

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, FEBRUARY 10, 2015**

The meeting was called to order by presiding officer Mrs. Ester Viverette – 5:00 p.m.

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

Upon roll call the following members were present:

Present: Cook, LaWrence, Mitchell, Sherman, Viverette
Absent: Coleman, Hayslett
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Coordinator of Business Affairs
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: Joel DeTella, of Hauser Izzo, LLC Attorneys at Law

QUESTIONS FROM PUBLIC (3 Minutes)

Board President Viverette greeted and thanked all in attendance, then inquired if there were any comments from the audience. There were none.

AGENDA

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

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

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MINUTES

Motioned/Cook; Seconded/Sherman - to approve the minutes of *January 6, 2015*

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

CORRESPONDENCE

NONE

Board member Mitchell, entered at 5:04 p.m.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent requested a Closed Session for Matters of Personnel. Board President then called for a motion to enter into Closed Session.

CLOSED SESSION : 5:04 p.m.

Motioned/Cook; Seconded/Sherman - to enter into **Closed Session**

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

RECONVENE REGULAR SESSION: 5:29 p.m.

Motioned/Sherman; Seconded/Mitchell - to reconvene **Regular Session**

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

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, and recommended approval as submitted. He went on to address the following items listed in his report in further details:

- Letter of Intent to Retire
- Item(s) of Closed Session
- Change of Board Meeting Date
- Snow Day Makeup

Motioned/Sherman; Second/Cook - to approve **Part A - Administration Report** inclusive of **Closed Session**, as submitted:

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

I. CLOSED SESSION

A. MATTERS OF PERSONNEL- (POSSIBLE ACTION)

It was the consensus of the Board that Administration proceed and/or act accordingly as it relates to matters of personnel as discussed in Closed Session.

II. FOR YOUR AUTHORIZATION

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

1. LETTER OF INTENT TO RETIRE AND APPROVE SIX PERCENT (6%)

RETIREMENT INCREASE FOR FISCAL YEAR 2014-2015 AND FISCAL YEAR 2015-2016 (See reference #1)

Mrs. Stephanie Stephen, Director of Federal State Program and Auxiliary Services, has submitted a Letter of Intent to Retire **effective the end of the 2015-2016 school year**, and **to approve six percent (6%) Retirement Increase for *Mrs. Stephanie Stephen***, who will be retiring at the end of the 2015-2016 school year.

2. DISMISSAL OF PROBATIONARY TEACHER

Motion to dismiss ***Ms. Teresa Kovalik***, teacher Medgar Evers Primary Academic Center, effective immediately.

B. CHANGE OF APRIL BOARD MEETING DATE

April 7, 2015 is the original date for our Board of Education Meeting, however, due to the fact that this date is an ***Election Day***, members of the Board are asked to consider ***Wednesday, April 1, 2015*** as the next regularly scheduled Board of Education meeting date.

III. FOR YOUR INFORMATION

A. SNOW MAKEUP DAY

Ford Heights School District 169 will use ***Monday, March 2, 2015*** as a snow makeup day, due to the snow day taken ***Monday, February 2, 2015*** because of inclement weather. The day was originally scheduled as ***Casimir Pulaski Day***, but will now be a full day for students and staff.

B. MONTHLY ENROLLMENT (AS OF JANUARY 26, 2015)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	46
GRADE 1	50	GRADE 2	46
GRADE 3	47	GRADE 4	42
		TOTAL	291

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	40	GRADE 6	40
GRADE 7	34	GRADE 8	46
		TOTAL	160

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
451	19	470

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	388	7

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	282	0

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, then inquired if there were any questions. Seeing there were none, Mrs. Barnes then asked for acceptance her report as submitted:

I. FOR YOUR INFORMATION

A. NORTHWEST EVALUATION ASSOCIATION (NWEA)

All students in grades kindergarten through eighth grade will be administered the NWEA computerized assessment beginning on Monday, February 16, 2015 through Friday, February 27, 2015.

Students will be tested in the areas of Reading and Math. After the completion of the NWEA, teachers will use the data for lesson planning and to guide instruction, as well as, to place students into the appropriate academic learning groups.

This will be the final NWEA testing for the 2014-2015 school year. Teachers will be able to compare student growth from the beginning of the school year. They will also be able to gage a sense of whether the students retained their learning from the last NWEA testing that occurred in December, prior to Winter Break.

B. FEBRUARY EARLY DISMISSALS

During February there will be two Early Dismissals for Professional Development.

Dr. Lisa Chang, District Math Consultant will be at Medgar Evers Primary Primary Academic Center on Wednesday, February 4, 2015 from 12:45 p.m. until 2:45 p.m. She will work with all new teachers and the primary grade teachers (pre-kindergarten – first) on Common Core State Standards, focusing on Domain 4: Geometry.

Dr. Kay Dugan, Literacy Consultant will be in the District on Tuesday, February 17, 2015 to work with teachers at Cottage Grove Upper Grade Center on developing assessments for the Performance Evaluation Reform Act (PERA) in preparation for student growth.

C. ECRA WRITING ASSESSMENTS

All students in grades kindergarten through eighth grade will be administered the ECRA Writing Assessment. Students will have to respond to a writing prompt, which will vary at each grade level. The testing will begin on Monday, February 23, 2015 through Wednesday, February 25, 2015.

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

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal Medgar Evers P.A.C.
Mrs. Sharon Rivers, Principal Cottage Grove U.G.C.
Ms. Celestine Burrel, Attendance Officer

E. UPCOMING DATES

FEBRUARY 4, 2015
Early Dismissal - Math Professional Development

FEBRUARY 10, 2015
School Board Meeting - 5:00 p.m.

FEBRUARY 12, 2015
Lincoln's Birthday - No School

FEBRUARY 16 - 27, 2015
Northwest Evaluation Association (NWEA) Testing

FEBRUARY 17, 2015
Early Dismissal - Developing Teacher-Made Assessments

FEBRUARY 23 - 25, 2015
ECRA Writing Assessment

PART C - FEDERAL/STATE PROGRAMS

Mrs. Stephen began by reminding members that they were in advanced receipt of her report, inquired if there were any questions, she then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. PRESCHOOL FOR ALL MONITORING VISIT

The Promise Plus Pre-K for All Program has receive our confirmation letter for the site monitoring visit during the month of

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February. We have been given a window from February 7th 2015, through February 27, 2015 for the monitoring visit. We have three blackout dates that were selected due to school not in session Thursday, February 12 and Friday, February 13 and for our student early dismissal day Tuesday, February 17, 2015. Preparations are being finalized to receive our site monitoring visitors. The monitoring visit will consist of visiting all Pre-K Classrooms, reviewing each Pre-k student file, appraising our Pre-K curriculum and interviewing our Pre-K teachers.

The Promise Plus Pre-School for All teachers and Mr. Johnson, Assistant Principal, of Medgar Evers PAC attended a Professional Development workshop titled Opening Minds the week of January 26, 2015.

B. MONTHLY DISTRICT WIDE PARENT MEETING

On Thursday, January 22, 2015 the fourth Parent Meeting was held at Medgar Evers Primary Academy Center from 11:00 a.m. to 1:00 p.m. The theme for the January meeting was "The Dangerous & Risky Impact of TV & Social Media".

The meeting was well attended. Parents were served refreshments and raffles were drawn for prizes.

Agenda:

- Introductions
- Review RETHINK
- Children and Their Feeling
- Teaching our Children to cope with their Feelings
- Discussion
- Celebration-Lunch Social

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Our next meeting will be held Thursday, at Medgar Evers Primary Academic Academic Center. Come out and join us. TOPIC OF DISCUSSION: "WHAT IS YOUR PARENTING/DISCIPLINE STYLE"

C. 2014 SCHOOL WIDE SPELLING BEE

The District Wide Spelling Bee was held Friday, January 16, 2015 at 5:00 p.m. in the Dr. Willie L. Davis Auditorium. The winners of the District Wide Spelling Bee are as follows:

First Place Winner: Jamarion Lofton 4th grade student at the Medgar Evers PAC Second Place Winner: Lania Richardson 4th grade student at Medgar Evers PAC Third Place Winner: Roneisha Jackson 7th grade student at Cottage Grove.

The first place winner Jamarion Lofton will compete Monday, February 2, 2015 at 6:00 p.m. in the 5th Annual ISC South Cook County Spelling Bee Competition. The site for the Spelling Bee is at Prairie Jr. High School in Alsip. Congratulations to Jamarion and we wish much success at the Spelling Bee.

D. MONTHLY BUILDING REPORTS (See reference #1)

A building report was submitted by the following personnel:

Nicole Conway-Fason, Home School Coordinator

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

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

I. FOR YOUR INFORMATION

A. DISTRICT LEADERSHIP TEAM MEETING

At the District Leadership Team Meeting that was held on January 6, 2015. We discussed PBIS calendar events and incentives.

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Behavior referrals were discussed. Based on the comparisons of last year's referrals by students and frequent location myself and the other Directors discussed professional development opportunities for the month of February.

I collaborated with Kristin Elliott the Director of Professional Development & District Services to have a Behavior Specialist to come out and conduct a workshop on classroom management. I am working with our Curriculum Director to Facilitate this services.

Problem Solving meetings were conducted at Medgar Evers and Cottage Grove Upper grade center. We are discussing interventions and strategies necessary for helping our students be as successful as they could possibly be in the educational environment. This month the discussion included: student attendance, dental updates and incentives, medication, student performance in the school environment and behavior.

B. HEALTH SERVICES

Monthly Automated External Defibrillators (AED) and AED Cabinets maintenance check was conducted in the District Office, Cottage Grove, Medgar Evers and Tidye A. Phillips School.

The Gordon's Dental Associates and School House Dental provided dental service to students at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center on January 21, 22 and 23, 2015 to those students who have provided parental consent. Services included a dental examination, cleaning, fluoride treatment and dental sealants for specific grade levels. The state of Illinois requires that students in the kindergarten, second and sixth grades to have an oral health examination. Each student is required to present proof of having a dental examination prior to May 15, 2015.

Plans for the Career/Health Fair are in progress.

C. Counseling Program

This month's (PBIS) Positive Behavior Interventions and Supports

theme is "Self Control". Each student will identify triggers that can potentially derail their success and also gain coping strategies to overcome them. The members of National Junior Honor Society have voted on officers for their chapter. They are making sure each of their peers is being accountable for their behaviors and the expectations of the organization. Career Day planning continues and meetings with committees are scheduled. Presenters have been solicited and confirmed from various career venues to ensure the success of the event.

D. Social Work/Case Management Services

The PPS department supported a family who was in need of water supply.

PPS collaborated with Epic transportation services to insure proper transportation needs for one of our families. We have also been working with (CDI) Community Development Institute in an effort to make sure all students who are of age are afforded educational opportunities in facilities that best meets their academic, behavior and social needs.

E. Monthly Reports-Departmental reports were submitted by the following: (*See references #1-2*)

Shawn Aldridge-District-Wide Student Advocate

Geraldine Parham-Health Coordinator

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/Sherman; Seconded/Cook- to approve Part E- Business Affairs Report

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Roll Call: Ayes: Cook, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Coleman, Hayslett
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 February 10, 2015 in the amount of \$417,680.45.

B. PAYROLL SUMMARY

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

January 09, 2015	\$201,312.61
January 23, 2015	<u>\$226,046.43</u>
Total	\$427,359.04

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 10, 2015 - March 10, 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: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

B. Date: Saturday, March 7, 2015
Time: 8:00 a.m. - 5:00 p.m.
Place: Cottage Grove Cafeteria
Contact: Brian Smith
Purpose: Metropolitan Police Institute
Cost: **\$225.00-Custodian
(Reference#1)**

D. PETTY CASH

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

District Office	\$ 69.19
Building & Grounds	\$117.67
Cottage Grove	\$200.00
Medgar Evers	<u>\$144.12</u>
Total	\$530.98

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$3,463.32.**

At this juncture, Principal's *Monique Johnson* of Medgar Evers Primary Academic Center and *Sharon Rivers*, of Cottage Grove Upper Grade Center, updated members of the Board on activities and events taken place in their buildings.


ADJOURNMENT - 5:40 p.m.

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



Ester Viverette, Board President



Lera Cook, Board Secretary