

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

The meeting was called to order by presiding officer Mrs. Lera Cook – 5:02 p.m.

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

Upon roll call the following members were present:

Present: Cook, Hayslett, LaWrence, Sherman, Viverette  
Absent: Coleman, Mitchell  
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: Cook, Hayslett, LaWrence, Sherman, Viverette  
Nays: None  
Absent: Coleman, Mitchell  
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 **June 7, 2016**

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

### **CORRESPONDENCE**

**MR. SAMUEL J. LAWRENCE, III - THANK YOU CARD**

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

**SUPERINTENDENT JACKSON** reminded members of the Board that they were in advanced receipt of his report, and recommended favorable approval of his report as submitted. He then informed members that Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations, was out of the country, and that on her behalf, he would present her report. However, before proceeding, Superintendent introduced and congratulated **Mrs. Sharon Rivers** on receipt of her Doctoral Degree.

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

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

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**RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION ALTERNATE BONDS OF SCHOOL DISTRICT NUMBER 169, COOK COUNTY, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT OF \$8,650,000 FOR THE PURPOSE OF PROVIDING FUNDS FOR SCHOOL PURPOSES FOR SAID DISTRICT**

The President announced that in view of the need to provide funds for school purposes for the District, the Board of Education would consider the adoption of a resolution authorizing the issuance of general obligation alternate bonds and directing the publication of such resolutions and a notice setting forth the determination of the Board to issue such bonds.

Motioned/Sherman; Seconded/Viverette that said resolution as presented and read by title by the secretary be adopted.

After a full and complete discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

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

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

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

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**I. FOR YOUR AUTHORIZATION**

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

**1. LETTER OF RESIGNATION (*See reference #1*)**

**Ms. Leta Chesser**, Teacher Cottage Grove Upper Grade Center, has submitted a Letter of Resignation, to be **effective June 30, 2016**.

**2. APPROVAL OF STUDENT TEACHER - MEDGAR EVERS PRIMARY ACADEMIC CENTER**

Authorization is sought to approve **Mr. Wendell Franklin**, a student of Grand Canyon University, to student teach in Classroom with Mrs. Sandra Sears, Resource Teacher, Medgar Evers Primary Academic Center, **effective August 18, 2016 through December 7, 2016**.

**3. APPOINTMENT**

Authorization is sought to appoint **Asthma'a Khatib** as Math Teacher, Cottage Grove Upper Grade Center (replacing Nancy Herschberger) effective **2016-2017 School Year - BA+15, Step 6**.

**B. RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION ALTERNATE BONDS OF SCHOOL DISTRICT NUMBER 169, COOK COUNTY, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT OF \$8,650,000 FOR THE PURPOSE OF PROVIDING FUNDS FOR SCHOOL PURPOSES FOR SAID DISTRICT (*See reference #2*)**

**C. APPROVAL TO SUBMIT EARLY CHILDHOOD - PRE-SCHOOL FOR ALL 3-5 & TITLE I APPLICATIONS FOR THE 2016-2017 SCHOOL YEAR**

**D. HEALTH, LIFE, & DENTAL INSURANCE CONTRACTS (See reference #3)**

**HEALTH INSURANCE:** Authorization is sought to approve contract for Health Insurance with **UNITED HEALTH CARE INSURANCE COMPANY** for the **2016-2017 School Year**.

Due to an increase in cost by Blue Cross Blue Shield, the District sought alternative coverage at a better cost to the District and its employees.

**DENTAL CARE:** Our Dental carrier will continue to be **DELTA DENTAL**. Authorization is sought to approve contract with Delta Dental for the **2016-2017 School Year**.

**LIFE INSURANCE CARRIER:** **DEARBORN NATIONAL LIFE** will continue to be the carrier of our Life Insurance. Authorization is sought to approve contract for Dearborn National Life for the **2016-2017 School Year**.

**E. APPROVE CONFERENCES AND WORKSHOPS 2016-2017**

- 1. ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL (ASBO) 2016 ANNUAL MEETING, SEPTEMBER 23-26, 2016, PHOENIX, ARIZONA**
- 2. ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS (IASA) ANNUAL CONFERENCE, SEPTEMBER 28-30, 2016 - SPRINGFIELD, IL**
- 3. NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS (NABSE), NOVEMBER 15-19, 2016 - NEW ORLEANS, LA**
- 4. ILLINOIS ASSOCIATION OF SCHOOL BOARDS/ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS/ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (IASB/IASA/IASBO) JOINT CONFERENCE - NOVEMBER 17-21, 2016 - CHICAGO, IL**

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5. **AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA),  
MARCH 2-4, 2017- NEW ORLEANS, LA**
6. **NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) CONFERENCE,  
MARCH 24-28, 2017 - DENVER, CO**
7. **ASSOCIATION FOR SUPERVISION AND CURRICULUM  
DEVELOPMENT (ASCD) ANNUAL CONFERENCE, MARCH 25-27, 2017 -  
ANAHEIM, CA**

**F. APPROVE BOARD OF EDUCATION MEETING DATES FOR FISCAL YEAR 2016-2017**

Meetings of the Board are held on the first (1<sup>st</sup>) Tuesday on or after the fifth (5<sup>th</sup>) of the month at 5:00 p.m., Cottage Grove Upper Grade Center. The times and locations are subject to change at the prerogative of the Board of Education. The dates are:

**TUESDAY, JULY 5, 2016**  
**TUESDAY, AUGUST 9, 2016**  
**TUESDAY, SEPTEMBER 6, 2016**  
**TUESDAY, OCTOBER 11, 2016**  
**TUESDAY, NOVEMBER 8, 2016**  
**TUESDAY, DECEMBER 6, 2016**  
**TUESDAY, JANUARY 10, 2017**  
**TUESDAY, FEBRUARY 7, 2017**  
**TUESDAY, MARCH 7, 2017**  
**TUESDAY, APRIL 11, 2017**  
**TUESDAY, MAY 9, 2017**  
**TUESDAY, JUNE 6, 2017**

**PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION  
& OPERATIONS**

Superintendent Jackson reminded members that they were in advanced

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receipt of Mrs. Jackson's report, then inquired if there were any questions. **THERE WERE NONE.** Superintendent Jackson then asked for approval as submitted:

Motioned/Sherman; Seconded/Viverette - to approve **Part B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS** as submitted:

Roll Call: Ayes: Cook, Hayslett, LaWrence, Sherman, Viverette  
Nays: None  
Absent: Coleman, Mitchell  
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 July 7, 2016 in the amount of **\$297,063.06**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of June 2016 and Summer Payroll Run Outs as detailed below:

June 10, 2016	\$229,457.06
June 24, 2016	<u>\$279,741.58</u>
<b>Sub Total</b>	<b>\$509,198.64</b>
<b>Summer Payroll Run Outs</b>	
1 <sup>st</sup> Run Out -	\$115,220.42
2 <sup>nd</sup> Run Out -	\$ 111,586.06
3 <sup>rd</sup> Run Out -	<u>\$147,924.20</u>
<b>Sub Total</b>	<b>\$374,730.68</b>

**GRAND TOTALS                      \$883,929.32**

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**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

- A.   Date:       July 7, 2016 - August 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  
                  Beyond The Veil Kingdom Ministries  
      Purpose:    Religious Purposes  
      Cost:       **\$75.00-Sunday/\$25.00-Thursday**
- B.   Date:        (1) Thursday's (July 14, 21, 28, 2016)  
                  (2) Saturday, August 6, 2016  
      Time:       (1) 5:00 p.m. - 7:00 p.m.  
                  (2) 12:00 p.m. - 4:00 p.m.  
      Place:      Tidye A. Phillips  
      Contact:    Pastor Shawn Aldridge  
                  Beyond The Veil Kingdom Ministries  
      Purpose:    (1) Open Gym  
                  (2) Back To School Celebration  
      Cost:       **\$175.00-Building Rental**  
                  **\$50.00/\$100.00 -Custodial Fee**  
                  **Reference #1**

**D. PETTY CASH**

Authorization is replenish and establish Petty Cash for the 2016-2017 School Year:

Building & Grounds	\$ 200.00
District Office	\$ 500.00
Business Office	\$ 200.00
Federal & State	\$ 200.00



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PPS	<u>\$ 200.00</u>
<b>Total</b>	<b>\$1,300.00</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund for the 2016-2017 School Year in the amount of **\$25,000.00**.

**F. 2016-2017 FOOD SERVICE PRODUCT BIDS**

Food Service bids were opened on Tuesday, June 27, 2016 at 10:00 a.m. at the District Office by Mrs. Carla Hawkins, Secretary and myself.

We reviewed the bids that were received and I recommend the following vendors for the 2016-2017 School Year:

<b><u>VENDOR</u></b>	<b><u>BID AWARD</u></b>
Clover Leaf	Milk
Gordon Foods	Bread
Wilkins Foods Gordon Foods	Portion of Groceries, Staples, Paper Goods, Frozen Gordon Foods Vegetables, Meat, Fish & Poultry <b>Reference #2</b>

**PART C - CURRICULUM AND INSTRUCTION**

**MRS. MARILYN BARNES** 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. Barnes then asked for acceptance of her report as submitted:

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**I. FOR YOUR INFORMATION**

**A. SUMMER SCHOOL**

As Summer School ended on Thursday, June 30, 2016, 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 experience for all. 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 10 - 12, 2016**

Preparations are being made for this year's Institute Days. Everyone will have professional development for their respective departments to ensure that they are off to a great start.

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

**C. MONTHLY BUILDING REPORTS**

Building reports were submitted by the following personnel:

**Monique Johnson**, Principal of Medgar Evers P.A.C.  
**Sharon Rivers**, Principal of Cottage Grove U.G.C.

**D. UPCOMING DATES**

**AUGUST 1, 2016**

**All Pupil Personnel Service (PPS), Attendance Officers, and Home School Coordinator return to work**

**AUGUST 3 - 5, 2016**

**Student Registration for parents at Medgar Evers Primary Academic Center**

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- **Wednesday, August 3rd: 9:00 a.m. – 5:00 p.m.**
- **Thursday, August 4<sup>th</sup>: 10:00 a.m. – 3:00 p.m.**

**AUGUST 5, 2016**

**New Teacher's Orientation- 10:00 a.m. (in each building)**

**AUGUST 5 - 9, 2016**

**Late Registration in each respective school building**

- **8:00 a.m. – 3:00 p.m.**

**AUGUST 10 - 12, 2016**

**Teacher Institute Days at Cottage Grove Upper Grade Center**

**AUGUST 15, 2016**

**First Full Attendance Day for Students**

**AUGUST 23, 2016**

**Open House – Cottage Grove Upper Grade Center**

- **4:00 p.m. – 6:00 p.m.**

**AUGUST 24, 2016**

**Open House – Medgar Evers Primary Academic**

- **4:00 p.m. – 6:00 p.m.**

**AUGUST 22, 2016 – SEPTEMBER 2, 2016**

**Fall Bench Assessments**

- **Pre-Kindergarten – Brigance & GOLD Assessments**
- **Kindergarten & First Grade – Developmental Reading Assessment (DRA) & Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP)**
- **Third – Eighth – Jerry Johns Basic Reading Inventory (BRI) & NWEA MAP**

**AUGUST 30, 2016 – SEPTEMBER 2, 2016**

- **Kindergarten – Eighth – ECRA Writing Assessment**

**PART D - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** congratulated **Mrs. Sharon Rivers** on receipt of her Doctoral Degree, then 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:

**Board member Mitchell arrived 5:10 p.m.**

**I. FOR YOUR INFORMATION**

**A. LITTLE DIVA'S 2016**

Mrs. Cook, Ms. Hayslett, and Mrs. Viverette are coordinating the 2016 Little Diva's summer program. The Little Diva's Program will be held for three (3) weeks with the start date Monday, June 27, 2016 and the end date Thursday, July 14, 2016. Each week the program has a theme:

- **Week 1: Arts and Crafts**
- **Week 2: The Olympics**
- **Week 3: Fairy Tales**

The Little Diva's Program also includes pertinent information about hygiene, healthy eating, and leadership. This year the Little Diva's will receive an autographed book titled "Lessons for the Little Girl." Author Jamie A. Gill will appear at our Little Diva's Program and autograph her book and have a discussion with the girls about her book.

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**B. FORD HEIGHTS SCHOOL DISTRICT AWARDED A SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS (STEM) GRANT**

Lambda State Foundation for Educational Studies, Inc. with the Delta Kappa Gamma Members has awarded Cottage Grove Upper Grade Center a STEM Grant. The STEM Program will take place at Cottage Grove Upper Grade Center during the winter of 2017.

**C. 2016-2017 REGISTRATION**

2016-2017 registration will be held Wednesday, August 3, 2016 from 9:00 a.m. - 5:00 p.m. and Thursday, August 4, 2016 from 10:00 a.m. - 3:00 p.m. at Medgar Evers Primary Academic Center. Parents will be able to go to our website to get a copy of the registration form and complete the forms early. All parents that register their children will receive school supplies, be put in a raffle for student uniforms and provided refreshments.

Flyers will be distributed, Robo calls will be made, and home visits done to inform parents of our 2016 registrations.

**D. MANDATORY EARLY CHILDHOOD PARENT ORIENTATION MEETING**

Friday, August 5, 2016 at 11:00 a.m. there will be a Mandatory Parent Orientation Meeting for our Early Childhood Pre-Kindergarten Program. Parents will be give the Early Childhood Pre-Kindergarten Parent Handbook. Discussions will be held regarding the program and parents will be able to ask questions and make suggestions about the program.

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### **E. EARLY CHILDHOOD PRE-KINDERGARTEN PROFESSIONAL DEVELOPMENT**

Dr. Shariffa Townsend will provide professional development for our Early Childhood Pre-kindergarten staff. The professional development will take place Tuesday, July 19, and Wednesday, July 20, 2016 from 9:00 a.m. to 12:00 noon at Medgar Evers Primary Academic Center.

### **PART E - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION**

**DR. TAMARA YOUNG** reminded members of the Board that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** Dr. Young then asked for acceptance of her report as submitted:

#### **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, attendance and IE Point. As a result of work being done to develop a new IWAS system, we are in a holding pattern for completing the IDEA Pre-School and IDEA Flow-Through grants for the upcoming school year that are usually open at this time. It has not been determined when the completion of the new system will be in effect. Once the system is open we will be able to submit the aforementioned grant applications. All reports and grants are due before the end of June.

##### **B. PREPARATION FOR THE START OF THE 2016-2017 SCHOOL YEAR**

The PPS Director attended and participated in the administrative retreat. The administrative retreat allowed for the Superintendent

of Schools and all other administrators to recap on the previous school year and discuss changes and opportunities for the upcoming year. We also analyzed data, planned and prepared for fiscal year 2016-2017.

Available positions have been posted and preparation for candidate selections and interviews are taking place. Registration information was sent out and collected at the end of last school year as we get a jump start on completing enrollment for 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.

**D. PROFESSIONAL DEVELOPMENT**

The PPS Director along with the District-wide Student Advocate and the Attendance Clerk attended a five-day workshop (June 13 through June 17) that included a conference on Wednesday June, 15 on Adverse Childhood Experiences (ACEs).

This workshop provided us with information regarding childhood trauma and the emerging best practices schools are using to confront this matter. Research has shown when you take a holistic approach to student achievement you must meet all areas of Maslow's hierarchy of needs. This means understanding every area **in a child's life that can affect how they perform in school.**

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With Senate Bill 100 law on discipline in school requirements starting September 15, 2016 we need to focus on building a trauma-sensitive school. Understanding the ACE's and Executive Functions as it relates to child development and student performance can help us comply with SB 100 regulations as we began to focus on building a trauma sensitive school.

This Bill and the aforementioned practices also coincide with Every Student Succeed Act (ESSA). As we move forward in the upcoming school year we will focus on student achievement and the surrounding circumstances that affect their performance.

**BOARD PRESIDENT COOK** called on **MRS. SHARON RIVERS**, Principal Cottage Grove Upper Grade Center and **Ms. MONIQUE Johnson**, Principal Medgar Evers Primary Academic Center, to give reports of activities in their respective buildings.

Superintendent Jackson reiterated the particulars of the Committee Meeting of the Whole to Board of Education members.

**ADJOURNMENT - 5:14 p.m.**

Motioned/Sherman; Seconded/Viverette - to adjourn meeting

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

  
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**Lera Cook, Board President**

  
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**Victoria Hayslett, Secretary**