

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, JANUARY 8, 2013**

The meeting was called to order by presiding officer Mr. Joe Sherman – 5:05 p.m.

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

Upon roll call the following members were present:

Present: Cook, Griffin, Sherman, Thompson, Viverette
Absent: Coleman, Mitchell
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.
Irma Plaxico, Assistant Principal, Medgar Evers P.A.C.
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel: Attorney Raymond Hauser

QUESTIONS FROM PUBLIC (3 Minutes)

None

Board President Sherman called for a motion to enter into Public Hearing.

Motioned/Cook; Seconded/Viverette - to enter into Public Hearing

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

Board President turned the floor over to Attorney Raymond Hauser.

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ATTORNEY HAUSER expounded on the 3 Resolutions on the floor for the Public Hearing.

- (1) Consideration of a resolution providing for the issue of \$11,000,000 for the purpose of paying outstanding claims against the district (etc.)
- (2) Consideration of a resolution providing for the issue of \$2,010,000 taxable general obligation limited school bonds, for the purpose of increasing the working cash fund of the district (etc.)
- (3) Consideration of a resolution authorizing and directing execution of an Escrow Agreement in connection with the issue of taxable general obligation school bonds (etc.)

ATTORNEY HAUSER inquired if there were any questions. There were none.

Board President called for a motion to close Public Hearing and enter into regular session.

Motioned/Thompson; Seconded/Cook - to close Public Hearing and enter into regular session.

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

Board President then asked if there were any comments from the audience.

ELIZABETH DOWNS: Secretary of Pupil Personnel Department stood to address the past Christmas Holiday Season. Ms. Downs stated that Christmas was an awesome event and this was due in part this year to two donors: Ms. Crystal Mason of Ford Stamping Plant, who was in attendance and Ms. Matina Travis of Southwest Infinitec, who was not in attendance.

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Ms. Downs expressed that these ladies went above and beyond the call of duty to ensure that each child at Cottage Grove Upper Grade Center received age appropriate gift(s). Ms. Downs expressed that Ms. Mason's efforts alone, allowed for each child to receive three (3) to four (4) gifts each. She then stated that Ms. Travis donated a total of 104 gifts also.

Ms. Downs then asked Ms. Mason to stand and come forth, then invited Superintendent Jackson and Board President Sherman to stand with her as she presented Ms. Mason with a bouquet of Roses as a token of appreciation for her contributions.

AGENDA

Board President Sherman then asked for a motion to approve the agenda.

Motioned/Cook; Seconded/Thompson - to approve the agenda.

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

MINUTES

Motioned/Viverette; Seconded/Cook - to approve the minutes of ***December 4, 2012 (Regular)***.

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

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CORRESPONDENCE

None

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, but stated there were a few items he wanted to call their attention to before their vote on the three (3) resolution items on the table.

First item being: Superintendent informed members of a letter of communication from Board member Coleman.

Superintendent Jackson, asked Mrs. Carla Hawkins to please read communique from Board member Coleman. Mr. Coleman apologized for not being in attendance from time to time due to his work schedule, but he wanted to commend and thank all those who had a part in the first ever Little Dipper tournament, especially Cottage Grove Upper Grade Center Administration and staff.

Secondly: Addressed items on the Addendum Report (i.e.,) Appointments, and Revision to Saturday School Roster - Cottage Grove Upper Grade Center.

Board President then called for a motion for the following:

Motioned/Thompson; Seconded/Viverette - to approve Resolution #1.

- 1. CONSIDERATION OF A RESOLUTION PROVIDING FOR THE ISSUE OF \$11,000,000 NOT TO EXCEED TAXABLE GENERAL OBLIGATION SCHOOL BONDS, SERIES 2013A, OF THE DISTRICT, FOR THE PURPOSE OF PAYING OUTSTANDING CLAIMS AGAINST THE DISTRICT, AS APPROVED AT THE NOVEMBER 6, 2012 GENERAL ELECTION, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS AND AUTHORIZING THE DEPOSIT OF SAID TAXES LEVIED TO PAY SAID BONDS DIRECTLY INTO A DESIGNATED ESCROW ACCOUNT.**

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

Motioned/Cook; Seconded/Thompson - to approve Resolution #2.

2. **CONSIDERATION OF A RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$2,010,000 TAXABLE GENERAL OBLIGATION LIMITED SCHOOL BONDS, SERIES 2013B, OF THE DISTRICT FOR THE PURPOSE OF INCREASING THE WORKING CASH FUND OF THE DISTRICT, AND FOR THE LEVY OF A DIRECT ANNUAL TAX TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS AND AUTHORIZING THE DEPOSIT OF SAID TAXES LEVIED TO PAY SAID BONDS DIRECTLY INTO A DESIGNATED ESCROW ACCOUNT.**

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

Motioned/Viverette; Seconded/Griffin - to approve Resolution #3.

3. **CONSIDERATION OF A RESOLUTION AUTHORIZING AND DIRECTING THE EXECUTION OF AN ESCROW AGREEMENT IN CONNECTION WITH THE ISSUE OF TAXABLE GENERAL OBLIGATION SCHOOL BONDS, SERIES 2013A, OF THE DISTRICT.**

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

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He then asked if there were any questions, then asked for favorable approval of his report as follows

Motioned/Griffin; Seconded/Thompson - approve the report of the Superintendent inclusive of Addendum Report as follows:

I. FOR YOUR AUTHORIZATION

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

1. SATURDAY SCHOOL TEACHERS

Authorization is being sought to hire the following teachers for Saturday School beginning Saturday, January 19, 2013 and ending Saturday, March 23, 2013.

MEDGAR EVERS:

THIRD GRADE:

Geraldine Joubert
Barbara Johnson

FOURTH GRADE

Verletta Falconer
Carletta Jones

DESIGN COACH

Monique Johnson-Bibbs

ADMINISTRATOR

Dr. Irma Plaxico

SCHOOL CLERK

Angela Hayward

COTTAGE GROVE:

FIFTH GRADE:

Cynthia Purdy - Math
Diane Sergeant - L Arts

SIXTH GRADE

Robert Potter - Math
Jason Kinnaman - L Arts

SEVENTH GRADE

Nancy Herschberger - Math
Diane Richardson - L Arts

EIGHT GRADE:

Cheryl Franklin -L Arts
T.B.D. - Math

ADMINISTRATOR

Sharon Rivers

COTTAGE GROVE:

DESIGN COACH

Nancy Herschberger

MEDIA CENTER CORD.

Jacqueline Rush

SCHOOL CLERK

Barbara Harris

2. LETTERS OF RESIGNATION

- a. Monique Johnson Bibbs submitted a letter of resignation as Volleyball Coach for Cottage Grove Upper Grade Center, effective immediately. (*See reference #1*)
- b. Verletta Falconer, Medgar Evers Primary Academic Center, has submitted a letter of resignation as RTI Tutor to be effective, December 28, 2012. (*See reference #2*)

3. APPOINTMENTS

- a. Appoint **Melinda Bussie**, as Girls Volleyball Coach, Cottage Grove Upper Grade Center, replacing Monique Johnson-Bibbs.
- b. Appoint **Barbara Hart** as RTI Tutor, Medgar Evers Primary Academic Center, replacing Verletta Falconer

4. REQUEST FOR FAMILY MEDICAL LEAVE ACT (*See reference #3*)

Millicent Griffin, has submitted a letter requesting a Family Medical Leave Act, effective through February 4, 2014.

B. RESOLUTIONS (ATTORNEY HANDOUT)

- 1. CONSIDERATION OF A RESOLUTION PROVIDING FOR THE ISSUE OF \$11,000,000 NOT TO EXCEED TAXABLE GENERAL OBLIGATION SCHOOL BONDS, SERIES 2013A, OF THE DISTRICT, FOR THE PURPOSE OF PAYING OUTSTANDING CLAIMS AGAINST THE DISTRICT, AS APPROVED AT THE NOVEMBER 6, 2012 GENERAL ELECTION, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS AND AUTHORIZING THE DEPOSIT OF SAID TAXES LEVIED TO PAY SAID BONDS DIRECTLY INTO A DESIGNATED ESCROW ACCOUNT.**
- 2. CONSIDERATION OF A RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$2,010,000 TAXABLE GENERAL OBLIGATION LIMITED SCHOOL BONDS, SERIES 2013B, OF THE DISTRICT FOR THE PURPOSE OF INCREASING THE WORKING CASH FUND OF THE DISTRICT, AND FOR THE LEVY OF A DIRECT ANNUAL TAX TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS AND AUTHORIZING THE DEPOSIT OF SAID TAXES LEVIED TO PAY SAID BONDS DIRECTLY INTO A DESIGNATED ESCROW ACCOUNT.**
- 3. CONSIDERATION OF A RESOLUTION AUTHORIZING AND DIRECTING THE EXECUTION OF AN ESCROW AGREEMENT IN CONNECTION WITH THE ISSUE OF TAXABLE GENERAL OBLIGATION SCHOOL BONDS, SERIES 2013A, OF THE DISTRICT.**

C. APPROVE AMENDED BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2012 AND ENDING JUNE 30, 2013. (See reference #4)

D. RESOLUTIONS

- 1. Chief Fiscal Officer's Estimate of Revenues Anticipated to be received by Ford Heights School District 169, Cook County, Illinois for the Fiscal Year Beginning **July 1, 2012** and ending **June 30, 2013**. (See reference #5)**

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GRADE 1	51	GRADE 2	44
GRADE 3	48	GRADE 4	49
		TOTAL	277

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	46	GRADE 6	54
GRADE 7	45	GRADE 8	47
		TOTAL	192

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
469	18	487

REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	389	22

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
2	258	0

C. MILLER COOPER COMPANY, LLC

Enclosed herewith for your information and review are below listed reports prepared by your External Auditor, Miller Cooper & Company, Ltd., they are as follows:

- (1)** Illinois District/Joint Agreement Annual Financial Report June 30, 2012
- (2)** Bloom Township Trustees of Schools Annual Investment Report, Fiscal Year Ending June 30, 2012
June 2012
- (3)** Miller Cooper & Company, Ltd. Ford Heights School District 169, Ford Heights, Illinois Annual Financial Report and Management Letter, Year Ended June 30, 2012

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I. FOR YOUR AUTHORIZATION

A. PERSONNEL

1. APPOINTMENTS (Pending receipt of all personnel required Documents)
 - a. Special Education Teacher (Learning Behavior Specialist I) – Cottage Grove Upper Grade Center

Authorization is sought to appoint Ms. Michelle Dixon as Special Education Teacher (Learning Behavior Specialist I) Cottage Grove Upper Grade Center, effective Tuesday, January 22, 2013, MA +15, Step 3 \$42,794 (this amount will be prorated over the remaining of pays for the 2012-2013 school year) Ms. Dixon will be replacing Mrs. Kristal Jordan. Reference #1.

- b. Revision to Saturday School Roster – Cottage Grove Upper Grade Center

Authorization is sought to approve the revision of Saturday School Roster, Cottage Grove Upper Grade Center, beginning Saturday, January 19, 2013 and ending Saturday, March 23, 2013. They are:

COTTAGE GROVE UPPER GRADE CENTER:

FIFTH (5TH) GRADE

Cynthia Purdy – Math
Diane Sergeant – Language Arts

SIXTH (6TH) GRADE

Robert Potter - Math
Diane Richardson – Language Arts

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SEVENTH (7TH) GRADE

Nancy Herschberger - Math
Michelle Dixon - Language Arts

EIGHTH (8TH) GRADE

Jason Kinnaman – Math
Cheryl Franklin – Language Arts

DESIGN COACH

Nancy Herschberger

MEDIA CENTER COORDINATOR

Jacqueline Rush

SCHOOL CLERK

Barbara Harris

ADMINISTRATOR

Sharon Rivers

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent, expressed to members that they were in advanced receipt of her report, informed members of upcoming events. Assistant Superintendent McEwen, then called for Principal Stephen to address the tentative Inaugural Ball, to which Principal Stephen obliged. She gave a brief overview of intent of Inaugural Ball and when it was tentatively scheduled to take place. She then asked for acceptance of her report as follows:

I. FOR YOUR INFORMATION

A. SATURDAY SCHOOL

As per the Superintendent's Report, Saturday School teachers have

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been named and selected for the 2012-2013 school year. Funding for Saturday School is from Title I Funds.

B. MONTHLY BUILDING REPORTS (*See references #1-4*)

Building reports were submitted by the following personnel:

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

C. UPCOMING EVENTS

JANUARY 9, 2013

Early Dismissal

JANUARY 11, 2013

Districtwide Spelling Bee - 5:00 p.m.
Cottage Grove Upper Grade Center

JANUARY 11, 2013

Report Cards (go out)

JANUARY 17, 2013

Early Dismissal

JANUARY 21, 2013

Martin Luther King's Birthday
NO SCHOOL

JANUARY 23-24, 2013

Classroom Science Fair
Cottage Grove Upper Grade Center

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Tamara Young informed members that they were in advanced receipt of her report, addressed this year's Food Drive, inquired if there were any questions, then asked for acceptance of her report as follows:

1. 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 and assistance at Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center. December 5th was the first session for Pre-Kindergarten problem solving. The Pre-Kindergarten teachers were acclimated to the problem solving process and given an orientation on the paperwork involved in referrals. Current student concerns were also addressed at this meeting.

Benchmarking through the RTI process is an ongoing learning process. The school psychologist attended a formal in district training session for Achieve 3000.

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. Students continue to receive services while the Social Worker is out on leave.

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C. HEALTH SERVICES

Recertification class for Cardiopulmonary Resuscitation (CPR) was conducted on December 5, 2012. Employees received her CPR cards after completing the class. This class consisted of life saving techniques on adults, children and infants as well as how to help choking victims. Monthly Automated External Defibrillator (AED) check was conducted December, 2012 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips.

D. COUNSELING PROGRAM

The National Junior Honor Society collected non-perishable items that will donate to Respond Now shelter. Decorative boxes were distributed to each building for collection of the donated items. The classroom who makes the most donations will receive a pizza party.

Our counselor served as a judge for the school wide Spelling Bee at Cottage Grove Upper Grade Center.

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

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.

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E. STAFF DEVELOPMENT

Ms. Wright attended the monthly external coaches meeting at SPEED on December 6, where they discussed the implementation of the PBIS rewards. A school was highlighted on a power point present for their reward system.

F. MONTHLY REPORTS - Departmental reports were submitted by the following: *(See references #1-3)*

Fanesta Hitchcock-Psychologist

Latasha Wright-Counselor

Geraldine Parham-Health Coordinator

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson reminded members of the Board they were in advanced receipt of her report, then inquired if there were any questions. There were none, whereupon Mrs. Jackson asked for approval of her report as follows:

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for January 8, 2013 in the amount of **\$232,990.88**.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of December 2012 as detailed below:

December 14, 2012 \$259,453.66

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December 28, 2012	<u>\$217,469.55</u>
Sub Total	\$476,923.21

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 8, 2013 - February 12, 2013
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**

B. Date: January 8, 2013 - February 12, 2013
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: June 14 & 15, 2013
Time: 5:00 p.m. until 10:00 p.m.
Place: Cottage Grove Auditorium-6/14/13
All Purpose Room/Cafeteria-6/15/13
Contact: Iris Peterson
Purpose: Prayer Conference
Cost: **\$400.00-6/14/13**
\$275.00-6/15/13
(Reference #1)

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D. PETTY CASH

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

Pupil Personnel Services	\$200.00
District Office	\$355.68
Building & Grounds	\$ 45.21
Medgar Evers	\$100.00
Cottage Grove	<u>\$160.88</u>
Total	\$861.77

E. IMPREST FUND

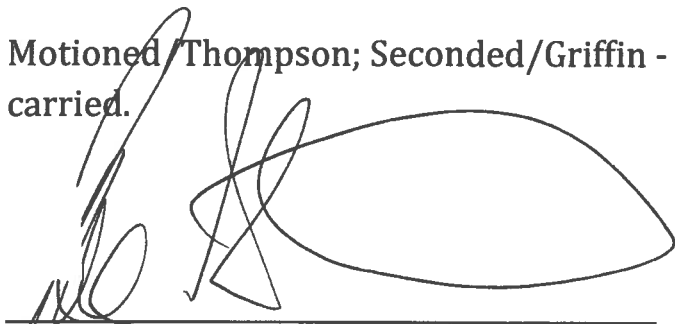
Authorization is requested to replenish Imprest Fund in the amount of \$15,240.36.

(Reference #2)

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

ADJOURNMENT - 5:45 p.m.

Motioned/Thompson; Seconded/Griffin - to adjourn meeting - voice vote motion carried.



Joe Sherman, Board President



Lera Cook, Board Secretary