

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, DECEMBER 5, 2017**

The meeting was called to order by presiding officer Mr. Mark Mitchell – **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Cook, LaWrence, Mitchell, Viverette
Absent: Coleman, Hayslett, Sherman
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Ms. Monique Johnson, Principal Medgar Evers PAC
Dr. Sharon Rivers, Principal, Cottage Grove U.G.C.

Legal Counsel: **None**

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

Board President Mitchell greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

AGENDA

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

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
Nays: None
Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

**Minutes of the Board of Education
December 5, 2017
Page 2**

MINUTES

Motioned/Viverette; Seconded/Cook - to approve the minutes of **November 7, 2017 (Regular) and (Closed)**

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
 Nays: None
 Absent: Coleman, Hayslett, Sherman
 Abstain: None
 4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

CORRESPONDENCE

None

PART A - REPORT OF THE SUPERINTENDENT

SUPERINTENDENT JACKSON reminded members of the Board that they were in advanced receipt of his report. **SUPERINTENDENT JACKSON** stated however, that he wanted to bring to member's attention his **Addendum Report**, at which time he addressed item of Addendum Report, then asked for favorable approvable of his report as submitted.

Superintendent Jackson asked members before voting on his report, he would like to bring forth **MR. DEJUAN KEA** to address happenings in Springfield.

MR. DEJUAN KEA gave a brief synopsis of the timeline and schedule of when bills etc. could possibly go forth during the Spring Legislation period, if any representative had a mind to do so. He explained the schedule to members, and once again expressed that he would continue his vigilant observation of HB 3052 and its originator. Mr. Kea answered questions posed by members before taking his seat.

Board President then called for a motion to approve Report of the Superintendent.

**Minutes of Board of Education
December 5, 2017
Page 3**

Motioned/Cook; Seconded/Viverette - to approve **PART A - REPORT OF THE SUPERINTENDENT**, inclusive of **ADDENDUM REPORT**, as submitted:

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
 Nays: None
 Absent: Coleman, Hayslett, Sherman
 Abstain: None
 4 ayes, 0 nays, 3 absent, 0 abstain, 0 present - motion carried.

I. CLOSED SESSION

A. THE APPOINTMENT, EMPLOYMENT AND COMPENSATION OF SPECIFIC EMPLOYEES OF THE BOARD - (POSSIBLE ACTION)

II. FOR YOUR AUTHORIZATION

A. PERSONNEL (*Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance*)

1. LETTER OF RESIGNATION

DR. MONICA COLE-JACKSON, Teacher, Cottage Grove Upper Grade Center, has submitted a letter of resignation, effective **DECEMBER 31, 2017**.

2. SATURDAY SCHOOL STAFF

Authorization is being sought to hire the following staff for Saturday School. Saturday School begins **SATURDAY, JANUARY 20, 2018** and ends **SATURDAY, MARCH 24, 2018**.

MEDGAR EVERS P.A.C.:

CARLETTA JONES

3RD GRADE

SANDRA SEARS

3RD GRADE

**Minutes of Board of Education
December 5, 2017
Page 4**

MEAGHAN GRADY	4TH GRADE
VERLETTA FALCONER	4TH GRADE
CELESTINE BURREL	CLERK
MONIQUE JOHNSON	ADMINISTRATOR

COTTAGE GROVE UGC

JONI KOCO	5TH GRADE	READING & MATH
EVELYN STARKEY	6TH GRADE	READING & MATH
TROY JUNIEL	7TH GRADE	READING
DIANE RICHARDSON	7TH GRADE	MATH
JASON KINNAMAN	8TH GRADE	READING
PATRICIA LANDFAIR	8TH GRADE	MATH
TIM WILLIAMS	MEDIA CENTER	
ROBIN NORRIS	CLERK	
CHANTEL JONES	COORDINATOR	
SHARON RIVERS	PRINCIPAL	

B. APPROVAL OF THE 2018-2019 OFFICIAL SCHOOL CALENDAR (See reference #1)

Approval is sought to adopt the **School Calendar** for the **2018-2019** school year. The school year will begin on **Wednesday, August 08, 2018** and will end on **Friday, May 31, 2019**. The calendar represents **185 days**, inclusive of five (5) emergency days.

If no emergency days are used, school will end **Thursday, May 23, 2019**.

You will see by the attached copy of the Official School Calendar, that the following will be taking place on dates noted below. They are:

TEACHER INSTITUTE DAYS

WEDNESDAY	AUGUST 08	2018
THURSDAY	AUGUST 09	2018

**Minutes of Board of Education
December 5, 2017
Page 5**

FRIDAY	AUGUST 10	2018
MONDAY	MAY 20	2019

PARENT TEACHER CONFERENCES

FRIDAY	OCTOBER 26	2018
THURSDAY	APRIL 01	2019

EMERGENCY DAYS

FRIDAY	MAY 24	2019
TUESDAY	MAY 28	2019
WEDNESDAY	MAY 29	2019
THURSDAY	MAY 30	2019
FRIDAY	MAY 31	2019

C. ACCEPT FORD HEIGHTS SCHOOL DISTRICT 169'S ANNUAL FINANCIAL REPORTS YEAR ENDED JUNE 30, 2017) AS FOLLOWS: (See bound copy)

Accept Ford Heights School District 169's Annual Financial Reports as submitted and listed above, for Fiscal Year ending June 30, 2017.

Enclosed herewith for your acceptance are the following Financial reports. They are:

- **LETTER FROM MILLER COOPER AND Co., LTD.**
- **MANAGEMENT LETTER FROM MILLER COOPER AND Co., LTD.**
- **BOUND ANNUAL FINANCIAL REPORT (AFR) FROM MILLER COOPER AND Co., LTD.**
- **ILLINOIS SCHOOL BOARD OF EDUCATION, ILLINOIS SCHOOL DISTRICT /JOINT AGREEMENT ANNUAL FINANCIAL REPORT FISCAL YEAR ENDING - JUNE 30, 2017**

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF NOVEMBER 30, 2017)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	49
GRADE 1	49	GRADE 2	44
GRADE 3	41	GRADE 4	48
		TOTAL	271

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	43	GRADE 6	37
GRADE 7	44	GRADE 8	44
		TOTAL	168

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
439	8	447

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	298	7

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	165	0

B. INCLEMENT WEATHER BUSING

Members of the Board, as is our usual practice during winter's inclement weather, the District will again provide transportation to

**Minutes of Board of Education
December 5, 2017
Page 7**

our students. I have asked **MRS. CORETTA JACKSON**, our Assistant Superintendent of Business Administration & Operations, to execute the procedure and make arrangements with **DLM School Bus Lines**. As it currently stands, the busing for the winter schedule will begin the first week our students return from break **Monday, January 8, 2018** and carry through **Friday, March 2, 2018**.

ADDENDUM REPORT:

I. FOR YOUR AUTHORIZATION

A. Personnel (*Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance*)

1. SUBSTITUTE TEACHER

Authorization is sought to appoint *Versetta Young* Substitute Teacher, effective for the 2017-2018 School Year.

PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS

MRS. CORETTA JACKSON informed members that they were in advanced receipt of her report. **MRS. JACKSON** then inquired if there were any questions. There were none.

Motioned/Cook; Seconded/Viverette - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS REPORT** as submitted:

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
Nays: None

**Minutes of the Board of Education
December 5, 2017
Page 8**

Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for September 5, 2017 in the amount of **\$375,499.67.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of November, 2017 as detailed below:

November 10, 2017	\$202,586.27
November 21, 2017	<u>\$175,275.01</u>
Grand Total	\$377,861.20

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 5, 2017 – January 9, 2018
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**

**Minutes of the Board of Education
December 5, 2017
Page 9**

- B. Date: December 2017 – March 2018
 Time: 6:00 p.m. – 7:30 p.m.
 Place: Tidye A. Phillips
 Contact: George Green
 Purpose: Basketball Games and Practice
 Cost: **\$25.00 per hour – Custodial Fee
 (Reference #1)**
- C. Date: Sunday, December 17, 2017
 Time: 12:00 p.m. to 6:00 p.m.
 Place: Tidye A. Phillips
 Contact: Sillerinne Bennett
 Purpose: Pamper Day for Single Women
 Cost: **\$175.00 – Custodial Fee
 (Reference #2)**
- D. Date: Saturday, February 17, 2018
 Time: 3:00 p.m. to 7:00 p.m.
 Place: Tidye A. Phillips
 Contact: Keshawana Mitchell
 Purpose: Baby Shower
 Cost: **\$125.00 – Custodial Fee
 Reference #3**
- E. Date: Saturday, February 17, 2018
 Time: 11:00 a.m. to 5:00 p.m.
 Place: Medgar Evers
 Contact: James Coleman
 Purpose: Baby Shower
 Cost: **\$175.00 – Custodial Fee
 Reference #4**
- F. Date: Saturday, February 24, 2018
 Time: 4:00 p.m. to 7:00 p.m.
 Place: Medgar Evers
 Contact: Toni Anderson

**Minutes of the Board of Education
December 5, 2017
Page 10**

Purpose: Baby Shower
Cost: **\$100.00 – Custodial Fee
Reference #5**

D. PETTY CASH

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

Office of Superintendent	\$ 30.69
District Office	\$ 77.49
Building & Grounds	\$110.00
Federal & State	\$ 51.01
Cottage Grove	\$200.00
Medgar Evers	<u>\$100.07</u>
Total	\$569.26

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$3,316.00.**

PART C - CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members of the Board that they were in advanced receipt of her report, then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. AFTER SCHOOL TUTORIALS

After School Tutorials are coming to an end on **Tuesday, December 5, 2017.** Kudos to the Principals and Assistant Principal at keeping the attendance consistent throughout the

program. Both After School Tutorials will culminate with a celebration for all of the staff and students hard work and efforts.

B. NORTHWEST EVALUATION ASSOCIATION (NWEA) MEASURES OF ACADEMIC PROGRESS (MAP) BENCHMARKING

Beginning on **Monday, December 4, 2017** through **Friday, December 15, 2017** all Kindergarten through Eighth grade students will be administered the NWEA MAP in Reading and Math. After the testing, teachers will use the data for lesson planning and to guide instruction, as well as, to place students in academic learning groups.

C. OTHER ASSESSMENTS

In addition to students being administered the NWEA MAP other testing will take place during the month of December for grades pre-kindergarten through eighth. The purpose of these various assessments is to inform instruction, but to also measure student growth from August up until December. The assessments are as follows:

Gold Assessment – A test administered to pre-kindergarten students that use a variety of online tools to gather and organize meaningful data quickly, including online portfolios where children’s work can be stored. Each student has a developmental profile to answer the questions, “What does this child know? What is he or she able to do?” It is determined if a child is making progress and compare the child’s knowledge, skills, and behaviors to those of most children of his or her age or class/group.

Brigance Early Childhood Screens– Administered to all Pre-kindergarten students to screen and provide quick, easy, and accurate screening of skills that are critical predictors of school success, including physical development, language, academic/

cognitive, self-help, and social-emotional skills—all in just 10-15 minutes per child.

Basic Reading Inventory (BRI) - Administered to Third through Eighth grade students. The BRI is an individually administered Informal Reading Inventory (IRI), used to help gather information for instructional decision making in reading. The assessment allows teachers to gain insights into a student's reading behaviors and reading ability (word identification, fluency, and comprehension). The BRI gives teachers the ability to determine three reading levels for each student: independent level, instructional level, and frustration level.

ECRA Writing Assessment – Administered to Kindergarten through eighth grade students. This assessment measures students writing proficiency. Students are assessed on one of the three writing genres: narrative, informational, and persuasive/argumentative.

D. MONTHLY PARENT MEETINGS

The monthly Parent Meeting will be held on **Friday, December 8, 2017 at 11:00 a.m.** Parents will be provided with refreshments and door prizes will be given out. Each month our parents receive research-based programs designed to help equip them with strategies to assist with raising happy and healthy children. The theme of the workshop for December is: **“Conflict Resolution: Helping Students Resolve Conflict in Non-Violent Ways.”**

E. 2017 SCHOOL-WIDE SPELLING BEES

On **Friday, December 1, 2017** the School-Wide Spelling Bees were held at Medgar Evers Primary Academic Center at 9:30 a.m. and Cottage Grove Upper Grade Center at 1:00 p.m. Students who placed in the School-Wide Spelling Bees will advance to the District-Wide Spelling Bee that will be held on **Thursday, January 11, 2017 at 5:00 p.m.** in the Dr. Willie L. Davis Auditorium.

F. MONTHLY BUILDING REPORTS

Building reports were submitted by the following personnel:

**Ms. Monique Johnson, PRINCIPAL MEDGAR EVERS P.A.C.
Dr. Sharon Rivers, COTTAGE GROVE U.G.C.
Ms. Celestine Burrel, DISTRICT-WIDE ATTENDANCE OFFICER**

G. DECEMBER DATES

DECEMBER 1, 2017

2ND Progress Report Mailed to Parents

DECEMBER 4 - 15, 2017

- **Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Benchmark (Kdg. - 8th)**
- **Jerry Johns Basic Reading Inventory (BRI) - 3rd - 8th**
- **Developmental Reading Inventory (DRA) - Kdg. - 1st**
- **Gold Assessment - Pre-Kindergarten**
- **Brigance Early Childhood Screener - Pre-Kindergarten**

DECEMBER 5, 2017

District-Wide After School Tutorials End

DECEMBER 12 - 15, 2017

ECRA Writing Assessment - Kindergarten - 8th Grade

DECEMBER 21, 2017

District-Wide Winter Concert (Cottage Grove Upper Grade Center at 5:00 p.m.)

DECEMBER 25, 2017 - JANUARY 5, 2017

Winter Break

Minutes of the Board of Education
December 5, 2017
Page 14

At this juncture, Board President called on **PRINCIPAL RIVERS** and **PRINCIPAL JOHNSON** to give a status update on the activities/happenings in their respective buildings.

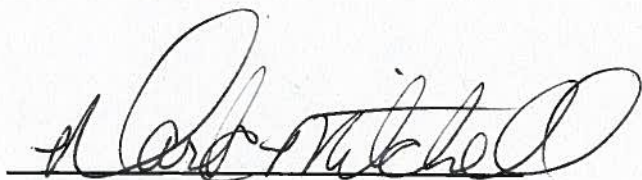
PRINCIPAL RIVERS thanked Board of Education for their support given thus far for the first half of the school year, and stated that she appreciated it. She also informed members of the 8th grade boys basketball tournament taking place December 11-16, 2017, and invited members to come out and support the team.

PRINCIPAL JOHNSON addressed the Spelling Bee held and expounded on the winners and who they were. She also, expressed to members that they should come by and check out the hallways of Medgar Evers to see their "Math Wall."

Superintendent Jackson ended meeting by expressing that it was an honor and a privilege to work with members of the Board of Education. Superintendent Jackson informed members when the District Holiday Annual Event would take place, and invited members to attend.

ADJOURNMENT: 5:22 p.m.

Motioned/Cook; Seconded/Viverette - to adjourn meeting



Mr. Mark Mitchell, President



Mrs. Ester Viverette, Secretary