burrel, Attendance Officer, MEDGAR EVERS P.A.C.

PART C - PUPIL PERSONNEL SERVICES

Mrs. Sheila Pickens highlighted the Dental Screening Awards to students, and well as the various vendors who were providing gifts for the holidays to students. She then informed members of the Board that they were in advanced receipt of her report as follows:

I. FOR YOUR INFORMATION

A. RESPONSE TO INTERVENTION (RTI)

Strategic monitoring has begun and will be conducted each month. The results allow for more frequent monitoring of a student's progress to assess whether interventions are working for individual students. This information is also used to effectively plan for tier II instruction.

B. PROBLEM SOLVING MEETINGS

The Pupil Personnel Services Team and Director conducted problem solving team meetings at Cottage Grove on November 16th at Cottage Grove and December 2nd at Medgar Evers. The plans developed for students who were discussed were reviewed.

New strategies were created for implementation for those students who require additional intervention and supports. Changes in the behaviors of some students were celebrated. These meetings have served as a springboard for communicating and teaming thus allowing teachers to receive immediate feedback and suggestions while at the same time providing input and insight into the myriad of challenges (faced on a daily basis) in attempting to effectively manage behaviors presented by their students. A partnership is being fostered and established as ways of addressing student academic and behavioral challenges are sought and as everyone becomes more familiar with the Response to Intervention process, procedures and practices. The next step in implementing this procedure will be to invite parents to the problem solving meetings. Plans to invite parents to December meetings are underway.

C. HOLIDAY GIFT DRIVE

In addition to the gifts provided by Southwest Infinitic, the Pupil Personnel Services Department is fortunate to have two angels that support us each year with gifts. Both Mrs. Mason and Mr. Lindsey (former employees of Ford) have agreed to work with us again this year. Together they have taken the names of seventy-five students and will provide Christmas gifts for each of them.

D. HEALTH SERVICES

The state mandated vision and hearing screens were conducted during the months of November and December. Mandated grades for annual hearing screening are Pre-K thru Third. Mandated annual vision screening must be done for grades Pre-K, Kindergarten, second, and eighth. Each year all special education students, students who are new to the district and students who are referred

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by their teacher must also be screened. As with immunization and physical requirements, the results are reported to the State of Illinois in accordance with the time-frame they specify.

E. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

The PBIS consultant (Dr. Koonce) and Speed support (Alex Fliess) met with Dr. Jackson, Mrs. Alexander (District External Coach) and myself to review the district's behavioral data and brainstorm ways to address the behaviors of those students who are responsible for the majority of the discipline referrals. Due to the extensive nature of the discussion during the meeting a continuance of the meeting is required and is to be rescheduled.

Cottage Grove's program is challenging in that several tiers of the program are missing. In the interim, a team of teachers were trained to provide tier two interventions at Cottage Grove. They now await a person to be appointed to assign students to their charge for tier two interventions. Despite the challenges, Cottage Grove teachers continue to implement tenets of the program. They recently celebrated their students by hosting a game night inclusive of a Wi tournament. An invitation was required in order for students to participate and the focus for the celebration was centered on the use of appropriate language.

Medgar Evers' program is up and running well. This month's celebration was focused on students who had no referrals since the beginning of school. They were acknowledged in front of their peers and the entire school and participated in a "Walk of Fame Red Carpet Event". SWIS data is being review regularly to identify students' needs and to appropriately plan supports for tier I, II and IIV.

F. MONTHLY REPORTS - Departmental reports were submitted by the following (*See reference #1-4*)

Tamara Young – Social Worker/Case Manager

Edward Palmisano – Psychologist

Kameyal Alexander – Counselor

Geraldine Parham - Nurse

PART D - BUSINESS OPERATIONS

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for December 7, 2010 in the amount of **\$704,132.03**.

B. PAYROLL SUMMARY

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

November 5, 2010	<u>\$202,606.32</u>
November 19, 2010	<u>\$195,444.98</u>
November 23, 2010	<u>\$ 500.00</u>
Sub Total	<u>\$398,551.30</u>

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: December 7, 2010 - January 11, 2011

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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: December 7, 2010 - January 11, 2011

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

Purpose: Religious Purposes

Cost: **\$75.00-Sunday/\$25.00-Thursday**

C. Date: January 22, 2011

Time: 9:30 a.m.-5:00 p.m.

Place: Cottage Grove Upper Grade Center
Auditorium/Cafeteria

Contact: April Patterson

Purpose: Virtuous Image Women Luncheon

Cost: **\$300.00 - Building Rental-(request fee to be waived)**

**\$200.00 - Custodial Fee
(Reference #2)**

D. Date: December 2010 - June 2011

Time: Sundays - 8:30 a.m. - 1:30 p.m.

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Tuesdays - 7:00 p.m. 9:00 p.m.

Thursday - 7:00 p.m. 9:00 p.m.

Place: Cottage Grove Upper Grade Center
Auditorium/KIVA/Old Cafeteria

Contact: Bishop Kenneth Franklin

Purpose: Worship Service/Bible Class/Meetings

Cost: **\$250.00 - Building Rental-(request fee to be waived)**

**\$25.00 per hour- Custodial Fee
(Reference #3)**

E. Date: Sunday, December 19, 2010

Time: 4:00 p.m.-8:00 p.m.

Place: Cottage Grove Upper Grade Center
Auditorium

Contact: Bishop Kenneth Franklin

Purpose: Holiday Concert

Cost: **\$250.00 - Building Rental-(request fee to be waived)**

\$25.00 per hour - Custodial Fee

F. Date: Friday, December 31, 2010

Time: 8:00 p.m.-1:00 a.m.

Place: Cottage Grove Upper Grade Center
Auditorium

Contact: Bishop Kenneth Franklin

Purpose: New Year's Eve Service

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Cost: **\$250.00 - Building Rental-(request fee to be waived)**
\$25.00 per hour - Custodial Fee

D. PETTY CASH

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

District Office	\$109.19
Building & Grounds	\$ 48.54
Medgar Evers	<u>\$200.00</u>
Total	\$357.73

E. RE-ESTABLISH IMPREST FUND

Authorization is requested to re-establish the Imprest Fund at the First Midwest Bank, Chicago Heights, IL.

The Imprest Fund exists for the purpose of paying by check those expenditures for which it is expedient or necessary to pay without the delay that may occur in processing ordinary bills.

(Reference #1)

Motioned/ Griffin: Seconded/Viverette - to approve Part D - Business Operations Report

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman, Viverette
Nays: None
Absent: Jones

6 Ayes, 0 Nays, 1 Absent, 0 Abstain -motion carried.

ADJOURNMENT - 6:13

Motioned/Griffin: Seconded/Sherman - to adjourn meeting - voice vote
motion carried.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a horizontal line.

James Coleman, Board President

A handwritten signature in black ink, written in a cursive style, positioned above a horizontal line.

Ester Viverette, Board Secretary