

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, JANUARY 7, 2014**

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:12 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. 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.  
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel:

**QUESTIONS FROM PUBLIC (3 Minutes)**

NONE

**AGENDA**

Motioned/ Sherman; Seconded/Cook - 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**

Motioned/Sherman; Seconded/Cook - to approve the minutes of **December 10, 2013(Regular and Closed Session)**

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

**CORRESPONDENCE**

NONE

**CLOSED SESSION:**

Board President Viverette called for a motion to enter into **Closed Session**.

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

Motion to end **Closed Session** and **Reconvene Regular Session - 5:54 p.m.**

Motioned/Sherman; Seconded/Viverette - to end Closed Session and Reconvene Regular Session

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 A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report. He recommended his report to the Board be accepted inclusive of the Addendum to his report.

Motioned/Sherman; Seconded/Hayslett - to approve the report of the Superintendent, inclusive of findings of Closed Session as follows:

**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. AUTHORIZE SUPERINTENDENT AND THE OFFICE OF BUSINESS ADMINISTRATION TO BEGIN PREPARATION OF 2014-2015 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2015.**

Authorize Superintendent and the Office of Business Administration to begin preparation of the 2014-2015 budget, for fiscal year ending June 30, 2015.

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

**1. LETTER OF INTENT TO RETIRE (See reference #1)**

***Mrs. Vera Wade-Brown***, Head Cook, Medgar Evers Primary Academic Center, has submitted a Letter of Intent to Retire, effective May 30, 2014.

Roll Call: Ayes: Cook, Hayslett, LaWrence, Sherman, Mitchell, Viverette  
Nays: None  
Absent: Coleman

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Abstain: None

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

**III. FOR YOUR INFORMATION**

**A. SOMETHING SPECIAL BY PAMELA ROSE (See reference #2)**

*Mrs. Pamela Horton* of "Something Special by Pamela Rose" donated hand crocheted winter scarves, hat, and blankets, along with mittens to the students of Ford Heights School District 169. Attached for viewing purposes, is a copy of the "Thank You Letter" mailed on behalf of the Board of Education and myself.

**B. INCLEMENT WEATHER BUSING**

Members of the Board, as is our usual practice during Winter's inclement weather, the District will again provide transportation to our students. I have asked Mrs. Jackson, our Coordinator of Business Affairs to execute the procedure and make arrangements with DLM School Bus Lines. As it currently stands, the busing for the Winter schedule will begin the first week our students return from break Monday, **January 6, 2014** and carry through Friday, **February 28, 2014**.

**C. CHANGE OF FEBRUARY BOARD MEETING DATE**

Due to President's Day and Lincoln's Day falling on dates that school will not be in session, the date has been changed to **Tuesday, February 4, 2014**. **Please keep this date in mind.**

**ADDENDUM REPORT:**

**I. FOR YOUR AUTHORIZATION**

- A. PERSONNEL (PENDING RECEIPT OF ALL PERSONNEL REQUIRED DOCUMENTS)**- Authorization is sought to appoint the below listed individuals as Instructional Aides:



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(1) Instructional Aides

(1) ***Sharaka Simmons***, new Tier III Response to Intervention (RTI) Classroom, Cottage Grove Upper Grade Center, effective Monday, January 13, 2014. The beginning salary amount will be \$18,955.00.

(2) ***Lekeisha Williams***, replacing Shondra Godlock, Cottage Grove Upper Grade Center, effective Friday, January 10, 2014. The beginning salary amount will be \$21,364.00.

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent, reminded members of the Board that they were in advanced receipt of her report. Mrs. McEwen addressed upcoming dates, then asked for favorable approval as follows:

**I. FOR YOUR INFORMATION**

**A. NORTHWEST EVALUATION ASSOCIATION**

Now that students have taken the above computerized assessment, concentration will be on the "growth goal" for each child.

This assessment will show where every student is performing, and in upcoming assessments, will deliver instruction directly related to the performance level of each student. This allows Administrators to measure growth and see how students are progressing.

**B. MONTHLY BUILDING REPORTS (*See references#1-2*)**

Building reports were submitted by the following personnel:

***Marilyn Barnes,***  
Principal Medgar Evers PAC  
***Stephanie Stephen,***  
Principal Cottage Grove UGC

**C. UPCOMING DATES**

**JANUARY 6, 2014**  
*School Resumes from Winter Break*

**JANUARY 8, 2014**  
*Early Dismissal 12:00 p.m.*

**JANUARY 8, 2014**  
*Fire Drill 10:00 a.m.*

**JANUARY 10, 2014**  
*District Wide Spelling Bee at Cottage Grove - 5:00 p.m.*

**JANUARY 15, 2014**  
*Intruder in the Building Drill - 10:00 a.m.*

**JANUARY 18, 2014**  
*Saturday School Begins*

**JANUARY 20, 2014**  
*Martin Luther King's Birthday - NO SCHOOL*

**JANUARY 21, 2014**  
*Early Dismissal 12:00 p.m.*

**PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION**

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

**I. FOR YOUR INFORMATION**

**A. PROBLEM SOLVING MEETINGS**

The Pupil Personnel Services Team conducted Problem Solving meetings with grade level and special teachers to discuss and to offer interventions for those students needing additional support

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and assistance at Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center. The Character Education Program implemented in the Medgar Evers primary Academic Center continues. The psychologist has expanded services to include classroom visitations and observations of students referred by teachers through the problem solving meetings. These observations will include interventions provided to the teachers by the school psychologist.

RtI services continue, with the school psychologist recently attending an Illinois RtI Network meeting.

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

Mrs. Young along with the rest of the PPS office has been working together with the case management and social work services for the district. A follow up-meeting was conducted for a behavior plan that was created and implemented for the fourth grade classroom.

Ms. Griffin worked closely with Ms. Brookins along with SPEED support staff in developing and implementing a new Tier III classroom at Cottage Grove Upper Grade Center. This classroom will allow students who are having difficulties with their behavior and academic development to receive more intense instruction and behavior modifications. Therapeutic activities are also entrenched into the Tier III classroom. The social worker facilitates Peace Circles in the morning and as an exit at the end of the day.

### **C. HEALTH SERVICES**

In-service training was conducted in December on how to use an Epinephrine auto-injector (EpiPen), with one 2<sup>nd</sup> grade teacher, lunch monitors, cafeteria staff, special subject teachers and office staff at Medgar Evers Primary Academic Center. This training was provided in regards to a second grade student with a food allergy who requires an injection with an EpiPen in the event of an allergic reaction.

School House Dental will provide dental examinations to Medgar Evers Primary Academic Center in January, Gordon Dental Associates will provide dental services to Cottage Grove Upper Grade

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Center in January which will include a dental examination, cleaning, fluoride treatment and dental sealants. Each student must present a consent form in order to receive these dental services.

Monthly Automated External Defibrillator (AED) check was conducted in December at the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips.

### **D. Counseling Program**

Ms. Wright attended the monthly external coaches meeting at SPEED.

Ms. Wright has been working with a 4<sup>th</sup> grade teacher and the building administrator at Medgar in efforts to improve the emotional well being of a student who was exhibiting crisis behavior. Ms. Wright held a follow up meeting this month to go over the behavior plan of this student with his teacher, mother and administration where changes were made to continue the progression the student has made towards his behavior and emotional goals.

Ms. Wright also worked alongside Mrs. Bady in completing the Special Format Enrollment process for the 2014 ISAT.

Ms. Wright is implementing a new PBIS program in the Tier III classroom where she will provide interventions created by the state that will help students to understand their behavior and work towards making better choices.

Ms Wright attended the monthly problem solving meetings at both buildings and she also attended the monthly PBIS meeting at Medgar Evers Primary Academic Center.

### **E. Staff Development**

Ms. Wright attended the monthly external coaches meeting at SPEED in December.

### **F. Monthly Reports-Departmental reports were submitted by the following**

**Fanesta Hitchcock-Psychologist**



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**Latasha Wright**-Counselor  
**Geraldine Parham**-Health Coordinator  
**Millicent Griffin**-Case Manager/Social Worker

**PART D - BUSINESS AFFAIRS**

Mrs. Coretta Jackson, Coordinator of Business Affairs, reminded members of the Board that they were in advanced receipt of her report. Mrs. Jackson inquired if there were any further questions, then asked for favorable approval as follows:

Motioned/Hayslett; Seconded/Sherman- to approve Part D- Business Affairs Report

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for January 7, 2014 in the amount of **\$243,804.90.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of December 2013 as detailed below:

December 4, 2013	\$ 3,437.01
December 13, 2013	\$245,987.79
December 27, 2013	<u>\$224,328.24</u>
<b>Sub Total</b>	<b>\$473,753.04</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: January 7, 2014 - February 11, 2014  
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**

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B.     Date:           January 7, 2014- February 11, 2014  
       Time:           9:30 a.m.-11:00 a.m./7:00 p.m.-8:00 p.m.  
       Place:          Tidy 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:

Pupil Personnel Services	\$184.59
District Office	\$451.92
Building & Grounds	\$ 88.69
Cottage Grove	<u>\$200.00</u>
<b>Total</b>	<b>\$925.20</b>

**E.     IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$6,335.00.**  
**(Reference #1)**

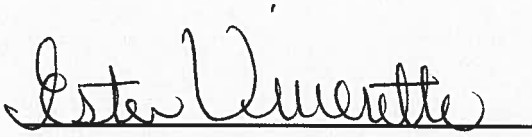
Roll Call:   Ayes:     Cook, Hayslett, LaWrence, Sherman, Mitchell, Viverette  
              Nays:     None  
              Absent:  Coleman  
              Abstain: None  
              **6 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.**

At this juncture Board member **LaWrence**, informed members of the Board that he had brought in shoes for their viewing purposes. Mr. Lawrence reminded members that at that last meeting, he stated he would bring in shoes at reasonable prices for consideration as part of the new uniforms for the **2014-2105** School Year. Mr. Lawrence presented several options, and promised to bring more options to the next meeting.

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**ADJOURNMENT- 6:30 p.m.**

Motioned/ Hayslett; Seconded/Sherman- to adjourn meeting - voice vote motion carried.

  
\_\_\_\_\_  
Ester Viverette, Board President

  
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Lera Cook, Board Secretary