

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD MEETING HELD**  
**TUESDAY, JULY 9, 2013**

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:05 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. Joyce McEwen, Assistant Superintendent  
Mrs. Coretta Jackson, Coordinator of Business Affairs  
Mrs. Tamara Young, Director of PPS  
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)**

Chanel Sherman expressed that he had submitted a Building Usage form for the use of Tidye A. Phillips and wanted to inquire why usage was not granted.

Mrs. Coretta Jackson, Coordinator of Business Affairs, expressed that she had communicated and cited to Mr. Sherman, the various conflicts which prevented usage, at time of his request. She expressed that those conflicts were still in place.

He then inquired as to the possibilities of renting office space in the Tidye A. Phillips facility, after which, he expounded on the Basketball Program he would like to run out of that facility, and the need for such.

Superintendent Jackson expressed that he would investigate and get back to him, but informed Mr. Sherman that even if something were able to be worked out, it would be very limited. He also asked Mr. Sherman to submit a proposal of

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exactly what his intentions and/or desires were.

**AGENDA**

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

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

**MINUTES**

Motioned/Sherman; Seconded/Mitchell- to approve the minutes of ***June 11, 2013***

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

**CORRESPONDENCE**

***Ms. Rose Jimerson:*** Thanking Board of Education, Superintendent and Staff for the Retirement luncheon and Gift(s).

***Mayor Eric Kellogg Family:*** Send their warmest appreciation for all the prayers, love, flowers and support shown during their time of bereavement.

***Dr. Jerry Blakemore:*** Expressed how much he enjoyed being invited to participate in the graduation commencement program of Ford Heights School District 169 8<sup>th</sup> graders.

**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 was an Addendum to his report. Superintendent Jackson addressed items in his Report, then asked for favorable approval of his report as written:

Motioned/Lawrence; Seconded/Sherman- to approve report of Superintendent inclusive of Addendum Report as follows:

**I. FOR YOUR AUTHORIZATION**

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

**1. APPOINTMENTS 2013-2104 SCHOOL YEAR**

**a. ATHLETIC DIRECTOR**

❖ *L'erin Jones*

**b. 7<sup>TH</sup> GRADE GIRLS BASKETBALL**

❖ *Timothy Williams*

**7<sup>TH</sup> GRADE BOYS BASKETBALL**

❖ *Troy Juniel*

**c. 8<sup>TH</sup> GRADE GIRLS BASKETBALL**

❖ *Deidra Porter*

**d. 8<sup>TH</sup> GRADE BOYS BASKETBALL**

❖ *Shawn Aldridge*



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e. **7<sup>TH</sup> & 8<sup>TH</sup> GRADE TRACK**

- ❖ **Chantel Jones**
- ❖ **L'erin Jones**

f. **7<sup>TH</sup> GRADE GIRLS VOLLEYBALL**

- ❖ **Melinda Bussie**

**8<sup>TH</sup> GRADE GIRLS VOLLEYBALL**

- ❖ **Celestine Burrel**

g. **CHEERLEADING**

- ❖ **Cheryl Franklin**

2. **PHYSICAL EDUCATION TEACHER -MEDGAR EVERS PRIMARY ACADEMIC CENTER**

Authorization is sought to appoint **Shavon Fomby**, as Physical Education Teacher, Medgar Evers Primary Academic Center - MA -Step 2, \$40,927(replacing L'erin Jones)

B. **APPROVE FISCAL YEAR (FY) ENDING JUNE 30,2014 TENTATIVE BUDGET (See reference#1)**

Approve Fiscal Year (FY) Ending June 30, 2014 Tentative Budget.

C. **APPROVE CONFERENCES AND WORKSHOPS FY 2013-2014**

1. **NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS (NABSE)  
November 13-17,2013, Detroit, MI**
2. **ILLINOIS ASSOCIATION OF SCHOOL BOARDS/ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS/ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (IASB/IASA/IASBO) JOINT CONFERENCE  
November 22-24,2013, Chicago, IL**

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3. **NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) CONFERENCE**  
*April 5-7,2014, New Orleans, LA*
4. **ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS (IASA) 49<sup>TH</sup> ANNUAL CONFERENCE**, *October 9-11, 2013, Springfield, IL*
5. **ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL (ASBO) ANNUAL MEETING -** *October 25-28,2013, Boston, MA*
6. **AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA) NATIONAL CONFERENCE**, *February 13-15, 2014, Nashville, TN*
7. **ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL (IASBO) ANNUAL CONFERENCE -** *April 30 - May 2, 2014, Schaumburg, IL*
8. **ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD) 68<sup>TH</sup> ANNUAL CONFERENCE -** *March 15-17, 2014, Los Angeles, CA*

**D. RENEWAL OF LEASE AGREEMENT WITH CHICAGO OFFICE TECHNOLOGY GROUP**

Authorization is requested to renew contract copier service with Chicago Office Technology Group of Bolingbrook, IL, **July 1,2013** through **June 30, 2018** (5 years) at **\$57,115** per year (not to exceed **\$285,575**). (*See reference #2*)

**E. AMEND 2013-2014 PUBLIC SCHOOL CALENDAR**

Authorization is sought to amend the **2013-2014** Public School Calendar, school will begin on **Tuesday, August 13, 2013** as opposed to the originally approved date of **Monday, August 12, 2013**. The **August 12, 2013** Institute date has been changed to **Tuesday, September 24, 2013**. The last date of school will be **Thursday, June 5, 2014**; if no emergency days are used, the last date of school will be **Thursday, May 29, 2014**. (*See Reference #3*)

**F. BLAKEMORE FAMILY GIFT AGREEMENT (See reference #4)**

Authorization is sought to enter into an agreement with the "BLAKEMORE FAMILY AGREEMENT" for the 2013-2014 school year.

**Dr's. Jerry and Jerome Blakemore**, former residents and students of Ford Heights, would like to establish a Blakemore Family Scholarship entitled "**J.D. AND MATTIE BLAKEMORE COTTAGE GROVE 8<sup>TH</sup> GRADE SCHOLARSHIP FUND**". The amount of the initial endowment is **\$3000**.

The funds are to be used for any and all activities related to preparation for attendance to a high school. These activities include but are not limited to costs related to the purchase of books, technology, equipment, musical instruments, tutoring, clothing, and uniforms, transportation, education camps, or any other activity deemed eligible by the **Blakemore Family Scholarship Board**.

There are criteria for the award of the J.D. and Mattie Blakemore Cottage Grove 8<sup>th</sup> Grade Scholarship, which are outlined in the agreement.

**G. LIL' DIVA SUMMER PROGRAM**

Approve stipend of **\$1000** for three (3) Program Coordinators.

**H. SUMMER YOUTH BASKETBALL LEAGUE**

Approve stipend of **\$1000** for three (3) Program Coordinators.

**I. SUBSTITUTE TEACHER**

Approve stipend of **\$1000** for substitute teacher.

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

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**II. FOR YOUR INFORMATION**

**A. CHANGE OF ASSIGNMENTS - SPECIFIC INSTRUCTIONAL STAFF FOR THE 2013-2014 SCHOOL YEAR**

*L'erin Jones*, Medgar Evers Primary Academic Center to Cottage Grove Upper Grade Center as *Physical Education Teacher*.

*Jason Kinnaman* - Special Education, Cottage Grove Upper Grade Center to *6<sup>th</sup> Grade Language Arts*.

**ADDENDUM REPORT** - Items I -A, II - B, and III - C, voted on individually.

**I. FOR YOUR AUTHORIZATION**

Motioned/Sherman; Seconded/Mithcell- to approve Addendum Report Item - I A.

**PERSONNEL (*Pending receipt of all personnel required documents, and/or invoices*)**

**A. APPROVE DISCIPLINARY CONSULTANT SERVICE FEE OF \$1000, NOT TO EXCEED AN AGGREGATE AMOUNT OF \$2000 FOR FISCAL YEAR 2013-2014.**

Roll Call: Ayes: Cook, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, Hayslett  
Abstain: Lawrence  
4 ayes, 0 nays, 2 absent, 1 abstain, 0 present – motion carried.

**II. FOR YOUR AUTHORIZATION**

Motioned/Sherman; Seconded/Mitchell- to approve Addendum Report Item - II B.

**PERSONNEL (*Pending receipt of all personnel required documents, and/or invoices*)**

**B. APPROVE THREE (3) LITTLE DIVA YOUTH DIRECTOR'S SERVICE FEES OF**

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**\$1000, NOT TO EXCEED AN AGGREGATE AMOUNT OF \$2000 FOR FISCAL YEAR 2013-2014.**

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

**III. FOR YOUR AUTHORIZATION**

Motioned/Cook; Seconded/Lawrence- to approve Addendum Report  
**Item- III C**

**PERSONNEL (*Pending receipt of all personnel required documents, and /or invoices*)**

**C. APPROVE THREE (3) YOUTH DIRECTOR'S SERVICE FEES OF \$1000, NOT TO EXCEED AN AGGREGATE AMOUNT OF \$2000 FOR FISCAL YEAR 2013-2014.**

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

**IV. FOR YOUR AUTHORIZATION**

Motioned/Lawrence; Seconded/Sherman- to approve remainder of Addendum Report

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

**1. SPECIAL EDUCATION TEACHER**

Authorization is sought to appoint **Courtney Brookins** as Special Education Teacher, Cottage Grove Upper Grade Center, **MA - Step 4 , \$43,005** (Replacing Jason Kinnaman)



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**2. TITLE I TUTOR - COTTAGE GROVE**

Authorization is sought to appoint *Cheryl Franklin* as Title I Tutor, Cottage Grove Upper Grade Center, **\$22,500**

**Board member Hayslett entered- 5:25 p.m.**

**3. TEACHERS AIDES (*Pending receipt of all personnel required documents and credit hours necessary*)**

a. Authorization is sought to appoint *Nakia Williams* as Teacher Aide, Cottage Grove Upper Grade Center, **\$18,955**

b. Authorization is sought to appoint *Rachael Ransom* as Teacher Aide, Medgar Evers Primary Academic Center, **\$20,364**

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

Nays: None

Absent: Coleman,

Abstain: Hayslett

5 ayes, 0 nays, 1 absent, 1 abstain, 0 present – motion carried.

**PART B- CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent expressed to members that they were in advanced receipt of her report. However, Assistant Superintendent gave a brief overview of Item I-A of her report, after which she requested acceptance of her report as written:

Motioned/Cook; Seconded/Sherman- to approve report of Curriculum and Staff Development - **Items - I -A and I- B**

**I. FOR YOUR AUTHORIZATION**

**A.** Authorization is sought to approve the hire of the following consultants for Professional Development. Consultants will be paid from Title I Grants.

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<b>DR. LISA CHANG</b>	<b>\$15,000</b>	<b>Math</b>
<b>DR. TERESA HILL</b>	<b>\$20,000</b>	<b>Data Analysis</b>
<b>DR. KAY DUGAN</b>	<b>\$18,000</b>	<b>Reading/Language Arts &amp; Administrative Monitoring in relations to Common Core</b>
<b>MR. REGINALD WRIGHT</b>	<b>\$10,000</b>	<b>Teaching Math through Music (working with students)</b>

\*Contingent upon available Title I funds.

**B. A TEACHER'S GUIDE TO THE COMMON CORE STANDARDS: AN ILLINOIS CONTENT MODEL FRAMEWORK CONTENT**

Approve adoption of "A TEACHER'S GUIDE TO THE COMMON CORE STANDARDS: AN ILLINOIS CONTENT MODEL FRAMEWORK CONTENT- ENGLISH LANGUAGE ARTS/LITERACY.

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

**II. FOR YOUR INFORMATION**

**A. SUMMER SCHOOL**

As Summer School ended Thursday, June 27, 2013, and, reports coming in from staff and students alike, have been absolutely positive in nature. Much work and planning went forth in an effort to have a unique and awesome summer school. To the various Administrators, Instructional Staff, and Personnel, who had a part in this, we say KUDOS to you all, for a job well done!

**B. INSTITUTE DAY - AUGUST 13-15, 2013**

Preparations are being made to implement an awesome and informative three days of Institute for the **FY 2013-2014** school year, centered around Common Core for Instructional Staff.

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Breakout sessions are being planned and will ensure that no one is left behind. All staff and personnel will be involved in breakout sessions, which will address their particular job responsibilities.

We anticipate an exciting close to Institute Day for all, and entertain the hope that staff/personnel will enjoy this year's Institute Days.

The Theme for this school year 2013-2014 is "Expect Excellence."

**C. PROFESSIONAL DEVELOPMENT - COMMON CORE STANDARDS**

In an effort to be prepared to go forth with the new mandate of implementing Common Core State Standards in all schools, four Instructional Staff members were chosen to attend a Conference in Springfield, IL beginning June 27-28, 2013. Those individuals are:

<i><b>Ann Marie Armstrong</b></i>	Medgar Evers
<i><b>Monique Johnson</b></i>	Medgar Evers
<i><b>Chantel Jones</b></i>	Cottage Grove
<i><b>Nancy Herschberger</b></i>	Cottage Grove

These ladies will be attending various workshops covering skills which target how to unpack the academic language demands of English Language Arts and Making Common Core Math come alive, as well as, an overview of what is to come in the process of implementing Common Core Standards.

The Administrative Staff - Joyce McEwen, Marilyn Barnes, Sharon Rivers, Stephanie Stephen, along with three teachers, Ann Marie Armstrong, Chantel Jones and Monique Johnson, received two(2) days of training at the Intermediate Service Center-4, under the presentation of Dr. Kay Dugan, who is Assistant Superintendent for Learning in Bensenville, District 2, as well as, consultant for Intermediate Service Center. Dr. Dugan also works with Illinois State Board of Education in developing PARCC – Partnership for Assessment of Readiness to College and Career, to develop questions for Common Core Standards for State of Illinois, and a certification to be a Reading Specialist. The training she is providing is in the area of Reading Language Arts.

Dr. Dugan instructs Instructional Staff in Common Core Standards, and her primary focus is on making students college and career-ready by the time they graduate high school.

This group of individuals will receive two(2) days of additional training in September. This group will also be the key designers in developing the Professional Development to be implemented for the 2013-2014 school year.

**D. ELIM CHRISTIAN SERVICES SCHOOL KITS DONATIONS APPROVED**

Elim Christian Services is a Christian organization who is committed to partnering with people, and ministries locally and internationally, in an effort to bless people locally and globally by providing kits of this kind. They are well known for reaching out to communities and special needs children.

Elim has once again, chosen Ford Heights School District 169 as a target location to donate "Back to School" kits to our students, during Registration. In order to receive a kit, parents will need to present proof of registration.

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

Building reports were submitted by the following personnel:

***Marilyn Barnes*, PRINCIPAL, MEDGAR EVERS PAC**  
***Nicole Conway*, HOME SCHOOL COORDINATOR**  
***Stephanie Stephen*, PRINCIPAL, COTTAGE GROVE U.G.C.**

**F. UPCOMING DATES**

**AUGUST 7-8, 2013**

Registration for FY 2013-2014 School Year

**AUGUST 13-15, 2013**

Institute Days

**AUGUST 16, 2013**

First Day of School - 8:00 a.m. - 1:00 p.m. (Early Dismissal)

**AUGUST 19, 2013**

First Full Day of School

**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 of her report as written:

**I. FOR YOUR INFORMATION**

**A. END OF THE YEAR STATE AND FEDERAL REPORTS**

The PPS department has been busy completing and submitting the following state and federal reports: Dental, Vision, Homeless, Early Childhood Outcomes, IE Point, IDEA Pre-School and IDEA Flow-Through. All reports are due before the end of June.

The PPS Director went to a seminar sponsored by Metropolitan Institute for Leadership in Education (MILE), College of Education Governors State University, located at the Matteson Holiday Inn. The Effective Educators Seminar was presented by DRS. Harry and Rosemary Wong. Harry and Rosemary Wong the recognized leaders for creating effective teachers, were joined by four extraordinary educators who have demonstrated their ability to achieve excellence under the most challenging circumstances to share their practices.

**B. PREPARATION FOR THE START OF THE 2013-2014 SCHOOL YEAR**

Interviews are being scheduled and have taken place to find the most viable candidate to fill the Special Education teacher positions and paraprofessional positions. Early registration letters will be sent out the second week in July to the parents of returning students who receive Special Education Services. PPS department schedules are being created to document meeting dates and upcoming events.

**C. SUMMER SCHOOL AND EXTENDED SCHOOL YEAR**

Extended school year has started for all special education students whose IEP deemed them eligible for extended school year services. Arrangements were made to provide related services, transportation, and educational programming for extended school year services. Summer school is provided to those students who did not have extended school year but would benefit from the enrichment of the summer school program.

**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, then addressed the Bound Budget handed out to members of the Board. Mrs. Jackson gave a brief but detailed synopsis of information contained within, then inquired if there were any questions.

Superintendent Jackson also addressed pertinent information regarding the Budget, in an effort to give further information and details to members. He also requested members to bring report with them to the next Board of Education Retreat, as they would be looking budget over from beginning to end.

Superintendent Jackson ended by stating that Mrs. Jackson was doing a wonderful job with the district finances. Mrs. Jackson then asked for approval of her report as written:

Motioned/Cook; 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 July 9, 2013 in the amount of **\$286,419.91.**



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Purpose: Religious Purposes  
Cost: **\$75.00-Sunday/\$25.00-Thursday**

C. Date: Saturday, August 17, 2013  
Time: 12:00 p.m. - 6:00 p.m.  
Place: Tidye A. Phillips  
Contact: Gail Mitchell

Purpose: Baby Shower  
Cost: **\$175.00-Custodial Fee**  
**Reference #1**

**D. PETTY CASH**

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

Building & Grounds	\$ 21.53
District Office	\$253.83
Federal & State	\$169.50
PPS	\$ 63.14
<b>Total</b>	<b>\$508.00</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$11,965.49**.

**Reference #2**

**F. 2013-2014 FOOD SERVICE PRODUCT BIDS**

Food Service bids were opened on Friday, June 28, 2013 at 9:00 a.m. at the District Office by Ms. Mary Stennis, Foodservice Director and Mrs. Carla Hawkins, Secretary to the Coordinator of Business Affairs and myself.

The Food Service Manager reviewed the bids that were received and recommended the following vendors for the 2013-2014 School Year:



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**VENDOR**

Clover Leaf

Fox River

Wilkens Foods

Fox River Foods

Gordon Foods

**BID AWARD**

Milk

Bread

Portion of Groceries, Staples,  
Paper Goods, Frozen Gordon  
Foods Vegetables, Meat, Fish  
& Poultry

***(Items will be distributed to  
vendor by bid price)***

Reference #3

Roll Call: Ayes: Cook, Hayslett, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman,  
Abstain: Hayslett  
5 ayes, 0 nays, 1 absent, 1 abstain, 0 present – motion carried.

At this juncture, Superintendent Gregory Jackson and Board President Ester Viverette made presentations to members of the Board of Education. Each member received plaques indicating they were certified Board of Education members. Board member Sherman, received a plaque for his previous years of service as a Board of Education member as well.

**10. NEXT REGULAR BOARD MEETING**

**Tuesday, August 6, 2013**

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

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

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Ester Viverette, Board President

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Lera Cook, Board Secretary

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**VENDOR**

Clover Leaf

Fox River

Wilkens Foods  
Fox River Foods  
Gordon Foods

**BID AWARD**

Milk

Bread

Portion of Groceries, Staples,  
Paper Goods, Frozen Gordon  
Foods Vegetables, Meat, Fish  
& Poultry

***(Items will be distributed to  
vendor by bid price)***

**Reference #3**

Roll Call: Ayes: Cook, Hayslett, Lawrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman,  
Abstain: Hayslett  
5 ayes, 0 nays, 1 absent, 1 abstain, 0 present – motion carried.

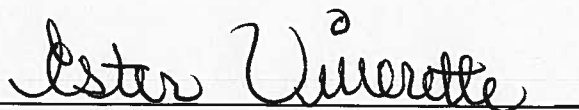
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Ester Viverette, Board President



Lera Cook, Board Secretary