

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD TUESDAY, JUNE 7, 2011

The meeting was called to order by presiding officer Mr. Joe Sherman - 6:05 p.m.

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

Upon roll call the following members were present:

Present: Cook, Griffin, Mitchell, Patterson-Thompson, Sherman,
Viverette

Absent: Coleman

Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Sheila Pickens, Director of Pupil Personnel Services
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Marilyn Barnes, Principal, Medgar Evers P.A.C.
Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.

Legal Counsel:

QUESTIONS FROM PUBLIC (3 Minutes)

NONE

AGENDA

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

Roll Call: Ayes: Cook, Griffin, Mitchell, Patterson-Thompson, Sherman,
Viverette

Nays: None

Absent: Coleman

Abstain: None

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

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MINUTES

Motioned/Cook; Seconded/Patterson-Thompson - to approve the minutes of *May 10, 2011 (Regular)* and *May 3, 2011 (Special Meeting)*.

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

CORRESPONDENCE

Mrs. Vera Wade Brown, and Family - Thank you for wishes of condolences, on the behalf of a lost, of a family member.

Mrs. Johnetta and Daniel Gordon - Thank you for your well wishes during their time of bereavement.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson called for a Closed Session at 6:09 for matters of:

- (1) APPOINTMENT, EMPLOYMENT, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES**
- (2) THE SELL OF SECURITIES**

CLOSED SESSION - 6:09 p.m.

Motioned/Griffin; Seconded/Patterson-Thompson - to enter into Closed Session to discuss - **APPOINTMENT, EMPLOYMENT, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES AND THE SELL OF SECURITIES**

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

Member Coleman entered Closed Session at 6:30 p.m.

RECONVENE REGULAR SESSION - 7:30 p.m.

Motioned/Cook; Seconded/Patterson-Thompson - to adjourn Closed Session and enter into Regular Session.

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson, Sherman, Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

Motioned/Cook; Seconded/Patterson-Thompson - to approve matters of personnel as discussed in Closed Session.

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson, Sherman, Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

The aforementioned members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: **NOT APPLICABLE**

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No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: **NOT APPLICABLE**

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution declaring its intention to issue working cash fund bonds pursuant to Article 20 of the School Code and directing that notice of such intention be published.

Whereupon Member **APRIL PATTERSON-THOMPSON** presented and the Secretary read by title a resolution as follows, copies of which were provided to everyone in attendance at said meeting who requested a copy:

Motioned/Viverette; Seconded/Griffin - to approve the **SELL OF SECURITIES - RESOLUTION OF INTENT TO ISSUE WORKING CASH FUND BONDS.**

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson, Sherman, Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

Motioned/Cook; Seconded/Patterson-Thompson - to approve the **SELL OF SECURITIES - RESOLUTION OF INTENT TO ISSUE FUNDING BONDS.**

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson, Sherman, Viverette
Nays: None
Absent: None
Abstain: None
7 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

At this point, Superintendent Jackson resumed his report. He began by reading

the **LETTER OF INTENT TO RETIRE**, submitted by Mrs. Joyce McEwen, Assistant Superintendent. Upon completion of reading the letter, Mrs. McEwen, received a standing ovation from members of the Board, Administration, and all those in attendance.

Superintendent Jackson, then asked for favorable approval of the remainder of his report as follows:

PART A - ADMINISTRATION - Dr. Gregory T. Jackson

I. CLOSED SESSION

- A. APPOINTMENT, EMPLOYMENT, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES**
- B. THE SELL OF SECURITIES**

II. FOR YOUR AUTHORIZATION

A. SELL OF SECURITIES

1. RESOLUTION OF INTENT TO ISSUE WORKING CASH FUND BONDS

Resolution declaring the intention to avail of the provisions of Article 20 of the School Code of the State of Illinois, as amended, and to issue Working Cash Fund Bonds of School District Number 169, Cook County, Illinois, and directing that notice of such intention be published in the manner provided by law. (*See reference #1*)

2. RESOLUTION OF INTENT TO ISSUE FUNDING BONDS

Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper school purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 19 of the School

Code of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against School District 169, Cook County, Illinois, and directing that notice of such intention be published as provided by law.
(See reference #2)

B. PERSONNEL

1. LETTER OF RESIGNATION

Mrs. Shirley Drake, Accounts Payable, has submitted a letter of resignation to be effective **June 1, 2011** *(See reference #3)*

2. LETTERS OF INTENT TO RETIRE

1. *Mr. James Gills*, Teacher Cottage Grove Upper Grade Center, has submitted a Letter of Intent to Retire, to be effective at the close of the **school year 2011-2012**.
(See reference #4)

2. *Mrs. Joyce McEwen*, Assistant Superintendent has submitted a letter of Intent to Retire, to be effective at the close of the **school year 2011-2012**. (To be read at this meeting, after 33 years of service).

3. SALARY INCREASES

Authorization is sought to increase the salary of the following personnel by three percent (3%) for the 2011-2012 school year.

Members of the Board are to be reminded that the proposed salary increases do not exceed increases provided to teachers of three percent (3%), which was agreed to between the Board of Education and the District 169 Education Association IEA/NEA contract for school years 2007-2012, and salary

increases for the Support Staff Union (Custodial, Food Service, Instructional Aides, Clerks, and Building Receptionist, S.E.I.U./Local 73 of 3.25%.

❖ **SCHOOL SECRETARIES**

- (1) TWELVE (12) MONTH SCHOOL CLERK - MEDGAR EVERS**
- (2) TWELVE (12) MONTH SCHOOL CLERK - COTTAGE GROVE**

❖ **ATTENDANCE OFFICERS**

- (1) ELEVEN (11) MONTH ATTENDANCE OFFICER - MEDGAR EVERS**
- (2) ELEVEN (11) MONTH ATTENDANCE OFFICER - COTTAGE GROVE**

❖ **CENTRAL OFFICE CLERICAL**

- (1) SUPERINTENDENT'S SECRETARY**
- (2) RECEPTIONIST**
- (3) ACCOUNTS PAYABLE**
- (4) SECRETARY TO THE COORDINATOR OF BUSINESS AFFAIRS**
- (5) FEDERAL STATE PROGRAMS PAYROLL**
- (6) SECRETARY TO ASSISTANT SUPERINTENDENT**
- (7) PAYROLL COORDINATOR**
- (8) HOME SCHOOL COORDINATOR**

❖ **PUPIL PERSONNEL SERVICES STAFF**

- (1) SECRETARY TO THE DIRECTOR OF PUPIL PERSONNEL SERVICES**
- (2) GUIDANCE COUNSELOR**
- (3) HEALTH COORDINATOR**
- (4) SOCIAL WORKER**

❖ **ADMINISTRATORS**

- (1) DIRECTOR OF BUILDING & GROUNDS**
- (2) DIRECTOR OF FOOD SERVICES**

- (3) PRINCIPALS
- (4) DIRECTOR OF PUPIL PERSONNEL SERVICES
- (5) COORDINATOR OF BUSINESS AFFAIRS
- (6) ASSISTANT SUPERINTENDENT

4. LANE CHANGE/SALARY ADJUSTMENTS (*Pending receipt of all personnel required documents*)

- 1. Monique Johnson-Bibbs, Design/Literacy Coach, Medgar Evers Primary Academic Center, from **MA+ 15, Step 11 to MA+ 30, Step 12.** (*See reference #5*)
- 2. Lindsay Nordmark, Teacher Cottage Grove Upper Grade Center, from **BA Step 5 to MA Step 6.** (*See reference #6*)

C. KEEP ILLINOIS WORKING (KIW)

Authorization is sought to enter into an agreement with Keep Illinois Working. The Authorization is pending funding of the Keep Illinois Working (KIW), by the State of Illinois. Should funds be appropriated, fifteen (15) to twenty (20) workers will be assigned to work in the District.

This program came about due to the Put Illinois to Work Program which the District was a part of this past summer. These programs came out of the American Recovery and Reinvestment Act of 2010 (ARRA), as a program that would take federal dollars and use them to subsidize jobs for unemployed and underemployed Illinoisans. While the program was intended to address employment and income lost due to the recession, the benefit of the program has been felt by people who were having a hard time making due before the economic downturn.

D. LIL DIVA'S SUMMER PROGRAM

Authorize year three (3) continuation of Lil Diva's Summer Program,

to begin Tuesday, July 5, 2011 through Thursday, July 28, 2011.

There will be three (3) program volunteers: Mrs. April Patterson-Thompson, Mrs. Ester Viverette, and Mrs. Lera Cook.

Associated expenses will be those necessary for the running of the program.

E. SUMMER YOUTH RECREATIONAL PROGRAM

Some members are aware, for the past two (2) years, we have conducted the Ford Heights School District 169 Summer Youth Recreational Program, for the purposes of providing activities for our students during the summer months, and as a way of giving back to the community.

There will be three (3) coordinators, who will be assisted by no more than twenty (20) summer workers. This authorization may include assistance by other members of the Board, all whom, will be paid.

ACTIVITIES FOR THIS PROGRAM WILL INCLUDE THE FOLLOWING:

FISHING	GOLF	BASKETBALL
SOFTBALL	BASEBALL	FIELDTRIPS
FLAG FOOTBALL	TENNIS	

III. SUMMER SCHOOL PRESENTATION

Mrs. Sharon Rivers and Mr. Howard Coleman, both summer school coordinators, will give a powerpoint presentation on the anticipated happenings for this year's summer school.

IV. FOR YOUR INFORMATION

A. OBSERVANCE OF INDEPENDENCE DAY

In the spirit of Independence Day, Fourth of July will be observed by

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the District on Monday, July 4, 2011 by all district personnel.

B. MONTHLY ENROLLMENT (AS OF MAY 27, 2011)

MEDGAR EVERS SCHOOL

PRE-K	38	GRADE 3	44
KINDERGARTEN	49	GRADE 4	57
GRADE 1	48	TOTAL	284
GRADE 2	48		

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	55	GRADE 7	49
GRADE 6	52	GRADE 8	55
		TOTAL	211

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
495	12	507

REPORT OF CONTACTS (ATTENDANCE OFFICER)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
5	130	3

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	315	0

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent addressed items in her report and expressed that items were informational only, then asked for acceptance as follows:

I. FOR YOUR INFORMATION

A. START OF SUMMER SCHOOL

Summer school is set to begin Monday, June 6, 2011 and ending

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Thursday, July 1, 2011 for Cottage Grove Upper Grade Center students and for Medgar Evers Primary Academic Center. Coordinators Sharon Rivers and Howard Coleman, have planned exciting and enlightening activities/events for this year's summer school.

B. IOWA TEST OF BASIC SKILLS

Scores have returned and will be analyzed by Administration, Principal's and Teacher's, who will review student scores and make recommendations for continued support as needed. Meetings will be scheduled with returning teachers to discuss the results of their students Iowa Test of Basic Skills scores.

C. ECRA GROUP

Writing skills have been completed by our students and have been mailed out to the ECRA Group for scoring.

D. SCHOOL IMPROVEMENT TRAINING/PLANNING CONFERENCE

The above conference will be held Jun 1-3, 2011. This Planning Conference will be attended by various staff members, who will discuss strategies, and implement improvements, new procedures, etc., as deemed necessary for the FY2011-2012 School Year.

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

Building reports were submitted by the following personnel:

Marilyn Barnes, Principal, Medgar Evers P.A.C.

Nicole Conway, Home School Coordinator

Stephanie Stephen, Principal, Cottage Grove U.G.C.

F. MONTHLY INCENTIVE/PERFECT ATTENDANCE/HONOR ROLL REPORTS (See reference #4)

Monthly reports were submitted by the following:

Celestine Burrel, Attendance Officer, Medgar Evers P.A.C.

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Sheila Pickens spoke to some of the informational items in her report, then asked for acceptance as follows:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING MEETINGS

The Pupil Personnel Services Team conducted a problem solving team meeting at Medgar Evers Primary Academic Center. We discussed the implementation of the program with teachers who indicated that the meetings were helpful and beneficial to them and the students. They felt that the format should be continued next year.

B. HEALTH SERVICES

The end of the year reports were completed for the vision, hearing, and dental programs mandated by the State of Illinois. The district signed up to participate in a program that trains school nurses and health personnel to keep them abreast of current issues concerning student health. Mrs. Parham will be attending training sessions this summer.

C. CAREER FAIR

Medgar Evers Career Fair was held on May 11th. The presenters for the day were focused on exposing Medgar students to occupations that required particular skills; a plumber, sculpturer, electrician, carpenter, and barber were in attendance.

D. DISTRICT SPELLING BEE

The district spelling bee was held May 5, 2011 at the Cottage Grove Upper Grade Center. Members of the community served as pronouncer and judges for the event. The following students won and were awarded with gold, silver and bronze medals respectively. The first place winner also received the shining star trophy.

PLACE

1st

2nd

3rd

COTTAGE GROVE

Jasmine Blanton

Joanne Jennings

Forrest Hall

E. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

On May 15th the district-wide PBIS team met to discuss the progress of the program and to develop goals for the 2011-2012 school term. The goals were placed into district's action plan. The team also engaged in a self assessment survey to identify areas of strength, weakness, and to look for areas that need improvement. The meeting was constructive and beneficial.

F. STAFF DEVELOPMENT

Mrs. Pickens participated in a legal breakfast workshop presented by Sraga, Hauser on May 9, 2011. The workshop was held at the Tinley Park Convention Center and the presentations focused on the proposed TRS reform bill and the New Teacher Evaluation bill that is currently before the Illinois House of Representatives.

Edward Palmisano attended the RTI Training held in Bloomington Illinois on May 9th and 10th. The participants of this workshop were individually invited by RTI I Aspire Illinois Partnership. They will be the RTI coaches for the south suburbs.

G. NEEDS ASSESSMENT

The PPS department conducted a needs assessment to determine the needs and focus of the department for the 2011-2012 school year. Teachers, administrators, and staff completed surveys. The surveys were compiled and the results completed by SPEED 802 through the use of "Survey Money". The Flow-through grant is written based upon the results of the needs assessment data.

H. MONTHLY REPORTS - Departmental reports were submitted by the following (*See references #1-4*)

Tamara Young - Social Worker/Case Manager
Edward Palmisano - Psychologist

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Kameyal Alexander - Counselor
Geraldine Parham - Nurse

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson, reminded members of the Board they were in advanced receipt of her report, then spoke to specific items in said report, then asked for favorable approval as follows:

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

I. FOR YOUR INFORMATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for May 10, 2011 in the amount of **\$305,087.44.**

B. PAYROLL SUMMARY

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

May 13, 2011	<u>\$200,002.80</u>
May 20, 2011	<u>\$224,802.61</u>
Sub Total	<u>\$424,805.41</u>

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

A. Date: June 7, 2011 - July 5, 2011
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: June 7, 2011 - July 5, 2011
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
Beyond The Veil Kingdom Ministries
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

D. PETTY CASH

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

Building & Grounds	\$113.59
District Office	\$ 89.95
Federal & State	\$ 60.78
Cottage Grove	<u>\$200.00</u>
Total	\$464.32

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$10,579.19**. **Reference #1**

F. PREVAILING RATE OF WAGES RESOLUTION/CERTIFICATE

All public bodies engaged in public works are required to file with the Secretary of State a resolution setting the prevailing rate of wages as defined in the Prevailing Wage Act (820 ILCS 130).

G. 2011-2012 FOOD SERVICE PRODUCT BIDS

The District is accepting bids for the 2011-2012 for the following products for our Foodservice Department, they are as follows:

Milk

Bread

Frozen Vegetables, Groceries, Staples, Meat, Fish, and Poultry.

Bids will be opened on Monday, June 20, 2011 at 10:00 a.m. at the District Office. **Reference #3**


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

ADJOURNMENT: 8:04 P.M.

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



Joe Sherman, Board President



Lera Cook, Board Secretary