

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, JUNE 7, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:04 p.m.**

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

Upon roll call the following members were present:

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

Absent: **None**

Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business
Administration & Operations
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Mrs. Stephanie Stephen, Director of Federal/State Programs
Dr. Tamara Young, Director of Pupil Personnel Services
Ms. Monique Johnson, Principal Medgar Evers PAC
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.

Legal Counsel: **None**

QUESTIONS FROM PUBLIC (2 Minutes)

Board President Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience.

AGENDA

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

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

Nays: None

Absent: None

Abstain: None

7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried.

I. FOR YOUR AUTHORIZATION

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

1. SALARY INCREASES - 2016-2017 SCHOOL YEAR

Authorization is sought to increase the salary of the following personnel by a range of zero percent (0%) to three percent (3)% for the 2016-2017 School Year.

❖ **BUILDING ADMINISTRATIVE ASSISTANT'S**

- (1) TWELVE (12) MONTH BUILDING ADMINISTRATIVE ASSISTANT - MEDGAR EVERS**
- (2) TWELVE (12) MONTH BUILDING ADMINISTRATIVE ASSISTANT - COTTAGE GROVE**

❖ **ATTENDANCE OFFICERS**

- (1) ELEVEN (11) MONTH ATTENDANCE OFFICER - MEDGAR EVERS**
- (2) ELEVEN (11) MONTH ATTENDANCE OFFICER - COTTAGE GROVE**
- (3) SAFETY OFFICER (10) MONTH**

❖ **CENTRAL OFFICE EMPLOYEES**

- (1) EXECUTIVE ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**
- (2) ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT OF BUSINESS ADMINISTRATION AND OPERATIONS**
- (3) FEDERAL STATE PROGRAMS BOOKKEEPER**
- (4) ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF CURRICULUM & INSTRUCTION AND THE DIRECTOR OF FEDERAL STATE PROGRAMS & AUXILIARY SERVICES**
- (5) PAYROLL COORDINATOR**
- (6) HOME SCHOOL COORDINATOR**

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(7) SECRETARY PARENT CENTER

◆ PUPIL PERSONNEL SERVICES STAFF

- (1) ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PUPIL PERSONNEL SERVICES**
- (2) HEALTH COORDINATOR**
- (3) DISTRICT-WIDE STUDENT ADVOCATE**

◆ ADMINISTRATORS

- (1) ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**
- (2) DIRECTOR OF CURRICULUM & INSTRUCTION**
- (3) DIRECTOR OF PUPIL PERSONNEL SERVICES**
- (4) BUILDING PRINCIPALS (2)**
- (5) ASSISTANT BUILDING PRINCIPALS (2)**
- (6) DIRECTOR OF BUILDING & GROUNDS**

2. AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL

Authorization is sought to hire the following personnel for Summer School: (To be paid from Title I & II Programs)

MEDGAR EVERS
SANDRA SEARS

3. LETTER OF RESIGNATION (See reference #8)

Barbara Harris, Cottage Grove Upper Grade Center, has submitted a Letter of Resignation to be effective June 30, 2016.

4. APPOINTMENTS (See reference #9)

- a. ***Robin Norris***, Building Administrative Assistant to

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Principal, Cottage Grove Upper Grade Center, replacing **Barbara Harris**, effective **July 1, 2016**.

- b. **Timothy Williams** as **Instructional Aide**, Cottage Grove Upper Grade Center, replacing Marian Washington , effective **2016-2017** School Year.

B. APPROVE FISCAL YEAR (FY) ENDING JUNE 30, 2017 TENTATIVE BUDGET
(See reference #1)

C. AUTHORIZE CONSULTING AGREEMENT WITH DIVERSIFIED THERAPEUTICS' INCORPORATED **(See reference #2)**

Authorization is sought to enter into agreement with Diversified Therapeutics Incorporated Center for Speech Therapy, to provide speech pathology related services for the **2016-2017** School Year.

D. AUTHORIZE PSYCHOLOGICAL CONSULTING AGREEMENT WITH DR. ANDRE HALLIBURTON **(See reference #3)**

Authorization is sought to approve Dr. Andre Halliburton to provide Psychological and Consultive Services for **FY 2016-2017**, for the following service fees:

Psychological Evaluation Cases: \$1,000 per case
Consultive Services: \$15,000

E. AUTHORIZE CONSULTING AGREEMENT WITH MILESTONE THERAPY, LLC
(See reference #4)

Authorization is sought to enter into agreement with Milestone Therapy, LLC to provide physical therapy services for the **2016-2017** School Year.

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F. AUTHORIZE CONSULTING AGREEMENT WITH DR. CONNIE BARNUM - FOR OCCUPATIONAL THERAPY SERVICES (See reference #5)

Authorization is sought to enter into agreement with Dr. Connie Barnum, to provide Occupational Therapy services for the **2016-2017** School Year.

G. MOTION TO APPROVE THAT THE BOARD EXPRESSLY FINDING THAT THE SUPERINTENDENT HAS COMPLETED ALL STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS ESTABLISHED UNDER HIS AUGUST 7, 2015 EMPLOYMENT AGREEMENT (AND ALL ADDENDA THERETO) TO THE SATISFACTION OF THE BOARD.

H. APPROVAL OF SUPERINTENDENT'S AUGUST 7, 2015 EMPLOYMENT AGREEMENT AS EXTENDED FOR ONE ADDITIONAL YEAR UNTIL JUNE 30, 2021.

I. GRADING AND PROMOTION POLICY AND ADMINISTRATIVE PROCEDURES 6.280 - REVISION (See reference #6)

Authorization is sought to approve Revision to Grading and Promotion Policy and Administrative Procedures.

J. LIL DIVA'S SUMMER PROGRAM

Authorize continuation of Lil Diva's Summer Program to be held Monday through Thursday, and to begin **Monday, June 27, 2016** through **Thursday, July 14, 2016**. There will be **four (4)** program supervisors: Mrs. Lera Cook, Mrs. Ester Viverette, Ms. Victoria Hayslett, and two (2) Program Assistant (TBD).

Stipends of **\$1,000.00** each will be paid. Associated expenses will be those necessary for the running of the program.

K. SUMMER YOUTH RECREATIONAL PROGRAM

For the past nine (9) 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.

Authorization is sought to hire five (5) summer workers, to be determined (TBD), for the Ford Heights School District 169 Summer Youth Recreational Program. Workers will be paid a stipend of **\$1,000.00** each. In addition, **\$1,000.00** stipends will be paid to three (3) adult supervisors. They are: James Coleman, Joe Louis Sherman, Mark Mitchell and Celestine Burrel, who will receive a stipend of **\$2,000.00**.

ACTIVITIES FOR THIS PROGRAM WILL INCLUDE THE FOLLOWING:

FISHING	GOLF	BASKETBALL
SOFTBALL	BASEBALL	FIELD TRIPS
FLAG FOOTBALL	TENNIS	

L. DISCIPLINE CONSULTANT FY 2016-2017

Authorize the continuation of Discipline Consultant, Mr. Samuel J. LaWrence, III for FY2016-2017. The stipend to be paid is **\$1,000.00**.

M. SUMMER WORKERS

Authorization is sought to hire **twelve (12)** Summer Workers **not to exceed twenty-nine (29) days** between **June and August 2016**, at a rate of **\$10** per hour.

N. PREVAILING RATE OF WAGES RESOLUTION/CERTIFICATE (See reference #7)

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Authorization is sought to approve the 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 II 130). The Act states:

“Each public body shall, during the month of June of each calendar year, investigate and ascertain the prevailing rate of wages as defined in this Act and publicly post or keep available for inspection by an interested party in the main office of such public body its determination of such Prevailing Wage and shall promptly file a certified copy thereof in the office of the Secretary of State at Springfield: (820 ILCS 130/9).

II. FOR YOUR INFORMATION

A. OBSERVANCE OF INDEPENDENCE DAY

In the spirit of Independence Day, Fourth of July will be observed by the **District on Monday, July 4, 2016** by all district personnel.

**B. MONTHLY ENROLLMENT (AS OF MAY, 2016)
MEDGAR EVERS SCHOOL**

PRE-K	60	KDG	37
GRADE 1	42	GRADE 2	42
GRADE 3	47	GRADE 4	41
		TOTAL	269

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	42	Grade 6	37
Grade 7	45	Grade 8	34
	TOTAL		158

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TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
427	22	449

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
3	362	2

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	181	0

ADDENDUM REPORT

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

1. LETTERS OF RESIGNATION

- a. Nancy Herschberger, 5th Grade Math Teacher, Cottage Grove Upper Grade Center has submitted her letter of resignation, effective 2016-2017 School Year.
- b. Angela Dematteo-Hoekstra, 5th Grade Language Arts Teacher, Cottage Grove Upper Grade Center has submitted her letter of resignation, effective 2016-2017 School Year.

2. APPOINTMENT

Tara Busha, 5th Grade Math Teacher, Cottage Grove Upper Grade Center, replacing Nancy Herschberger, effective 2016-2017 School Year.

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B. COOK COUNTY SHERIFF'S (SHERIFF TOM DART) OFFICE - REQUEST TO UTILIZE MEDGAR EVERS PRIMARY ACADEMIC CENTER FOR TOWN HALL MEETING SERIES - 2016-2017 SCHOOL YEAR

The Cook County Sheriff's Office is requesting to utilize the Medgar Evers Primary Academic Center for the Town Hall Meeting Series. The County has designated the dates as listed below. They are:

Wednesday, September 7, 2016
Wednesday, December 7, 2016
Wednesday, March 8, 2017
Wednesday, June 7, 2017
Wednesday, September 6, 2017

PART B - CURRICULUM AND STAFF DEVELOPMENT

MRS. MARILYN BARNES reminded members that they were in advanced receipt of her report. Mrs. Barnes inquired if there were any questions. **THERE WERE NONE.** Mrs. Barnes then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. Summer School

Summer School will begin on Monday, June 6, 2016 through Thursday, June 30, 2016 from 9:00 a.m. until 12:00 noon. Students will be in attendance four days a week, Mondays through Thursdays. Breakfast and lunch will be provided each day for students through the Chicago Food Depository.

B. Medgar Evers Primary Academic Center:

A total of 99 students were invited to attend Summer School at Medgar Evers Primary Academic Center in grades kindergarten

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through third. This is **59%** of the kindergarten through third grade population. The students who have been invited were chosen based on the 2016 Spring Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) scores. Teachers will focus on Reading (**foundational skills, fluency, and vocabulary**) and Math (**number sense and problem solving**) during Summer School. In addition to the academics, students will complete projects and attend weekly field experiences where they will have hands-on experiences and apply what they learned during the week.

Cottage Grove Upper Grade Center:

Students in grades four through seven will attend Summer School at Cottage Grove Upper Grade Center. A total of **91** students have been invited to attend Summer School based on the 2015 Partnership for Assessment of the Readiness for College and Careers (PARCC) scores in Reading and Math. The students who will attend represent **55%** of the fourth through seventh grade student population. The teachers will focus on Reading (**vocabulary, fluency, and inferencing**) and Math (**problem solving and computation**). Students will attend weekly field experiences to apply what they have learned during the week. Each teacher has put together a scavenger hunt that students will partake in during each of their visits.

A variety of technology will be used to engage the students such as: the Smartboard, computers, etc. Each building will have available the use of its Media/Learning Resource Center.

Students will not be in attendance on Fridays, which during this time, Professional Development and lesson planning will take place. To culminate the program, students will facilitate presentations on the projects that were completed during the program.

C. Illinois Science Assessment (ISA)

This Spring in compliance with federal testing requirements, Illinois administered a science assessment to students enrolled in a public school district in grades 5, 8 and once at the high school level and once at the high school level to students enrolled in Biology 1. The purpose of the assessment was to gage a sense on how well students are mastering the Next Generation Science Standards that were adopted in 2014.

Our current fifth and eighth grade students were administered the assessment on the computer in the Media Center at Cottage Grove Upper Grade Center. The fifth grade students were assessed on 18 questions and the eighth grade students were assessed on 23 questions. The State will share the results sometime during this year on how our students performed.

D. Monthly Building Reports (See references #1-3)

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

PART C - FEDERAL STATE PROGRAMS

MRS. STEPHANIE STEPHEN reminded members of the Board that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** Mrs. Stephen then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. 2016/2017 FEDERAL AND STATE GRANTS

Preparation has started on preparing the 2016/2017 Federal and

State Grants (Title I, Title II and Pre-School for all grants). All Grants will be submitted to the Illinois State Board of Education (ISBE) for approval by June 30, 2016.

B. MONTHLY DISTRICT WIDE FAMILY WORKSHOP SERIES

The Family Workshop series was such a success this school year. Work has begun on identifying themes for the 2016/2017 Family Workshop Series. Ford Heights School District will partner again with SPEED School District 802 to help with this endeavor. Kathleen Chvostal lead all the workshop series this school year. Many thanks to Mrs. Chvostal and all the families that were in attendance.

C. EARLY CHILDHOOD PRE-KINDERGARTEN PROGRAM

On May 4, 2016 the Pre-Kindergarten had their farewell luncheon at Bellaboos in Indiana for all Pre-Kindergarten students. All Pre-Kindergarten students that will transition to Kindergarten were given certificates and took pictures with their teachers. Parents or family members were in attendance. Lunch, beverages and cupcakes were provided. The outing was a great time for all. The Early Childhood Pre-Kindergarten Program has 20 students that will be returning next year to the program. The program will have 20 available openings. Thirty-six Pre-Kindergarten students will be transitioning to Kindergarten for the 2016/2017 school year.

The Early Childhood Program will only have two classrooms for the 2016/2017 school year.

D. MONTHLY BUILDING REPORT (See reference #1)

A report was submitted by *Nicole Conway Fason*, Home School Coordinator.

BOARD MEMBER HAYSLETT inquired if there became a need for a third (3rd) Pre-K would be district be offering it.

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Superintendent Jackson, explained that the only reason the district was not offering it at this time, is that it had come to his attention that the Illinois Action for Children Early Learning Center (Head Start, Ford Heights), was also offering a full day program, which would probably become competitive as to which future students would attend, and thereby at this time eliminating the need for a third (3rd) Pre-K Class.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

MRS. TAMARA YOUNG reminded members of the Board 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/RTI

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. A watch list was created to be proactive in providing support to the fourth grade students who will be fifth graders at the start of the year as well as other students who have issues of concern. The problem solving team will put interventions in place to assist the fifth grade students with their transition to the middle school. We have identified students at specific grade levels that could benefit from supportive services in the areas of academic and behavior for the upcoming fiscal year.

B. CASE MANAGEMENT

Multiple evaluations have been completed at the end of this school year. IEP's are being completed and processed.

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C. HEALTH SERVICES

Pupil Personnel Services conducted child find screenings at Medgar Evers. Children ages' three to five from the district and within the community were serviced. Along with the Child Find screening, each child had a hearing and vision screening. These services occurred on April 20, 2016.

Annual state reports will be reported to the following agencies:

Vision: Illinois state Board of Education, for Kindergarten students only.

Dental: Illinois State Board of Education-examinations required for Kindergarten, 2nd, and 6th grade students.

Hearing Screening: Illinois Department of Public Health-Annual screenings for Pre-K, Kindergarten, 1st, 2nd, 3rd, and Special Education students.

Student data will be submitted either electronically, faxed or by email.

Monthly Automated External Defibrillator (AED) check was conducted May, 2016 in the District Office, Cottage Grove Upper Grade Center, Medgar Evers Pac, and Tiyde A. Phillips School.

D. COUNSELING PROGRAM

Ten students were inducted into the Cottage Grover Upper Grade Center National Junior Honor Society (NJH) on April 19, 2016.

Students were identified based on their grade point average, community service along with the following criteria; scholarship, leadership, character, citizenship and service as they were brought before the faculty council for review.

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The Positive Behavioral Interventions and Supports (PBIS) were implemented through interventions, character values and counseling. This month's PBIS theme is "Citizenship". The aim is for students to learn to fulfill their duties to a larger community by helping others.

A District Leadership Team Meeting was conducted to review the district-wide PBIS data. Each school building administrators presented pertinent data to outline the occurrence of problematic behaviors that happen in their respective buildings. We looked at patterns and different environments where behaviors persisted to develop interventions that will help students refrain from negative behaviors. The team evaluated data presented by the building administrators to develop strategies that will increase positive behaviors.

- 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 of the Board that they were in advanced receipt of her report, then inquired if there were any questions. There were non. 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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I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for June 7, 2016 in the amount of **\$334,728.44**.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of May 2016 as detailed below:

May 13, 2016	\$225,380.47
May 27, 2016	<u>\$228,888.00</u>
Total	\$454,268.47

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: June 7, 2016- July 5, 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
Beyond The Veil Kingdom Ministries
Purpose: Religious Purposes
Cost: **\$75.00 - Sunday/\$25.00 - Wednesday**

B. Date: Saturday, July 16, 2016
Time: 12:00 p.m.- 6:00 p.m.
Place: Medgar Evers
Contact: Yulanda Dudley/Coretta Jackson
Purpose: College Trunk Party
Cost: **\$150.00 Custodian (Ref. #1)**

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C. Date: June 13- July 29, 2016
 Monday, Wednesday & Friday's Only
 Time: 12:30 p.m. - 3:00 p.m.
 Place: Cottage Grove
 (Auditorium, KIVA, Music Room)
 Contact: Melinda Bussie
 Mamas Birds
 Purpose: Performing Arts Summer Program
 (Reference #2)

D. PETTY CASH

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

District Office	\$154.26
Medgar Evers	\$200.00
Cottage Grove	<u>\$200.00</u>
Total	\$554.26

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$6,537.00**.

Building Principals - **Mrs. Sharon Rivers**, Cottage Grove Upper Grade Center talked about how excited she and staff were about the Year Book for Cottage Grove Upper Grade Center, then proceeded to pass out copies to members of the Board.

Ms. Monique Johnson, gave updated status/information on the beginning day of Summer School and the number of students who were in attendance on this day.

Member Hayslett expressed how excited she was that a Year Book had been done!

