

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, FEBRUARY 9, 2016**

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

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

Upon roll call the following members were present:

Present: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette  
Absent: Coleman

Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Coretta Jackson, Business Manager  
Mrs. Tamara Young, Director of Pupil Personnel Services  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
Mrs. Stephanie Stephen, Director of Federal/State Programs  
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.  
Mr. John Wade, Assistant Principal Medgar Evers P.A.C.

Legal Counsel: **None**

**QUESTIONS FROM PUBLIC (2 Minutes)**

Board President Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience.

**AGENDA**

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

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

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**MINUTES**

**Motioned/Viverette; Seconded/Sherman - to approve the minutes of *January 5, 2016***

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

**CORRESPONDENCE**

**MR. SAMUEL J. LAWRENCE, III**

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, and recommended favorable approval of his report as submitted:

**Motioned/Viverette; Seconded/Sherman - to approve **Part A - Administration Report** as submitted:**

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

I. FOR YOUR AUTHORIZATION

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

1. APPOINTMENT OF SUBSTITUTE TEACHER - SATURDAY SCHOOL

Authorization is sought to appoint Ms. GWENDOLYN TIBBS, as Substitute Teacher (Saturday School, Cottage Grove Upper Grade Center) prorated to **Saturday, January 16, 2016.**

2. PARENT VOLUNTEERS

Authorization is sought to appoint the following individuals as Parent Volunteers for the remainder of the **2015-2016** School Year:

ROBIN NORRIS           Cottage Grove U.G.C.  
SHARON UPCHURCH   Medgar Evers P.A.C.

3. AUTHORIZE PARAPROFESSIONAL EDUCATOR SALARY ADJUSTMENT

Authorize Paraprofessional Educator Salary adjustment for Toni Anderson, \$29,000.00, retroactive to **7/01/2015**, for the **2015-2016** School Year, pending receipt of Licensure endorsement.

B. RESOLUTION - EXPRESS APPRECIATION AND CONGRATULATIONS TO SHIRL EDWARD GILBERT II, PH.D. - INDUCTION INTO THE DISTINGUISHED SERVICE CHAPTER OF PHI BETA SIGMA, INC. (See reference #1)

Approve Resolution to express appreciation and congratulations to *Shirl Edward Gilbert II*, Ph.D. on his Induction into the Distinguished Service Chapter of Phi Beta Sigma, Inc., **July 17, 2016.**

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**C. AWARDING OF ERATE CONTRACTS - (1 YEAR) 2016-2017: (3 YEARS) 2016-2019 (See reference #2)**

Authorization is being sought to award ERATE contracts to the qualified/chosen vendors for the **2016-2017 (1 YEAR)** and **2016-2019 (3 YEAR)** school year, as listed below:

- |                    |  |
|--------------------|--|
| <b>BID 2016-01</b> | Telecommunication, High Speed Internet Access Lines  |
| <b>RECOMMEND:</b>  | <b>AT&amp;T, CHICAGO, IL \$57,044.40 (1 YEAR)</b>  |
| <b>BID 2016-02</b> | Telecommunication: Local and Long Distance Phone Service   |
| <b>RECOMMEND:</b>  | <b>AT&amp;T, CHICAGO, IL \$14,163.60(1 YEAR)</b>   |
| <b>BID 2016-03</b> | Telecommunication: Mobile Phone Service  |
| <b>RECOMMEND:</b>  | <b>VERIZON WIRELESS, SCHAUMBURG, IL \$41,126.76 PER YEAR FOR (3 YEARS) FOR A TOTAL OF \$123,380.28</b> |

**II. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (FEBRUARY 2, 2016)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>60</b>	<b>KDG</b>	<b>38</b>
<b>GRADE 1</b>	<b>40</b>	<b>GRADE 2</b>	<b>42</b>
<b>GRADE 3</b>	<b>50</b>	<b>GRADE 4</b>	<b>40</b>
		<b>TOTAL</b>	<b>270</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>44</b>	<b>GRADE 6</b>	<b>38</b>
<b>GRADE 7</b>	<b>44</b>	<b>GRADE 8</b>	<b>33</b>
		<b>TOTAL</b>	<b>157</b>

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<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>427</b>	<b>19</b>	<b>446</b>

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

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>32</b>	<b>314</b>	<b>21</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>0</b>	<b>269</b>	<b>0</b>

**B. ILLINOIS DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS) MANDATED REPORTING**

Members of the Board of Education, **as a reminder** all school employees and Members of the Board of Education are mandated reporters of suspected child abuse or neglect. Any employee who, in the course of employment, reasonably suspects or has knowledge that a child may be an abused or neglected child immediately shall report, or cause to be reported, such a case.

**C. PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC) TEST SCORES (See reference #3)**

Members of the Board, I draw your attention to **MRS. MARILYN BARNES**, Director of Curriculum and Instruction, Executive Report, which analyzes the 2015 PARCC results.

It goes without saying that we have work to do. At the same time, I would like you to know our faculty, staff, and administration is up for the challenge to restore our student achievement to levels previously realized (seventy-two percent) 72%.

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**MRS. BARNES**, at our regularly scheduled Board of Education meeting will speak specifically to our strategies as we prepare for the 2016 PARCC exam.

**D. GO PANTHERS GO!**

Congratulations to our 8<sup>th</sup> Grade Boys Basketball Team for winning the Regional Championship! They did their best as a team and made the school proud! The boys are now on their way to Sectional's, which will be held on *Wednesday, February 10, 2016 at 6:30 p.m.*, at the following location:

**MAZXON-VERONA KINSMAN MIDDLE SCHOOL**  
**1013 NORTH STREET**  
**MAZON, IL**

If the team wins Sectional's, they will then advance to Super Sectional's on *Saturday, February 13, 2016. LET'S ROOT OUR BASKETBALL TEAM ONWARD TO A STATE CHAMPIONSHIP!*

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

**MRS. MARILYN BARNES** reminded members that they were in advanced receipt of her report. Mrs. Barnes inquired if there were any questions. **THERE WERE NONE.** Mrs. Barnes then asked for acceptance of 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

Tuesday, February 16, 2016 through Friday, February 26, 2016. 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 2015-2016 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**

Dr. Kay Dugan, Literacy Consultant will be in the District on Tuesday, February 16, 2016 to work with all Teachers and Instructional Aides, with the exception of the Math teachers from Cottage Grove Upper Grade Center. The training with Dr. Dugan will take place in the cafeteria at Cottage Grove. Dr. Dugan will continue the work she has been doing with writing and assisting teachers to help build our students stamina when it comes to writing essays.

Teachers have been working on a structured way to teach writing, using the Writing Common Core State Standards. Students are now writing every day from grades Kindergarten through Eighth.

Math teachers in grades Fifth through Eighth will receive Professional Development from South Cook Math Initiative. This training focuses on Math Common Core Standards. Teachers are learning to dive deeper into the standards and to teach the required content (conceptual understanding, procedural skills and fluency, and application) that students will need to know in order to be prepared for State testing, as well as, College and Career ready.

**C. MONTHLY BUILDING REPORTS**

Building reports were submitted by the following personnel:

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

**D. UPCOMING DATES**

**FEBRUARY 9, 2016**

**School Board Meeting – Cottage Grove U.G.C. – 5:00 p.m.**

**FEBRUARY 12, 2016**

**Lincoln's Birthday – No School**

**FEBRUARY 15, 2016**

**President's Day – No School**

**FEBRUARY 16, 2016**

**Early Dismissal – Cottage Grove U.G.C. – 12:45 p.m. – 2:45 p.m.**

**FEBRUARY 16 - 26, 2016**

**Northwest Evaluation Association (NWEA) Assessment**

**FEBRUARY 26, 2016**

**Progress Reports Mailed out to Parents**

**PART C - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** reminded members of the Board that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** Mrs. Stephen then asked for acceptance of her report as submitted:



**I. FOR YOUR INFORMATION**

**A. MONTHLY PARENT MEETING**

The Parent Center held the Title I “Family Workshop Series” meeting on **Friday, January 22, 2016** at Medgar Evers Primary Academic Center from 11:00 a.m. until 1:00 p.m. in room #203. January’s meeting theme was “Understanding the Correlation of Development.”

Each month our parents will receive research-based programs designed to help equip our parents with real tools and strategies to raise emotionally and physically healthy children.

The meeting was well attended and parents received refreshments, and door prizes were given out. Our next meeting will be held **Friday, February 19, 2016.**

**B. 2016 COMPLIANCE AUDIT**

Starting **Thursday, February 25, 2016**, and **Friday, February 26, 2016** Ford Heights School District will be involved in a Compliance Audit which will be conducted by the Illinois State Board of Education South Cook Regional Office. The areas within the District that will be evaluated are as follows:

- Section I Governance and Operation
- Section II General Health and Safety
- Section III Personnel
- Section IV Instructional Programs and Services
- Section V Transitional Program Instruction(TPI)
- Section VI A Instructional Programs - Districts with Elementary Schools
- Section VII Special Education

**C. ANNUAL STATEWIDE ESEA/NCLB CONFERENCE**

**February 22-24, 2016** I will attend the Annual Statewide ESEA/NCLB Conference. This annual event has consistently brought together hundreds of Illinois Education Leaders, School Administrators, Classroom Teachers, and other practitioners who are committed to improving our schools and ensuring that our students are ready for college or careers.

As educators, we have the responsibility to provide equal access to quality education for all – including those students coming from low-income and special needs environments. Engaging with parents, community organization, leaders, and local resource providers will help schools to be the centers of healthy communities.

In addition to the topic of community engagement, this conference will offer strands on issues such as early childhood education; the use of technology in teaching, assessment, school administration; education for the homeless; new approaches to content-focused teaching; English Language Learning; Classroom Management; Professional Development; STEM Learning; and much more.

**D. EARLY CHILDHOOD PRE-KINDERGARTEN PROGRAM**

Our Gold Circle of Quality Early Childhood Pre-Kindergarten Program currently has a total of 60 students. Students will take a field trip Tuesday, February 23, 2016 to the John G. Shedd Aquarium in Chicago, IL. They will see a 4-Dimensional (4D) movie and experience a live dolphin show.

In addition this month, students will also celebrate President Abraham Lincoln's Birthday and participate in the month long recognitions of contributions by African Americans.

**E. MONTHLY BUILDING REPORT ( 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 of the Board that they were in advanced receipt of her report. Mrs. Young inquired if there were any questions, then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. PROBLEM SOLVING MEETINGS**

The Pupil Personnel Services Team conducted a Problem Solving Team (PST) meeting at Medgar Evers Primary Academic Center. As a result from the referrals received at Problem Solving Meetings, the psychologist have been screening and evaluating students for specialized educational services. Observations and consultation with other personnel has taken place to assist in planning appropriate interventions for students. Counseling services and home visits are implemented to assist parents in completing the procedures necessary to gain access to services for their children. Home visits were made to address truancy issues. The PPS Director has been working with the Cook County Sheriff's Department Truant Officers in making calls and visits to homes of students who have a high rate of absences. The PPS Director has been working with the 5<sup>th</sup> grade team to develop functional analysis and behavior intervention plans for two students who need behavior supports.

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The school psychologist created an intervention list of strategies to help guide the classroom teachers with behavior supports in the classroom.

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

An Early intervention screening was completed to determine the educational needs of a child that was referred by Easter Seals through Child Find. The PPS Director has been working with the attendance clerk, principal and Early Childhood program at SPEED in relation to a family that has been displaced due to a house fire. The PPS Director worked with the primary special education teacher to support a new student who recently entered into our district. The PPS Director worked with the Director of State and Federal Programs to provide evidence based materials for an upcoming audit.

### **C. HEALTH SERVICES**

Mobile Care Chicago, a school-based dental program provided dental services to all students who submitted consent forms from their parents to obtain dental services in the school setting on January 20, 21, and 22 of 2016. This program was made available to students regardless of their financial status.

The State of Illinois requires students in the kindergarten and grades second and sixth to have an oral health examination. Each student is required to present proof of having a dental examination prior to May 15, 2016.

Monthly Automated External Defibrillator (AED) check was \

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conducted January 2016 at the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center (Pac), and Tiyde A. Phillips.

### **D. COUNSELING PROGRAM**

The Positive Behavior Interventions and Supports (PBIS) theme for the month of January is "Honesty". Each student will examine the pressures society places upon them to be dishonest and how to tell the truth even when it hurts. The District-Wide Student Advocate continues to implement the counseling curriculum with 30 minute lessons for each group. He provides additional services to Tier II students in grades fifth, sixth and eighth.

The District-Wide student advocate facilitated the District Leadership Meeting under the supervision of the PPS Director. Each school presented pertinent data in outlining the occurrence of problematic behaviors that happen in their respective buildings. The team evaluated the data presented and are implementing strategies to increase positive behaviors.

The Nation Junior Honor Society continues to meet monthly. Officers and members were given assignments for their role in the upcoming induction ceremony. Applications for potential inductees will be distributed soon.

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.

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Ambassadors have been identified and sent a letter of intent to provide volunteer services at the career fair.

- 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 of the Board that they were in advanced receipt of her report, then inquired if there were any questions. There were non. Mrs. Jackson, then asked for approval of her report as submitted:

Motioned/Sherman; Seconded/Viverette - to approve **Part E - Business Affairs Report** as submitted:

Motioned/Sherman; Seconded/Mitchell - to approve the agenda

Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette

Nays: None

Absent: Coleman

Abstain: None

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

**PART E - BUSINESS AFFAIRS**

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for February 9, 2016 in the amount of **\$378,571.81.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of January 2016 as detailed below:

January 8, 2016	\$213,365.45
January 22, 2016	<u>\$217,591.54</u>
<b>Total</b>	<b>\$430,956.99</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 9, 2016 - March 8, 2016  
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**

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**D. PETTY CASH**

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

District Office	\$188.09
Federal & State	\$ 85.00
Building & Grounds	\$ 63.00
Cottage Grove	<u>\$200.00</u>
<b>Total</b>	<b>\$536.09</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$6,671.04.**

**Principal Sharon Rivers**, Cottage Grove Upper Grade Center and **Assistant Principal John Wade**, in the absence of Principal Monique Johnson, both addressed activities and happenings in their respective buildings.

**ADJOURNMENT 5:14 p.m.**

Motioned/Sherman; Seconded/Viverette - to adjourn meeting - **5:14 p.m.**

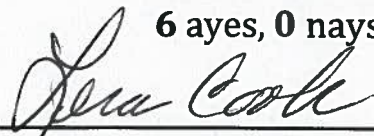
Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette

Nays: None

Absent: Coleman

Abstain: None

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



Lera Cook, Board President



Victoria Hayslett, Secretary