

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, DECEMBER 4, 2012**

The meeting was called to order by presiding officer Mr. Joe Sherman – 4:34 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Mitchell, Sherman, Thompson, Viverette  
Absent: Griffin  
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. Marilyn Barnes, Principal, Medgar Evers P.A.C.  
Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.  
Irma Plaxico, Assistant Principal, Medgar Evers P.A.C.  
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel: Attorney Raymond Hauser

**QUESTIONS FROM PUBLIC (3 Minutes)**

None

**AGENDA**

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

Roll Call: Ayes: Coleman, Cook, Mitchell, Sherman, Thompson, Viverette  
Nays: None  
Absent: Griffin,  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

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Motioned/Cook; Seconded/Mitchell - approve the Scope of Engagement from Hutchinson, Shockey Erly & Co. dated December 3, 2012.

Roll Call: Ayes: Coleman, Cook, Mitchell, Sherman, Thompson, Viverette  
Nays: None  
Absent: Griffin,  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report.

Superintendent Jackson then addressed that through a change in the election law that took place last week, the last day to file nominating petitions for the **April, 2013**, school board elections was now **Wednesday, December 26, 2012**. He expressed that the District Office would be open until **5:00 p.m.** on that day for the purposes of receiving nominating petitions.

He then went on to state that the last day to file an objection to a nominating petition for the **April 2013**, school board election will be **Tuesday, January 8 2013**. The District Office would be open until **4:00 p.m.** on that day for purposes of receiving objections to a nominating petition.

He then asked if there were any questions, then asked for favorable approval of his report as follows:

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

- 1. Lane Change/Salary Adjustment (*Pending receipt of all personnel required documents*)  
*Chantel Jones* BA + 15, Step 6 to MA + 30, Step 6 (**\$47,008**), effective January, 2013. (*See reference #1*)**

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**2. CONSIDERATION OF SUPERINTENDENT'S CONTRACT FOR DR. GREGORY T. JACKSON**

**3. LETTER OF RESIGNATION (See reference #2)**

*Kristal Jordan*, Special Education Resource Teacher - Cottage Grove Upper Grade Center, has submitted a Letter of Resignation, due to health and personal matters, to be effective, December 7, 2012.

**B. AWARDING OF ERATE CONTRACTS - (3 YEARS) 2013-2016**

**(See reference #3)**

Authorization is being sought to award ERATE contracts to the qualified/chosen vendors for the 2013-2016 school year, as listed below:

**BID 2013-01**      Telecommunication, High Speed Internet Access Lines

**RECOMMEND:**      **AT&T, CHICAGO, IL \$305,542.80**

**BID 2013-02**      Telecommunication: Local and Long Distance Phone Service

**RECOMMEND:**      **AT&T, CHICAGO, IL \$64,162.80**

**BID 2013-03**      Telecommunication: Mobile Phone Service

**RECOMMEND:**      **VERIZON WIRELESS, SCHAUMBURG, IL \$182,266.20**

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**BID 2013-08**      Internet Equipment Virtual Server Components  
**RECOMMEND:**    **HEARTLAND BUSINESS SYSTEMS, LISLE, IL**  
**\$53,713.84**

**C.    AUTHORIZE CONTRACT EXTENSION - DLM SCHOOL BUS LINE, INC.**

Authorization is sought to extend the DLM School Bus Line Inc., contract for the “Regular Education, Special Education in District and out of District Special Education,” for an additional year, commencing FY2014-2015, at the current rates and terms provided for these services during the 2011-2012 contract term.

**II.    FOR YOUR INFORMATION**

**A.    MONTHLY ENROLLMENT (NOVEMBER 28, 2012)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>40</b>	<b>KDG</b>	<b>47</b>
<b>GRADE 1</b>	<b>51</b>	<b>GRADE 2</b>	<b>44</b>
<b>GRADE 3</b>	<b>48</b>	<b>GRADE 4</b>	<b>48</b>
		<b>TOTAL</b>	<b>278</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>46</b>	<b>GRADE 6</b>	<b>55</b>
<b>GRADE 7</b>	<b>45</b>	<b>GRADE 8</b>	<b>47</b>
		<b>TOTAL</b>	<b>193</b>

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<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>471</b>	<b>17</b>	<b>488</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICER):**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>8</b>	<b>182</b>	<b>16</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>2</b>	<b>170</b>	<b>0</b>

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent, expressed to members that they were in advanced receipt of her report, informed them of upcoming Winter Concert and addressed the Spelling Bee which had taken place, then asked for acceptance of her report as follows:

**I. FOR YOUR INFORMATION**

**A. SATURDAY SCHOOL**

Saturday School Tutorials are scheduled to begin Saturday, *January 12, 2013* for teachers and Saturday, *January 19, 2013* for students, through *March 23, 2013* from 9:00 a.m. - 12:00 p.m. and snacks will be provided. Monies will be paid from *Title I Grant* funds.

Saturday Tutorials will be focusing on the Illinois Standards Achievement Tests (ISAT).

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### **B. RISING STAR**

Rising Star is an instrument implemented by the State for those schools in School Improvement, to provide a structure for improving performance. It is patterned like a GPS in that it (1) Shows where you are relative to your destination (2) Provides detailed routes for reaching your destination and (3) Adjusts to variations and even accommodates diversions along the way. But the destination remains constant. This is because roles are clear, purpose is shared, effort is aligned, partnerships prevail, and change is sustained. It is a keep-moving navigational tool, that guides everybody in the same direction.

Mrs. Joyce McEwen, and Mrs. Stephanie Stephen and Mrs. Marilyn Barnes, along with various other staff members, have been engaged in the process of developing the Rising Star (District and School Improvement Plans). To this end, plans need to be submitted by each school, and the District.

### **C. MONTHLY BUILDING REPORTS (See references #1-4)**

Building reports were submitted by the following personnel:

***Marilyn Barnes***, Principal Medgar Evers P.A.C.

***Stephanie Stephen***, Principal Cottage Grove U.G.C.

***Nicole Conway-Fason***, Home School Coordinator

***Celestine Burrel***, Attendance Officer

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**D. UPCOMING EVENTS**

**DECEMBER 7, 2012**

*Spelling Bee* - Schoolwide

**DECEMBER 14, 2012**

*Winter Concert - 5:00 p.m.* - Joint Concert with Cottage Grove Upper Grade Center Students and Medgar Evers Primary Academic Center Students -in the Dr. Willie L. Davis Auditorium.

**DECEMBER 19, 2012**

*Annual Parent Center "Make & Take"* Holiday Workshop in the Parent Center - *11:00 a.m.*

**DECEMBER 21, 2011**

*Early Dismissal/Winter Break - 11:00 a.m.*

**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 her report as follows:

**I. FOR YOUR INFORMATION**

**A. PROBLEM SOLVING MEETINGS**

The Pupil Personnel Services Team conducted Problem Solving meetings with grade level and special teachers to discuss and to offer interventions for those students needing additional support and assistance at Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center.

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### **B. CASE MANAGER/SOCIAL WORK SERVICES**

Mrs. Young and Ms. Griffin completed a refresher on the Easy IEP Program for Special Education documentation. The PPS department has been working closely with Higher Heights in order to fulfill the district's Child Find obligation. Two meetings were scheduled for the Higher Heights students who were determined to be eligible for evaluation under the boundaries of Ford Heights School District 169. The PPS department has been working with a family in making a transition to determine the most appropriate educational program for their student. The PPS department has also been working with two families in getting resources as qualified families under the McKinney Vento Act.

### **C. HEALTH SERVICES**

Annual vision and hearing screening was conducted during the week of October 22, 2012 at Medgar Evers Primary Academic Center. Cottage Grove Upper Grade Center vision and hearing screening was conducted on November 7 and 8, 2012. The student health data was submitted to the Illinois State Board of Education on November 7, 2012 for Cottage Grove and Medgar. The Importance of good oral health and personal hygiene was conducted with a small number of students using posters, tangible items and verbal understanding. Monthly Automated External Defibrillator (AED) check was conducted November, 2012 in the District Office, Cottage Grove School, Medgar Evers PAC and Tidye A. Phillips.

### **D. COUNSELING PROGRAM**

Ms. Wright attended the monthly PBIS External Coach's meeting at SPEED on November 15, 2012. Ms. Wright has been working with the internal coaches to make sure that the Phases of Implementation (Pol) is completed by the due date of November 30<sup>th</sup>, 2012. During the month of November, the counselor implemented the counseling curriculum to 8<sup>th</sup> grade students at Cottage Grove Upper Grade



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Center. The topic of the month is "Bullying". The objectives of the lesson was to increase students' awareness of bullying, what bullying looks like and what to do if they or someone they know are being bullied. The lesson will continue with the students' expressing their feelings towards bullying through art. Ms. Wright worked with the students at Medgar Evers on the topics of "Bullying" and "Listening". Upon completion of this lesson, students will be able to demonstrate their understanding of the topic by telling three things they can do to change bullying in their school and how they will listen to instructions so that they are safe.

### **E. STAFF DEVELOPMENT**

Mrs. Young attended training at ISC-4 on the McKinney Vento Act on November 21, 2012, which entailed understanding the rights of homeless students.

### **F. MONTHLY REPORTS - Departmental reports were submitted by the following**

**Millicent Griffin** - Social Worker/Case Manager

**Fanesta Hitchcock** - Psychologist

**Latasha Wright** - Counselor

**Geraldine Parham** - Health Coordinator

## **PART D - BUSINESS AFFAIR**

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

Motioned/Viverette; Seconded/Thompson - to approve Part D - Business Operations Report.

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**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for December 4, 2012 in the amount of **\$223,397.00**.

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of November 2012 as detailed below:

November 02, 2012	\$213,166.62
November 16, 2012	\$233,881.68
November 30, 2012	<b><u>\$205,551.10</u></b>
<b>Sub Total</b>	<b>\$625,599.40</b>

**C. BUILDING RENTAL**

Authorization is requested for the use of the following:

- A.** Date: December 4, 2012 - January 8, 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: December 4, 2012 - January 8, 2013  
Time: 9:30 a.m. -11:00 a.m./7:00 p.m. - 8:00 p.m.  
Place: Tidye A. Phillips

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Contact: Pastor Shawn Aldridge  
Purpose: Religious Purposes  
Cost: **\$75.00 - Sunday/\$25.00 - Thursday**

**C.** Date: December 8, 2012 (date change)  
Time: 3:00 p.m. - 6:00 p.m.  
Place: Tidye A. Phillips  
Contact: James Coleman  
Purpose: Birthday Party  
Cost: **\$175.00 - Gym/\$75.00 - Custodian**

**D.** Date: See attached for dates and times  
Time: See attached for dates and times  
Place: Tidye A. Phillips Gymnasium  
Contact: George Green  
Purpose: Ford Hts Park District Practice/Games  
Cost: **\$175.00 - Gym/\$75.00 - Custodian**  
**Requesting that fees be waived**  
**(Reference#1)**

**D. PETTY CASH**

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

Federal & State	\$100.00
District Office	\$ 48.00
Building & Grounds	\$173.95
Medgar Evers	<u>\$200.00</u>
<b>Total</b>	<b>\$521.95</b>

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**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$1,970.64**.

**(Reference #2)**

Roll Call: Ayes: Coleman, Cook, Mitchell, Sherman, Thompson, Viverette

Nays: None

Absent: Griffin,

Abstain: None

**6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.**

**ADJOURNMENT - 4:43 p.m.**

Motioned/Cook; Seconded/Thompson - to adjourn meeting - voice vote motion carried.



Joe Sherman, Board President



Lera Cook, Board Secretary