

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, JANUARY 5, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:01 p.m.**

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

Upon roll call the following members were present:

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

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.  
Ms. Monique Johnson, Principal Medgar Evers P.A.C.

Legal Counsel: **None**

**QUESTIONS FROM PUBLIC (2 Minutes)**

Board President Cook welcomed all in attendance back from the New Year, and expressed that she hoped everyone had a wonderful New Year's Day inquired if there were any comments from the audience. **THERE WERE NONE.**

**AGENDA**

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

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

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### MINUTES

Motioned/Sherman; Seconded/Viverette - to approve the minutes of **December 8, 2015**

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

### CORRESPONDENCE

None

### **PART A - REPORT OF THE SUPERINTENDENT**

Before addressing his report, Superintendent Jackson also welcomed members of the Board back from the New Year.

Superintendent Jackson then reminded members of the Board that they were in advanced receipt of his report. Superintendent Jackson addressed **ITEM A(1) - PERSONNEL - LETTER OF INTENT TO RETIRE from Marian Washington**, Instructional Aide at Cottage Grove Upper Grade Center, as well as, **ITEM B - AUTHORIZE SUPERINTENDENT AND THE OFFICE OF BUSINESS ADMINISTRATION TO BEGIN PREPARATION OF 2016-2017 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2017** of his report, then stated that he recommended without exception, approval of his report as submitted.

Superintendent Jackson then inquired if there were any questions? **THERE WERE NONE.**

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

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

**I. FOR YOUR AUTHORIZATION**

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

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

***Mrs. Marian Washington***, Paraprofessional - Cottage Grove Upper Grade Center, has submitted a Letter of Intent to Retire, effective the last day of the **2015-2016** school year.

**2. SATURDAY SCHOOL**

Authorization is being sought to hire the following teachers for Saturday School beginning **January 9, 2016** and ending **March 19, 2016**.

**MEDGAR EVERS:**

**THIRD GRADE:**

Carletta Jones  
Daryl Allen

**FOURTH GRADE**

VERLETTA FALCONER  
SANDRA SEARS

**CLERICAL STAFF**

NIKIA WILLIAMS

**COTTAGE GROVE:**

**FIFTH GRADE:**

SHAUNA KIRK - L.Arts  
DIANE RICHARDSON - MATH

**SIXTH GRADE**

DIANE SERGEANT - L.ARTS  
JANET MORRIS - MATH

**SEVENTH GRADE**

CHERYL FRANKLIN - L.ARTS  
TARA BUSHA - MATH

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COORDINATOR  
**JOHN WADE**

EIGHT GRADE:  
**JASON KINNAMAN - L.ARTS**  
**T.B.D. MATH**

PRINCIPAL  
**MONIQUE JOHNSON**

CLERICAL STAFF  
**BARBARA HARRIS**

COORDINATOR  
**CHANTEL JONES**

PRINCIPAL  
**SHARON RIVERS**

- B. AUTHORIZE SUPERINTENDENT AND THE OFFICE OF BUSINESS ADMINISTRATION TO BEGIN PREPARATION OF 2016-2017 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2017.**

Authorize Superintendent and the Office of Business Administration to begin preparation of the **2016-2017 Budget**, for fiscal year ending **June 30, 2017**.

**II. FOR YOUR INFORMATION**

- A. MONTHLY ENROLLMENT (DECEMBER 30, 2015)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>59</b>	<b>KDG</b>	<b>41</b>
<b>GRADE 1</b>	<b>43</b>	<b>GRADE 2</b>	<b>48</b>
<b>GRADE 3</b>	<b>51</b>	<b>GRADE 4</b>	<b>42</b>
		<b>TOTAL</b>	<b>284</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>45</b>	<b>GRADE 6</b>	<b>42</b>
<b>GRADE 7</b>	<b>47</b>	<b>GRADE 8</b>	<b>32</b>
		<b>TOTAL</b>	<b>166</b>

<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>450</b>	<b>17</b>	<b>467</b>

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

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>22</b>	<b>268</b>	<b>9</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>0</b>	<b>135</b>	<b>1</b>

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report. Mrs. Barnes then invited members to attend the upcoming District-wide Spelling Bee to be held on **Friday, January 15, 2015 at 5:00 p.m.**, in the Dr. Willie L. Davis Auditorium. Mrs. Barnes expounded further on the various levels of competition to be held for those who may advance, as well as, prizes for trophies for those participating, and gift cards from McDonald's for those students who came out to support participating students.

Mrs. Barnes then asked for acceptance of report as submitted:

**I. FOR YOUR INFORMATION**

**A. NORTHWEST EVALUATION ASSOCIATION (NWEA)**

All students in grades kindergarten through eighth grade have taken the 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. Our students will be administered the NWEA a final time beginning on Tuesday, February 16, 2016 through Friday, February 26, 2016. After the final testing, teachers will have a complete picture of growth for each student.

**B. REPORT CARDS**

On Friday, January 22, 2016, teachers will mail home 2<sup>nd</sup> quarter report cards to parents. This will inform parents on how their child(ren) performed during the 2<sup>nd</sup> quarter academically and socially.

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 on Tuesday, January 19, 2016 to work with all teachers and instructional aides. She will continue the work she started with the Writer's Workshop. This is a hands-on Professional Development that allows teachers to share lesson and what has been working in the classroom and what has not. Teachers are able to share ideas with one another and take successful strategies and lessons that other colleagues have tried in the classroom with students.

**D. 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**

**E. UPCOMING DATES**

**MONDAY, JANUARY 4, 2016**

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

**TUESDAY, JANUARY 5, 2016**

***School Board Meeting – 5:00 p.m.***

**SATURDAY, JANUARY 9, 2016**

***Saturday School Preparation Begins for Teachers***

**THURSDAY, JANUARY 14, 2016**

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

**FRIDAY, JANUARY 15, 2016**

***2<sup>nd</sup> Quarter Ends***

**SATURDAY, JANUARY 16, 2016**

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

**MONDAY, JANUARY 18, 2016**

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

**TUESDAY, JANUARY 19, 2016**

***Early Dismissal for Students***

**FRIDAY, JANUARY 22, 2016**

***2<sup>nd</sup> Quarter Report Cards mailed to Parents***

**THURSDAY, JANUARY 28, 2016**

***School-Wide Science Fair at Cottage Grove Upper Grade Center  
3:30 p.m. – 5:30 p.m.***

**PART C - FEDERAL STATE PROGRAMS**

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

**I. FOR YOUR INFORMATION**

**A. PROMISE PLUS PRE-K FOR ALL PROGRAM**

The Early Childhood Block Grant Preschool for All continuous Quality Improvement Plan(CQIP) has been reviewed by an Early Childhood Principal Consultant and has been approved.

The Early Childhood Principal Consultant has suggested that our teachers and paraprofessional's receive training on the new student portfolio/assessment for FY16. The district will receive more details from the Early Childhood Center for Professional Development and the Star Net websites.

**B. MONTHLY DISTRICT-WIDE PARENT MEETING**

On Thursday, December 11, 2015 the fourth Parent Meeting was held at Medgar Evers Primary Academic Center from 11:00 a.m. to 1:00 p.m. The theme for the December meeting was "Are You a Helicopter Parent? Parenting Styles." Parents were served refreshments and raffles were drawn for prizes.

Our next meeting will be held Friday, January 22, 2016 at Medgar Evers Primary Academic Center. The Parent Meeting theme will be "Understanding the Correlation of Development." You are invited to come out and join us.

**C. DISTRICT-WIDE WINTER CONCERT**

The Annual District-wide Winter Concert was held Friday, December 11, 2015 at Cottage Grove Upper Grade Center, in the Dr. Willie L. Davis Auditorium from 5:00 p.m. to 6:30 p.m. This event was spectacular. Our students Pre-K through Eighth Grade did an outstanding job getting us in a festive mood for the winter holidays.

The auditorium was decorated beautifully and there was standing room only. Thanks goes out to Mrs. Elizabeth Michalski (Medgar



Evers), Ms. Sandy Redd (Cottage Grove), Mrs. Patricia Novickas (Cottage Grove) and Mr. Troy Juniel (Cottage Grove).

**D. 2015 SCHOOL-WIDE SPELLING BEE**

On Friday, December 4, 2015 the School-wide Spelling Bees were held. Medgar Evers Primary Academic Center had eight (8) winners, with two (2) alternates. Cottage Grove Upper Grade Center had twelve (12) winners, with two (2) alternates. Both Spelling Bees went for twenty (20) or more rounds. The Bees' were exciting and thrilling.

The District-wide Spelling Bee will be held Thursday, January 14, 2016 at 5:00 p.m. in the Dr. Willie L. Davis Auditorium.

Congratulations letters were given to students and mailed home. See winners from Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center as listed below:

**MEDGAR EVERS PRIMARY ACADEMIC CENTER:**

<b>1<sup>ST</sup> PLACE</b>	<b>MARJAI FLOWERS</b>
<b>2<sup>ND</sup> PLACE</b>	<b>I'LAHUA UPCHURCH</b>
<b>3<sup>RD</sup> PLACE</b>	<b>AARON AUSTIN</b>
<b>4<sup>TH</sup> PLACE</b>	<b>KYLA BARNES</b>
<b>5<sup>TH</sup> PLACE</b>	<b>DAYVEON ADAMS</b>
<b>6<sup>TH</sup> PLACE</b>	<b>JADE WADE</b>
<b>7<sup>TH</sup> PLACE</b>	<b>JA'MYRA ROBINSON</b>
<b>8<sup>TH</sup> PLACE</b>	<b>CENILIA COLE</b>
<b>ALTERNATE 1</b>	<b>DANTRIS CUNIGAN</b>
<b>ALTERNATE 2</b>	<b>MARQUIS COOPER</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>1<sup>ST</sup> PLACE</b>	<b>MARY BERRY</b>
<b>2<sup>ND</sup> PLACE</b>	<b>JALEN RICHARDSON</b>
<b>3<sup>RD</sup> PLACE</b>	<b>ARRIANNA SANDERS</b>
<b>4<sup>TH</sup> PLACE</b>	<b>JANIA DOYAL</b>

<b>5<sup>TH</sup> PLACE</b>	<b>BRIA GIBBS</b>
<b>6<sup>TH</sup> PLACE</b>	<b>ANTHONY THOMAS</b>
<b>7<sup>TH</sup> PLACE</b>	<b>OMARI DAVIS</b>
<b>8<sup>TH</sup> PLACE</b>	<b>TONY BOOKER</b>
<b>9<sup>TH</sup> PLACE</b>	<b>LANIA RICHARDSON</b>
<b>10<sup>TH</sup> PLACE</b>	<b>JAMARION LOFTON</b>
<b>11<sup>TH</sup> PLACE</b>	<b>JALIYA BLEVINS</b>
<b>12<sup>TH</sup> PLACE</b>	<b>JASON HALL</b>
<b>ALTERNATE 1</b>	<b>KENNEDY FINNER</b>
<b>ALTERNATE 2</b>	<b>TYNIYA ANDREWS</b>

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

Mrs. Tamara Young reminded members 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.

**B. CASE MANAGER/SOCIALWORK SERVICES**

Ford Local UAW donated dinner baskets for fifteen families for the holidays. The Director delivered two of the donated baskets to families who did not have the transportation to pick up their gift.

Ford Motor Company partnered with the PPS department to distribute gifts to our students for Christmas.

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Joliet Area/ South Suburban Chapter of Delta Sigma Theta Inc. has continued their partnership with Cottage Grove Upper Grade Center and the PPS department in an effort to support students during the weekend with food packs. Their donation supports 20 students at Cottage Grove Upper Grade Center and 20 students at Medgar Evers Primary Academic Center in order to decrease the number of children that go home hungry on the weekend.

### **C. HEALTH SERVICES**

Annual vision and hearing screening was conducted at Medgar Evers and Cottage Grove Upper Grade Center. Parents of students who met the referral criteria through the vision and hearing program were notified by a letter dated November 23, 2015 that briefly explained that their child's vision and hearing has been tested and the results suggest a vision or hearing problem.

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. To ensure compliance we have taken on a partnership with Mobile C.A.R.E. Foundation to provide the dental requirements regulated by the State of Illinois on January 20<sup>th</sup> through January 22<sup>nd</sup>. The van will be stationed between Medgar Evers and Cottage Grove throughout the three day period of services.

Monthly Automated External Defibrillator (AED) check was conducted December 2015 at the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center (PAC), and Tiyde A. Phillips.

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### D. COUNSELING PROGRAM

The Positive Behavior Interventions and Supports (PBIS) theme for the month of December is "Equity". 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 and eighth.

The Nation Junior Honor Society continues to meet monthly. They are discussing ideas for a service project and beginning early preparations for the upcoming induction ceremony this year.

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.

The student advocate is working with the Director of Pupil Personnel Services to ensure that the WIDA assessment is implemented. This assessment is a secure large-scale English language proficiency assessment administered to Kindergarten through 12<sup>th</sup> grade students who have been identified as English language learners (ELL).

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/Viverette - to approve Part E- Business Affairs Report as submitted:

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Roll Call: Ayes: Cook, Hayslett, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Lawrence  
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 December 8, 2015 in the amount of **\$302,764.85**

**B. PAYROLL SUMMARY**

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

December 11, 2015	\$238,570.32
December 23, 2015	\$268,036.61
December 28, 2015	<u>\$ 1,426.55</u>
<b>Sub Total</b>	<b>\$508,033.48</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 5, 2016 - February 9, 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



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Purpose: Religious Purposes

Cost: **\$75.00-Sunday/\$25.00-Thursday**

**D. PETTY CASH**

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

District Office	\$116.37
Medgar Evers	\$191.06
Cottage Grove	<u>\$200.00</u>
<b>Total</b>	<b>\$507.43</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$10,169.29**.

**ADJOURNMENT - 5:40 p.m.**

Motioned/Sherman; Seconded/Viverette - to adjourn meeting - **5:11 p.m.**

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

Nays: None

Absent: Coleman, LaWrence

Abstain: None

**5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried**

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Board President Lera Cook then called for Principal's Sharon Rivers and Monique Johnson for updates on activities and happenings in their respective buildings.



\_\_\_\_\_  
Lera Cook, Board President



\_\_\_\_\_  
Victoria Hayslett, Board Secretary