

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, JANUARY 10, 2017**

The meeting was called to order by presiding officer Mrs. Lera Cook - **5:02 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, Assistant Superintendent of Business  
Administration & Operations  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
Mrs. Stephanie Stephen, Director of Federal/State Programs  
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 Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

**BOARD MEMBER HAYSLETT ENTERED AT 5:03 P.M.**

**AGENDA**

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.**

**Minutes of the Board of Education**  
**January 10, 2017**  
**Page 2**

**MINUTES**

**Motioned/Sherman; Seconded/Viverette - to approve the minutes of December 6, 2016 (PUBLIC HEARING FOR AMENDED BUDGET FORD HEIGHTS SCHOOL DISTRICT 169 BOARD OF EDUCATION 169 FISCAL YEAR BEGINNING JULY 1, 2016 - ENDING JUNE 30, 2017) & December 6, 2016 (Regular)**

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. REGINALD WILDER & FAMILY**

**PART A - REPORT OF THE SUPERINTENDENT**

**SUPERINTENDENT JACKSON** reminded members of the Board that they were in advanced receipt of his report, then informed members that there was an **ADDENDUM REPORT**. Superintendent Jackson addressed the Addendum Report, and stated that he would entertain any questions. **THERE WERE NONE**. **SUPERINTENDENT JACKSON** then recommended favorable approval of his report as submitted:

**Motioned/Sherman; Seconded/Viverette - to approve PART A - REPORT OF THE SUPERINTENDENT, inclusive of ADDENDUM REPORT**

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.

**Minutes of the Board of Education  
January 10, 2017  
Page 3**

**I. CLOSED SESSION**

**A. MATTERS OF PERSONNEL - (POSSIBLE ACTION)**

**II. FOR YOUR AUTHORIZATION**

**A. AUTHORIZE SUPERINTENDENT AND THE ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS TO BEGIN PREPARATION OF THE 2017-2018 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2018.**

Authorize Superintendent and the Assistant Superintendent of Business Administration and Operations to begin preparation of the **2017-2018 Budget**, for fiscal year ending **June 30, 2018**.

**B. FAMILY MEDICAL LEAVE ACT (FMLA)**

Approve Family Medical Leave Act requests by: **MRS. ASMA`A KHATIB, MRS. SANDRA SEARS, and DR. TAMARA YOUNG**, consistent with Ford Heights School District 169's FMLA Policy 5.185.

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF JANUARY 5, 2017)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>40</b>	<b>KDG</b>	<b>46</b>
<b>GRADE 1</b>	<b>46</b>	<b>GRADE 2</b>	<b>47</b>
<b>GRADE 3</b>	<b>39</b>	<b>GRADE 4</b>	<b>49</b>
		<b>TOTAL</b>	<b>267</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>39</b>	<b>GRADE 6</b>	<b>41</b>
<b>GRADE 7</b>	<b>35</b>	<b>GRADE 8</b>	<b>44</b>
		<b>TOTAL</b>	<b>159</b>

**Minutes of the Board of Education  
January 10, 2017  
Page 4**

<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>426</b>	<b>16</b>	<b>442</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>6</b>	<b>300</b>	<b>12</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>0</b>	<b>271</b>	<b>0</b>

**B. HEALTH/LIFE SAFETY VISIT REPORT (See reference #1)**

Attached for your viewing purpose is a copy of the FY17 South Cook Intermediate Service Center's Health/Life Safety Visitation Report.

The report expresses that **MRS. CORETTA JACKSON** and her staff at Ford Heights School District 169 are to be commended on their extraordinary efforts in the pride taken in maintaining the various facilities.

**ADDENDUM REPORT OF THE SUPERINTENDENT**

Mrs. President and Members of the Board, I submit and recommend my addendum report for your consideration and approval.

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

**1. LETTERS OF RETIREMENT - EFFECTIVE FRIDAY, JUNE 30, 2017**

a. Mrs. Mary Boyett, Payroll Coordinator, has submitted

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

her letter of retirement, after serving 41 dedicated years in Ford Heights School District 169. Her retirement is effective Friday, June 30, 2017. See **Reference #1.**

- b. Mr. Willie Franklin, Building and Grounds Supervisor, has submitted his letter of retirement after serving 19 dedicated years in Ford Heights School District 169. His retirement is effective Friday, June 30, 2017. See **Reference #2.**

**PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**

**MRS. CORETTA JACKSON** informed members that they were in advanced receipt of her report. Mrs. Jackson addressed the Building Rentals contained within her report, then inquired if there were any questions. **THERE WERE NONE.** She then asked for approval of her report as submitted:

Motioned/Hayslett; Seconded/Viverette - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS, 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. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for January 10, 2017 in the amount of **\$530,479.44.**

**Minutes of the Board of Education  
January 10, 2017  
Page 6**

**B. PAYROLL SUMMARY**

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

December 9, 2016	\$202,476.38
December 22, 2016	<u>\$255,615.89</u>
<b>Grand Totals</b>	<b>\$476,092.27</b>

**C. BUILDING RENTAL**

Authorization is requested for approval for the use of the following facilities:

- A.    Date:        January 10, 2017 - February 7, 2017  
      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**
- B.    Date:        Saturday, January 14, 2017  
      Time:        3:00 p.m. - 7:00  
      Place:       Tidye A. Phillips  
      Contact:     Ester Viverette  
      Purpose:    Birthday Party  
      Cost:        **\$125.00-Custodian**  
                  **Reference #1**

Authorization is requested for denial for the use of the following facility:

- A.    Date:        Saturday, February 11, 2017  
      Time:        5:00 p.m. - 10:00 p.m.  
      Place:       Cottage Grove Auditorium  
      Contact:     Pastor LaDell Jones

**Minutes of the Board of Education  
January 10, 2017  
Page 7**

Purpose: Temple of Praise  
Showcase/Talent Show  
Cost: **\$250.00-Building Rental**  
**\$150.00-Custodial Fee**  
**Requested that all fees to be waived**  
**Reference #2**

**D. PETTY CASH**

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

District Office	\$133.69
Cottage Grove	\$107.39
Medgar Evers	<u>\$ 50.00</u>
<b>Total</b>	<b>\$291.08</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$10,649.08.**

**PART C - CURRICULUM AND INSTRUCTION**

**MRS. MARILYN BARNES** reminded members of the Board that they were in advanced receipt of her report. **MRS. BARNES** then 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 have taken the Northwest Evaluation Association (NWEA) computerized assessment. Teachers and Administration will now be able to see how much growth students have made from the initial benchmarking that took place in September.

Teachers will be able to use the data to inform instruction, lesson planning, and to place students into instructional groups. The final NWEA Association will be administered to kindergarten through eighth grade students beginning on Wednesday, March 1, 2017 through Friday, March 10, 2017. After the final testing, teachers will have a complete summary of growth for each student.

**B. REPORT CARDS**

On Friday, January 13, 2017, teachers will mail home 2<sup>nd</sup> quarter report cards to parents. The parents will be able to see how their child is performing compared to 1<sup>st</sup> quarter, and if their child is having any difficulties academically or socially. Comments are provided to parents on the report cards, and if there are any serious issues, teachers will encourage parents to schedule an appointment to meet with them.

Parents still have the option 24 hours a day to go into the Parent Portal in PowerSchool to see their child (ren) grades and attendance. All parents were given a password during Registration in August, and again during Open House that would allow them access. This opportunity allows parents to never be caught off guard as to how their child(ren) are performing on a given day. Parents and teachers can also send each other emails through the Parent Portal, as well.

**C. JANUARY EARLY DISMISSALS**

Dr. Kay Dugan, Literacy Consultant will be in District all day on Tuesday, January 17, 2017 to work with all teachers and instructional aides. She will work with teachers during the morning in small groups, as well as, visit classrooms. During the afternoon, Dr. Dugan will work with English Language Arts teachers from both schools on using assessments to plan for instruction.



**Minutes of Board of Education  
January 10, 2017  
Page 9**

Teachers will be involved in hands-on activities and have their data present with them to actually complete work that they can take back to the classroom to use with their students. During this time, teachers will be able to share ideas and have dialogue with their colleagues to gain successful strategies that have been successful for them in the classroom, as well.

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

Building reports were submitted by the following personnel:

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

**E. UPCOMING DATES**

**WEDNESDAY, JANUARY 4, 2017**

***Students and staff return from Winter Break***

**FRIDAY, JANUARY 6, 2017**

***End of 2<sup>nd</sup> Quarter***

**SATURDAY, JANUARY 7, 2017**

***Saturday School Preparation Begins for Teachers (Both Schools)***

**TUESDAY, JANUARY 10, 2017**

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

**THURSDAY, JANUARY 12, 2017**

***District-Wide Spelling Bee - 5:00 p.m. Cottage Grove U.G.C.***

**SATURDAY, JANUARY 14, 2017**

***Saturday School Begins for Students - 9:00 a.m. - 12:00 noon***

**MONDAY, JANUARY 16, 2017**

***No School in Observance of Martin Luther King Birthday***

**TUESDAY, JANUARY 17, 2017  
*Early Dismissal for Students***

**THURSDAY, JANUARY 19, 2017 & FRIDAY, JANUARY 20, 2017  
*Classroom Science Fair at Cottage Grove Upper Grade Center***

**THURSDAY, JANUARY 26 2017  
*School-Wide Science Fair 3:30 p.m. – 5:30 p.m.***

**PART D - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** informed members that they were in advanced receipt of her report. **MRS. STEPHEN** then inquired if there were any questions. **THERE WERE NONE.** She then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. MONTHLY PARENT MEETING**

The Parent Center held the November Parent Meeting Friday, November 18, 2016 at Medgar Evers Primary Academic Center from 11:00 am. until 1:00 p.m. in room #218. The month of November's parent meeting theme was *Working With Your School Being Part of the Team*".

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

The meeting was well attended and parents received refreshments and door prizes were given out. Our next meeting will be held Friday, December 9, 2016 at Medgar Evers Primary Academic Center. The December theme is "Aggression in Girls".

**B. 2016 SCHOOLWIDE SPELLING BEES**

Friday, December 2, 2016 School wide Spelling Bees will be held at Medgar Evers Primary Academic Center at 9:30 a.m. and Cottage Grove Upper Grade Upper Grade Center at 1:30 p.m. Students that won first, second and third place in the Classroom Spelling Bees will compete to go onto the District Wide Spelling Bee held in January.

The judges, pronouncers and rounds keepers for the Schoolwide Spelling Bee are as follows:

**AT MEDGAR EVERS PAC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:**

**LEAD JUDGE-Mr. Wade**

**JUDGES- Ms. Summers and Ms. Williams**

**PRONOUNCER- Ms. Johnson**

**ROUND KEEPER- Mrs. Sears**

**AT COTTAGE GROVE UGC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:**

**LEAD JUDGE -Ms. Richardson**

**JUDGES - Mr. James and Mrs. Novickas**

**PRONOUNCER-Mr. Kinnaman**

**ROUND KEEPER - Mr. Nelson**

**C. EARLY CHILDHOOD - PRESCHOOL FOR ALL 3-5**

The Early Childhood Preschool for All Program is maintaining the 20 students per classrooms. Preschool students and parents will be attending the Winter Wonderland at Navy Pier for their December Field Experience. Each student can bring one (1) parent to go with them. This will be a festive event for all.

Happy Holiday Day to each of you!



**PART E - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION**

In absence of **DR. TAMARA YOUNG**, Superintendent Jackson 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. 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 has 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. The school psychologist created an intervention list of strategies to help guide the classroom teachers with behavior supports in the classroom.

## **Minutes of Board of Education**

**January 10, 2017**

**Page 13**

### **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 conducted January 2016 at the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center (Pac), and Tidye 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

**Minutes of the Board of Education**  
**January 10, 2017**  
**Page 14**

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. 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 reference #1-2*)

**Shawn Aldridge**-District-Wide Student Advocate

**Geraldine Parham**-Health Coordinator

Board President called on Principals Rivers and Johnson for an update of activities/happenings in their respective buildings.

Superintendent Jackson introduced DaTron Williams a Photo Journalist who was in attendance in the audience.

Board member Viverette thanked Administration/Administrators for their unyielding assistance in search of her missing grandchild. She expressed she was ever thankful for their efforts.

**Minutes of Board of Education  
January 10,2017  
Page 15**

**ADJOURNMENT: 5:16 p.m.**

Motioned/Hayslett; Seconded/Viverette - to adjourn meeting

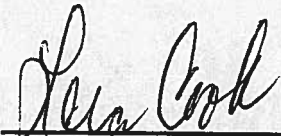
Roll Call: Ayes: Cook, Hayslett, LaWrence, Mitchell, Sherman  
Viverette

Nays: None

Absent: Coleman

Abstain: None

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



---

Mrs. Lera Cook, President



---

Ms. Victoria Hayslett, Secretary