

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD MEETING HELD TUESDAY, FEBRUARY 8, 2011**

The meeting was called to order by presiding officer Mr. James Coleman,  
- 5:08 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Jones, Sherman, Viverette

Absent: Cook, Griffin, Patterson

Also, Present: Dr. Gregory Jackson, Superintendent  
Mrs. Sheila Pickens, Director of Pupil Personnel

Services

Mrs. Coretta Jackson, Coordinator of Business Affairs

Legal Counsel:

**Board member Patterson entered at 5:09 p.m.**

**AGENDA**

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

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

Nays: None

Absent: Cook, Griffin

Abstain: None

5 ayes, 0 nays, 2 absent, 0 abstain -motion carried.

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### MINUTES

Motioned/Sherman; Seconded/Viverette – to approve the minutes of *January 11, 2011 (Regular Session) and (Closed Session).*

Roll Call: Ayes: Coleman, Jones, Patterson, Sherman, Viverette  
Nays: None  
Absent: Cook, Griffin  
Abstain: None  
5 ayes, 0 ayes, 2 absent, 0 abstain –motion carried.

### CORRESPONDENCE

None

### QUESTIONS FROM PUBLIC (3 Minutes)

#### PART A – REPORT OF THE SUPERINTENDENT

Superintendent Jackson began his report by reminding members of the Board that they were in advanced receipt of his report. However, Superintendent Jackson brought to the attention the 2 items on Addendum report.

#### **A. PERSONNEL**

1. **SUBSTITUTE TEACHERS** (*Pending receipt of all personnel required documents*)

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Authorization is being sought to hire the following personnel as Substitute Teachers as needed:

***Barbara Hart***

***Bernita Echols***

***James Summers***

**2. LANE CHANGE/SALARY ADJUSTMENT**

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

***Sharon Rivers***, Design Team/Interim Dean of Students from MA +15 to MA +30 Step 8

**II. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF FEBRUARY 4, 2011)**

**MEDGAR EVERS SCHOOL**

<b>PREKINDERGARTEN</b>	<b>39</b>	<b>GRADE 3</b>	<b>47</b>
<b>KINDERGARTEN</b>	<b>50</b>	<b>GRADE 4</b>	<b>55</b>
<b>GRADE 1</b>	<b>51</b>		
<b>GRADE 2</b>	<b>49</b>	<b>TOTAL</b>	<b>291</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>56</b>	<b>GRADE 7</b>	<b>50</b>
<b>GRADE 6</b>	<b>49</b>	<b>GRADE 8</b>	<b>56</b>
		<b>TOTAL</b>	<b>211</b>

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<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>502</b>	<b>12</b>	<b>514</b>

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

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>32</b>	<b>176</b>	<b>22</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>17</b>	<b>298</b>	<b>45</b>

**B. ACADEMIC IMPROVEMENT AWARD (See reference #1)**

Medgar Evers Primary Academic Center has earned a 2010 Academic Award for exemplary gains in performance on the Illinois Learning Standards.

Congratulations to Principal Marilyn Barnes, students, and educators, for a job well done!

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

In absence of Mrs. Joyce McEwen, Assistant Superintendent, Superintendent Jackson expressed to members of the Board that he would present Part B report. He stated to members of the Board that the report was all informational, then asked that it be received as written, along with favorable approval of the Superintendent's report, inclusive of Addendum items.

**I. FOR YOUR INFORMATION**

**A. SELECTION OF READING TEXTBOOK SERIES**

The Textbook selection committee has been reviewing various Reading series so that a recommendation can be made to the Superintendent, for purchase. Classroom teachers who provide instruction in Reading and Language Arts, have reviewed each series and have been surveyed for their recommendations.

To this end, two finalist have been chosen by the committee, with a final decision to be made after a presentation to the Superintendent. The new Reading Series will be implemented during the 2011-2012 school year.

The two finalists are: (Both vendors cover PreK-8th grades)

**GLENCOE/MCGRAW-HILL MCMILLIAN**

**PEARSON/SCOTTS FORESMAN/PRENTICE HALL**

***Reading Street: Publisher - Pearson/Scotts  
Foresman/Prentice Hall***

Is an all-new reading instruction program for Grades **PreK-6**. Reading Street is designed to help teachers build readers through motivating and engaging literature, scientifically research-based instruction, and a wealth of reliable teaching tools. The reading program takes the guesswork out of differentiating instruction with a strong emphasis on ongoing progress-monitoring and an explicit plan to help with managing small groups of students. In addition, Reading Street prioritizes skill instruction at each grade

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level, so teachers can be assured they will focus on the right reading skill, at the right time, and for every student. *This series has online support and students/teachers can work anywhere there is internet access.*

***Treasures: Publisher Glencoe/McGraw-Hill*** Is a research based, comprehensive Reading Language Arts program for grades **PreK- 6** that gives educators the resources they need to help all students succeed. High quality literature coupled with explicit instruction and ample practice ensures that students grow as life-long readers and writers.

***Literature: Publisher Glencoe/McGraw-Hill*** Reading with Purpose is the first research-based middle school **(Grades 5-8)** Language Arts program that effectively combines strong skill development and incredible reading. Scaffolding and spiraling of skills builds a strong, necessary language arts foundation. Your students will be motivated, by high interest, leveled selections that engage and appeal to this tough audience. An inquiry-based "Big Question" approach within a unique "Workshop" lesson format gives students a purpose and meaningful context for their reading

#### **B. PROFESSIONAL DEVELOPMENT - DR. THERESA HILL**

Professional Development for January was focused on review of data from Think Link and Discovery assessment software. These two (2) software assessment programs are closely linked to success on Illinois Standards Assessment Tests and results of the data is used to assist us to focus on the area(s) needing more attention.

**C. SATURDAY SCHOOL**

Saturday School is going as we anticipated. Saturday School is offered to position those grade levels which must take ISAT (3-8) to be successful during times of testing.

**D. RISING STAR -IMPROVEMENT PLAN**

The District is required to write the above plan using state identified indicators. The first indicators have been completed, along with documentation to support the indicators, as well as, to verify the completion and implementation of these indicators.

Having completed that task, we are now required to select three(3) additional indicators to document. The three (3) chosen are as follows: (1) Leadership - which has to do with Instructional team meeting on a consistent basis, no less than once a month. (2) Development and Implementation of Common Core Standards into our Curriculum Development (3) Professional Development, in which individual teachers will design their own Professional Development Plan based on classroom observations. South Cook Intermediate Service Center (ISC 4) will be providing financial support in this effort. The project will begin in May and should be completed by June 30, 2011.

**E. PREK STATE MONITORING**

State monitors will be in the District this week, January 31, 2011 for approximately two (2) days. Their visit is strictly to determine how effective our Promise Plus Program is, and to determine where and/or if growth is needed in any particular area.

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Prior requests for specific documentation was requested, and has been made available for monitors.

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

Building reports were submitted by the following personnel:

***Stephanie Stephen*, PRINCIPAL, COTTAGE GROVE UPPER GRADE CENTER**

***Nicole Conway*, HOME SCHOOL COORDINATOR**

***Marilyn Barnes*, PRINCIPAL, MEDGAR EVERS P.A.C.**

**G. 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.**

At this juncture in the proceedings, Board member Patterson expressed a need to enter into Closed Session, with the understanding that the matter she wished to discussed had already been voted on.

**CLOSED SESSION - 5:22 p.m.**

Motioned/Jones; Seconded/Patterson - to enter into Closed Session to discuss Small Fry monetary donation.

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



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Abstain: None

5 ayes, 0 ayes, 2 absent, 0 abstain -motion carried.

**RECONVENE REGULAR SESSION - 5:33 p.m.**

Motioned/Patterson; Seconded/Jones - to adjourn Closed Session and enter into Regular Session.

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

Nays: None

Absent: Cook, Griffin

Abstain: None

5 ayes, 0 ayes, 2 absent, 0 abstain -motion carried.

**PART C: PUPIL PERSONNEL SERVICES**

Mrs. Sheila Pickens highlighted a few items in her report in order to bring to attention of members of the Board of Education and asked that report be received as written:

**I. FOR YOUR INFORMATION**

**A. SERVICES TO STUDENTS**

Transition meetings were held with Bloom Trail High School for all special needs students who will graduate from Ford Heights this year. The purpose of these meetings was to expose parents to the programs available for their students, identify the goals of the students, articulate with the Special Needs Faculty of Bloom and write Individual Education Plans (IEP) that incorporate the Bloom Trail Program for fall 2011.

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#### **B. RESPONSE TO INTERVENTION (RTI)**

The Aimsweb Benchmarking Assessment for the district took place the week of January 18th -21st. The results indicate, overall, that our students are making progress but the improvement is much slower than we'd like it to be. Tiers II and III increases are running parallel to that of tier I. We would rather see charts indicating that these tiers slope towards tier I. The results indicate that RTI teams will need to dig deeper to address methods of bridging the achievement gaps that exist.

#### **C. PROBLEM SOLVING MEETINGS**

The Pupil Personnel Services Team and Director conducted problem solving team meetings at Medgar Evers on January 20, 2011 and Cottage Grove on January 6, 2011. Educational plans developed for students were discussed and reviewed.

#### **D. HOLIDAY GIFT DRIVE (See reference #1)**

Thank you letters were mailed to the donors on behalf of Ford Heights Board of Education, the Superintendent, parents and students expressing appreciation for the thoughtfulness and kindness extended to our families during the holiday season. See Attached.

#### **E. HEALTH SERVICES**

Dental screenings for Medgar Evers students were provided by Gordon Dental Associates on January 25, 26, and 27th. We had over 200 students whose parents gave permission for their children to participate in the screening this year at Medgar Evers.

Dental screenings will be conducted by Smile Support at Cottage Grove on February 16th.

**F. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

SWIS data reports indicate a significant decrease in the number of referrals for the month of January for both schools. See School Counselor's Report.

A district-wide leadership meeting was held on January 7th. Our team reviewed discipline data and brainstormed ways to effectively address student needs from a proactive standpoint. Following the meeting our district participated in a survey to assess where we stood in as it relates to implementation of the PBIS program. Results indicate that we are at approximately 80% implementation. Congratulations are to be extended to the staffs of both Medgar and Cottage. Implementation of this program is a process, we are not at full implementation however we are well on our way. We were told that our newsletter would be used as exemplars for PBIS.

Both Cottage Grove and Medgar Evers PBIS team members continue to host student boosters to correct unwanted behaviors and celebrations to highlight student behavioral achievements.

**G. STAFF DEVELOPMENT**

PBIS tier two training was provided on January 25th for five staff members and will be provided for the remaining PBIS team members from Medgar and Cottage on Feb. 15th.

Devereux training was provided for selected District staff members during the month of January. Training on how to De-escalate student behaviors, utilize safety techniques for physical Intervention and development of personal emergency interventions were provided.

On January 18th the PPS staff, special education teachers, and paraprofessionals participated in a training on Easy IEP. This software program will provides an additional data management system for students with IEPs and allows the district to implement a system of electronic IEPs.

The district Psychologist attended the Illinois Psychologist conference during the week of January 17<sup>th</sup>. The district Social Worker attended a forum on Bullying and Suicide.

- H. MONTHLY REPORTS-** Departmental reports were submitted by the following (see reference #2-5)

**Tamara Young** – Social Worker/Case Manager  
**Edward Palmisano** – Psychologist  
**Kameyal Alexander** – Counselor  
**Geraldine Parham** – Nurse

#### **PART D - BUSINESS AFFAIRS**

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

#### **I. FOR YOUR AUTHORIZATION**

##### **A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for February 8, 2011 in the amount of **\$442,710.61.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of January 2011 as detailed below:

January 14, 2011	\$192,904.03
January 28, 2011	<u>\$200,515.88</u>
<b>Sub Total</b>	<b>\$393,419.91</b>

**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: February 8, 2011 - March 8, 2011  
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: February 8, 2011 - March 8, 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**

**D. PETTY CASH**

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

Building & Grounds	\$ 85.30
District Office	\$ 95.03
Cottage Grove	\$172.22
Medgar Evers	<u>\$200.00</u>
<b>Total</b>	<b>\$552.55</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$7,883.00. Reference #1**

**F. JOINT PURCHASING ACT**

Authorization is requested to participate in the Joint Purchasing Program administered by the Illinois Department of Central Management Services.  
**Reference #2**

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

Roll Call: Ayes: Coleman, Jones, Patterson, Sherman, Viverette  
Nays: None  
Absent: Cook, Griffin  
Abstain: None  
5 ayes, 0 ayes, 2 absent, 0 abstain -motion carried.

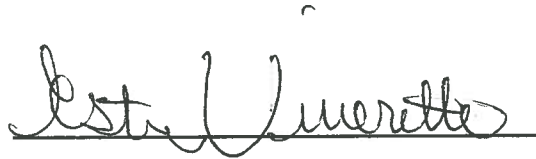
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**ADJOURNMENT - 5:39 p.m.**

Motioned/Jones; Seconded/Viverette to adjourn meeting - voice vote motion carried.

A handwritten signature in black ink, appearing to read 'James Coleman', written over a horizontal line.

James Coleman, Board President

A handwritten signature in black ink, appearing to read 'Ester Viverette', written over a horizontal line.

Ester Viverette, Board Secretary