

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD TUESDAY, JANUARY 10, 2012

The meeting was called to order by presiding officer Mr. Joe Sherman - 5:00 p.m.

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

Upon roll call the following members were present:

Present: Cook, Coleman, Mitchell, Sherman, Viverette
Absent: Griffin, Thompson
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Tamara Young, Director of PPS
Mrs. Marilyn Barnes, Principal, Medgar Evers P.A.C.
Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.

Legal Counsel: Attorney Raymond Hauser

QUESTIONS FROM PUBLIC (3 Minutes)

NONE

AGENDA

Motioned/Cook; Seconded/Mitchell to approve the agenda.

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

MINUTES

Motioned/Cook; Seconded/Coleman - to approve the minutes of ***December 6, 2011 (Regular)***.

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Roll Call: Ayes: Coleman, Cook, Mitchell, Sherman, Viverette
Nays: None
Absent: Griffin, Thompson
Abstain: None
5 ayes, 0 nays, 2 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, and called to members attention to the Addendum Report regarding the National Junior Honor Society. Superintendent Jackson then asked Mrs. Marilyn Barnes to address the upcoming Spelling Bee. Upon completion of the address Mrs. Barnes invited members of the Board of Education to attend if possible to support students. She provided members with a copy of the program.

Board member Coleman asked how the "alternates" worked. Mrs. Barnes explained the process for alternates.

Superintendent Jackson then called for Ms. Sharon Rouls, Guidance Counselor and Mrs. Tamara Young, PPS Director to expound on the National Junior Honor Society. Both ladies briefly explained that the District has been accepted and recognized as a National Junior Honor Society member.

Mrs. Young, then spoke to the possibility of the PBIS Program being considered for National Recognition. Mrs. Young gave a brief overview of how this consideration came into being.

Superintendent Jackson also asked Building Principal, Mrs. Stephanie Stephen to address the PBIS Program as well, which she did.

The next speaker to address members of the Board was Mr. Koontz, consultant and a representative of the Illinois State Board of Education, who expounded further on why the District was being considered for the PBIS National Recognition.

Upon Mr. Koontz completion, Superintendent Jackson asked if there were any questions regarding his report. There were none. Therefore, Superintendent Jackson asked for favorable approval of his report as follows:

Motioned/Coleman; Seconded/Mitchell - to approve the report of the Superintendent, inclusive of the Addendum Report as follows:

I. FOR YOUR AUTHORIZATION

A. PREPARATION OF 2012-2013 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2013

Authorize Superintendent and the Office of Business Administration to begin preparation of *2012-2013 Budget*, for the fiscal year ending *June 30, 2013*.

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

1. APPOINTMENTS

Tamara Little-Young, as Director of Pupil Personnel Services and Special Education, effective immediately - **\$88,000** (*inclusive of Board of Education paid TRS*)
(*See reference #1 of Superintendent's Report*)

2. SATURDAY SCHOOL - (Additional staff filling T.B.D. positions)

Melody Esco 6th Grade Language Arts

Robert Potter 6th Grade Math

Jason Kinnaman 7th Grade Language Arts (switching from
6th Grade Math

Chantel Jones 8th Grade Language Art

3. MATERNITY LEAVE

Ms. Angela Champion-Hayslett has requested maternity leave to begin effective Tuesday, January 3, 2012 and to end Monday, March 5, 2012, pending approval from her doctor to return.

C. FINAL ADOPTION - BOARD POLICY #7.60 - POLICY REVISION

Authorization is sought for **Final** approval of revision to **Policy 7.60** - Students - Homeless Children, which was submitted as a **First Read** in last month's Board packet.

II. FOR YOUR INFORMATION

A. ISC 2nd ANNUAL SCRIPPS SPELLING BEE

The ISC 2ND Annual Scripps Spelling Bee will be held on **Tuesday, February 7, 2012** at **Central Middle School, located at 18146 Oak Park Avenue, Tinley Park, IL.** Registration is set to begin at **6:00 p.m.** with the Spelling Bee beginning at **7:00 p.m. sharp!**

The purpose of this event annually, is to help students improve their spelling, increase their vocabularies, learn concepts, and develop correct English usage that will help them all their lives.

This competition will culminate with champions participating in the Scripps National Spelling Bee near Washington, D.C. later on in the year.

B. FEBRUARY 7, 2012 BOARD MEETING

The regularly scheduled Board meeting of **Tuesday, February 7, 2012** will begin at **5:00 p.m.** so that Administration and Board of Education members who would like to attend, can be present and seated in a timely manner for the above competition, as some of our students will be participating in this event.

C. MONTHLY ENROLLMENT (AS OF DECEMBER 20, 2011)
MEDGAR EVERS SCHOOL

| | | | |
|------------------------|-----------|----------------|------------|
| PREKINDERGARTEN | 40 | GRADE 3 | 42 |
| KINDERGARTEN | 43 | GRADE 4 | 38 |
| GRADE 1 | 45 | TOTAL | 252 |
| GRADE 2 | 44 | | |

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COTTAGE GROVE UPPER GRADE CENTER

| | | | |
|----------------|-----------|----------------|------------|
| GRADE 5 | 54 | GRADE 7 | 44 |
| GRADE 6 | 43 | GRADE 8 | 38 |
| | | TOTAL | 179 |

| | | |
|-----------------------|------------------------|--------------------|
| TOTAL DISTRICT | OUT OF DISTRICT | GRAND TOTAL |
| 431 | 11 | 442 |

REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 12 | 166 | 4 |

COTTAGE GROVE:

| | | |
|--------------------|---------------------------|---------------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 5 | 85 | 0 |

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

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent expressed that items were informational only, however called attention to several upcoming dates and asked for acceptance as follows:

I. FOR YOUR INFORMATION

A. SATURDAY SCHOOL

Saturday School Tutorials will begin Saturday, **January 7, 2012** for teachers and Saturday, **January 14, 2012** for students, through **March 31, 2012** from 9:00 a.m. - 12:00 p.m. and snacks will be

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provided. Funding for Salaries and Supplies will be paid from *Title I Grant* funds.

Saturday Tutorials will be focusing on the Illinois Standards Achievement Tests (ISAT).

B. WINTER CONCERT

On Friday, December 9, 2011 both Medgar Evers Primary Academic Center students and Cottage Grove Upper Grade Center students presented the Annual Winter Concert.

This event went forth in a *spirit of excellence!* The students sang wonderful renditions of Holiday songs, which showed their individual and collective skills.

The Band directed by Mr. Reginald Wright, went forth this year completely on their own, without outside assistance. They are to be commended for a job well done.

Mrs. Lola Robinson, Music Teacher and Mr. Reginald Wright are to be congratulated for a job well done!

C. ISAT PREPARATION ADMINISTRATORS

Administrators reviewed all Test results (Iowa Test of Basic Skills, Illinois Standards Achievement Test, Discovery, Running Records) for Language Arts, and interviewed teachers using their Language Arts Assessment Portfolios, to determine where the grade levels are progress wise.

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

Building reports were submitted by the following personnel:

Nicole Conway-Fason, Home School Coordinator
Marilyn Barnes, Principal Medgar Evers P.A.C.
Stephanie Stephen, Principal Cottage Grove U.G.C.

E. MONTHLY INCENTIVE/HONOR ROLL (*See reference #4*)

Report submitted by the following personnel:

Celestine Burrel, Attendance Officer

F. UPCOMING EVENTS

DECEMBER 4, 2011

Early Dismissal

Professional Development will be Math with Dr. Chang for Medgar Evers School staff.

Professional Development will be ISAT preparation at Cottage Grove, using results from the Discovery Assessment.

DECEMBER 11, 2011

Emergency Drill

Emergency Drill & Lockdown at both schools.

DECEMBER 13, 2011

Spelling Bee - District-wide
2nd Report Card Out

DECEMBER 17, 2011

Early Dismissal

Professional Development - Dr. Hill will work with Medgar Evers and Cottage Grove staff in the area of Language Arts. They will review all test results and have teachers to determine their individual and grade level focus on instruction leading to the ISAT assessment.

JANUARY 19TH AND 20TH

Science Fair

Annual Science Fair will be held at Cottage Grove Upper Grade Center on Thursday, January 19th and Friday, January 20th from 3:30 p.m. - 5:00p.m.

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Tamara Young reminded members of the Board that they were in advance receipt of her report and asked for acceptance as follows:

PART C: PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

I. FOR YOUR INFORMATION

A. Crisis Team

The PPS staff along with administration and other members of the crisis team provided counseling services to students and staff members as we mourned the loss of one of our faculty members. Bloom High School District also came forward and provided our district with seven members of their crisis team to assist with the counseling services.

B. Health Services

Gordon's Dental Associates and School House Dental will provide dental service to students at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center in January 2012 with parental consent. Services will include a dental examination, cleaning, fluoride treatment and dental sealants as needed. Dental examinations are mandatory for Kindergarten, second and sixth grade students.

C. Counseling Services

The counselor assisted Mrs. Bady in completing the Special Format Enrollment process for the 2012 ISAT.

As a result of the downward trend in the number of referrals, suspensions and other disciplinarian actions for students at Cottage Grove, the Illinois PBIS Technical Assistance Coordinator assigned to the district discussed with the counselor the possibility of our including a short article about the progress being made at Cottage Grove in a future issue of the Illinois PBIS Newsletter. This

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newsletter is distributed across the state and also found on the Illinois PBIS website. The Technical Assistance Coordinator is working with his director to obtain approval for submission of the article as Ford Heights district administrators' approval is required prior to publication.

D. Christmas Gifts

Southwest Infenitec Holiday Drive, along with Ms. Crystal Mason and Co-Worker from Ford Motor Company, as well as Mr. Henry Lindsay and friends provided coats, gloves, scarves and gifts to our students for the holidays.

E. Staff Development

In the month of December Ms. Rouls attended a workshop on the Common Core Standards that address College and Career Readiness Curriculum.

F. Monthly Reports-Departmental reports were submitted by the following (See references #1-4)

Millicent Griffin-Social Worker/Case Manager

Edward Palmisano-Psychologist

Sharon Rouls-Counselor

Geraldine Parham-Health Coordinator

G. PBIS Honor

Cottage Grove has been nominated to be in the running as a runner up to be featured in the National Newsletter for PBIS, because they have been impressed with the positive behavior data.

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jacksons reminded members of the Board they were in advanced receipt of her report, addressed new look of bills, and asked if there were any questions and concluded her report by asking for favorable approval as follows:

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorizations is requested to pay Accounts Payable bills for January 10, 2012 in the amount of \$362,366,71.

B. PAYROLL SUMMARY

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

| | |
|-------------------|---------------------|
| December 02, 2011 | \$190,029.22 |
| December 16, 2011 | \$211,621.60 |
| December 29, 2011 | <u>\$178,931.33</u> |
| Sub Total | \$580,582.15 |

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: January 10, 2012 - February 7, 2012

Time: 12:00 p.m.-3:00 p.m./7:00 p.m.-8:00 p.m.

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- 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: January 10, 2012 - February 7, 2012
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**
- C. Date: January 21, 2012
Time: 1:00 p.m.-6:00 p.m.
Place: Tidye A. Phillips
Contact: Tammie Aldridge
Purpose: Baby Shower
Cost: **\$175.00/\$150.00-Custodian (Ref.#1)**
- D. Date: February 11, 2012
Time: 5:00 p.m.-9:00 p.m.
Place: Tidye A. Phillips
Contact: Antonio Adams/Gregory Viverette
Purpose: Promote Local Artist
Cost: **\$175.00/\$125.00-Custodian (Ref.#2)**

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E. Date: February 18, 2012
 Time: To be determined
 Place: Tidye A. Phillips
 Contact: April Thompson
 Purpose: Family Reception
 Cost: **\$175.00/\$125.00-Custodian**
 Request rental fee be waived
 (Ref.#3)

F. Date: July 20 & 21, 2012
 Time: To be determined
 Place: Cottage Grove Auditorium
 Contact: April Patterson
 Purpose: Play Performance
 Cost: **\$250.00/\$125.00-Custodian**
 Request rental fee be waived
 (Ref.#4)

D. PETTY CASH

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

| | |
|--------------------------|-----------------|
| Pupil Personnel Services | \$ 61.11 |
| District Office | \$ 13.95 |
| Building & Grounds | \$135.00 |
| Medgar Evers | \$195.02 |
| Cottage Grove | <u>\$182.74</u> |
| Total | \$587.82 |

E. IMPREST FUND

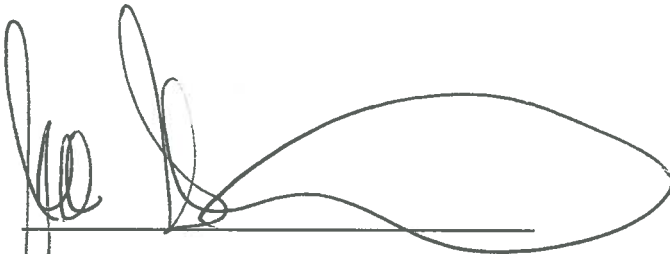
Authorization is requested to replenish Imprest Fund in the amount of **\$5,387.00. (Ref.#5)**

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

ADJOURNMENT - 5:17 p.m.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Joe Sherman, Board President

A handwritten signature in black ink that reads "Lera Cook" in a cursive style.

Lera Cook, Board Secretary