

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, MARCH 11, 2014

The meeting was called to order by presiding officer Mrs. Ester Viverette – 5:07 p.m.

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

Upon roll call the following members were present:

Present: Cook, Hayslett, LaWrence, Mitchell, Sherman, Viverette
Absent: Coleman
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.
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel: Kimberly Jannotta

QUESTIONS FROM PUBLIC (3 Minutes) (The below comments were made after Part B - Report)

Principal Stephanie Stephen was asked by Mrs. Joyce McEwen, Assistant Superintendent to comment on the results of the Regional Science Fair. Mrs. Stephen went into great detail about what students participated, who the runners were for the Regional Science Fair, and other pertinent information. She ended by stating that the District was very proud of all students who participated.

Principal Stephen then addressed the goal for Early Registration, which is 100% registration. She expressed that information has been going out to parents in the format of flyers, Registration Packets, which were mailed out, and stated that during Parent/ Teacher Conferences scheduled for March 28, 2014 registration will be held then as well.

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Mrs. Stephen further stated that there were letters in the packets to parents regarding the new uniform policy. The new uniform policy was also introduced at the "Bring Your Parent to Work Day." Principal Stephen made it clear that every avenue conceivable, was being used to reach the goal of 100% registration before the next school year. Mrs. Stephen stated that at the upcoming Board of Education meeting, she would report on the 8th Grade Extravaganza in the works.

Principal Stephen, then call for **Coach Kinnaman** to come forth with a presentation.

Coach **Jason Kinnaman**, Coach **Troy Juniel** and Coach **Sean Aldridge**, along with the **7th and 8th Grade Boys Basketball** teams, stood to address the members of the Board, Superintendent Jackson, and all those in attendance as it related to their winning season during the 2013-2014 school year.

The team showed and presented their **4 trophies**, as well as, explained what each trophy was for (i.e. Sectional's, Regional's etc.) The young men thanked the Board of Education for their absolute support of the Basketball teams and program.

Mr. Kinnaman shared that **Coach Troy Juniel**, had been recognized as "**Coach of the Year**", to which everyone gave an approval of applause and congratulations.

Board member LaWrence inquired if there was an Athletic Banquet planned. Mr. Kinnaman responded, not at this time.

AGENDA

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

Roll Call: Ayes: 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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MINUTES

Motioned/Hayslett; Seconded/Sherman - to approve the minutes of *February 4, 2014 (Regular)*

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

CORRESPONDENCE

Ms. Celestine Burrel - I am quite simply, blessed beyond belief by the kind, loving and considerate people in my life. I appreciate you more than words can say.

CLOSED SESSION - 5:28 p.m.

Motioned/Sherman; Seconded/Mitchell to enter into Closed Session to discuss Matters of Personnel.

END CLOSED SESSION - 6:22 p.m.

Motioned/Sherman; Seconded/Mitchell to end Closed Session.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report. Inquired if there were any questions, then recommended his report be approved, inclusive of below findings of the Board of Education as listed:

I. CLOSED SESSION

A. MATTERS OF PERSONNEL- (POSSIBLE ACTION)

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It was the consensus of the Board that Administration proceed and/or act accordingly as it relates to matters of personnel as discussed in Closed Session, which was as follows:

Motion to deny Lisa Wallace's grievance pending the review of the Family Medical Leave Act forms for the reasons discussed in Closed Session and authorizing Board Counsel to prepare such decision.

Superintendent Jackson then recommended his report be approved as follows, inclusive of Closed Session item(s).

Motioned/Sherman; Seconded/Cook - to approve the report of the Superintendent, inclusive of item(s) discussed in Closed Session.

I. FOR YOUR AUTHORIZATION

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

1. RESOLUTIONS

a. RESOLUTION FOR HONORABLE DISMISSAL AND NON-RENEWAL OF EDUCATIONAL SUPPORT PERSONNEL (*See references #1*)

Resolution authorizing Honorable Dismissal and Non-Renewal of Educational Support Personnel

MARCIA MCINTYRE, One on One Aid
SHARAKA SIMMONS, Instructional Aid

2. LETTER OF INTENT TO RETIRE (*See reference #2*)

Mrs. Johnetta Gordon, Pre-Kindergarten Teacher, Medgar Evers Primary Academic School, has submitted a letter of Intent to Retire, to be effective at the end of the 2017 School Year.

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B. RESOLUTION AUTHORIZING THE TRANSFER OF MONIES FROM THE TRANSPORTATION FUND TO THE EDUCATIONAL FUND (See reference #3)

Resolution authorizing Transfer of Monies from the Transportation Fund to the Educational Fund

II. FOR YOUR INFORMATION

A. PROPOSED DATE CHANGE FOR THE APRIL 8, 2014 BOARD OF EDUCATION MEETING

Due to the **National School Boards Association (NSBA) Conference** which is scheduled for **April 3-8, 2014**, President EsterViverette, is proposing a date change from the regularly scheduled Board meeting of **Tuesday, April 8, 2014**, to that of **Tuesday, April 1, 2014** at the time of **5:00 p.m.** with the thought process that it would be more beneficial to have the meeting sooner as opposed to later, which could potentially push the date back to the later part of April.

B. MONTHLY ENROLLMENT (AS OF MARCH 7, 2014)

MEDGAR EVERS SCHOOL WHO LEFT

PRE-K	40	KDG	40
GRADE 1	45	GRADE 2	41
GRADE 3	42	GRADE 4	39
		TOTAL	247

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	42	Grade 6	38
Grade 7	47	Grade 8	41
		TOTAL	168

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TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
415	19	434

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
16	367	8

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
4	211	10

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent, reminded members of the Board that they were in advanced receipt of her report, then called for Principal Stephanie Stephen to make a presentation (see Questions from Public section), then asked for acceptance of her report as follows:

I. FOR YOUR INFORMATION

A. ISAT TESTING

Test materials are in and have been disbursed to Building Principals. Testing is scheduled to begin the week of **Tuesday, March 4, 2014** through **Friday, March 14, 2014** (inclusive of makeups).

B. BLACK HISTORY PROGRAM

Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center Schools presented a District-wide **Black History Program**, on **Thursday, February 27, 2014**. The program offered projects, activities/skits, music, dance and promoted the achievements of African Americans and introduced students and parents to a rich history of diversity and inclusiveness in school classrooms.

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We all know that celebrating African American achievements should never end once February turns to March. Black History Month, like Native American History Month (November) and Woman's History Month (March), is a unique opportunity to highlight the roles played by African Americans in our national history. As a part of a people "out of many", African American achievements were too often glossed over or forgotten in history books and classroom lesson plans. From Crispus Attucks to Rosa Parks, from Dr. Martin Luther King, Jr. to Barack Obama, African Americans have contributed their

talents and even given their lives in the march of freedom for all people. This truth must be a part of the history that schools teach well beyond Black History Month. ***Kudos to our students and staff for a job well done!***

C. CAREER/HEALTH FAIR

Planning for Career Day and the Health Fair continues for both Medgar Evers Primary Academic Center (**May**) and Cottage Grove Upper Grade Center (**April**).

MRS. GERALDINE PARHAM, and **MS. LATASHA WRIGHT**, are teaming up for the annual **CAREER DAY** and **HEALTH FAIR**, with a goal of provoking student interest in their own future employment at a young age. These events are held so our students will have a feel for the type of jobs they think they might like to have as adult citizens.

HEALTH FAIR: Many of our students will not understand that they will be affected by certain habits of poor hygiene in the long run instead of right away. Therefore, by having a Health Fair, it can show them what can happen when personal hygiene is ignored over time. It will also help students understand health, the different types of health they need to think about and how to stay healthy.

D. 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, HOME SCHOOL COORDINATOR
Celestine Burrel, ATTENDANCE OFFICER

E. UPCOMING EVENTS

MARCH 3, 2014

Pulaski Day - NO SCHOOL

MARCH 5-14, 2014

ISAT Testing

MARCH 17, 2014

St. Patrick's Day

MARCH 18, 2014

Primary Election

MARCH 19, 2014

PARCC Field Assessment- Practice Test (4th Grade)

MARCH 20-21, 2014

Commission for the Study of Demographics & Diversity

MARCH 22, 2014

Saturday School Ends

MARCH 25, 2014

PARCC Field Assessment - Test (4th Grade)

MARCH 28, 2014

Parent/Teacher Conference - 12:00 p.m. - 6:00 p.m.

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 follows:

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I. FOR YOUR INFORMATION

A. PROBLEM SOLVING

The Pupil Personnel Department (PPS) met with the teachers and administrators at Cottage Grove and Medgar Evers to discuss behavior and academic issues regarding students who have been referred for support at the Problem Solving Meeting. Tier II social skills/school behavior group facilitated by Ms. Hitchcock and Ms. Griffin continues at Medgar Evers. Students are now being identified for a perspective Tier III intervention.

The Character Education Program at Medgar Evers Primary Academic Center is on the move. Six groups have been established ranging from first to fourth grade. There are different goals set for each group according to their needs. The Tier II Groups have been established to build on the PBIS "Be's". Be Respectful; Be Responsible; Be Safe; Be a Leader.

B. COUNSELING SERVICES

The counselor attended the monthly PBIS External Coaches meeting at SPEED. The counselor also attended the External Coaches Network Meeting to discuss universal screening, district training plan and coaching strategies.

The counselor met with Mrs. Bady to count all ISAT testing materials including materials for 1 out of district student.

The counselor held a meeting with the National Junior Honor society potential candidates for the 2014 induction ceremony. Students were given their initial candidate packets. Completed packets must be returned no later than March 28, 2014.

Career Day planning continues and meetings with the committees

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are scheduled. Presenters are being solicited from various career fields. A preliminary list of presenters was created at both schools. Ambassadors for the event have also been selected.

C. HEALTH SERVICES

School House Dental provided dental examinations to Medgar Evers Primary Academic Center on January 22, 23 and February 3, 2014. Services included a dental examination, cleaning, fluoride treatment and dental sealants. Gordon Dental Associates provided the same dental services to Cottage Grover Upper Grade Center on January 21 and 22, 2014. Dental examinations are required for kindergarten second grade and sixth grade students.

Monthly Automated External Defibrillator's (AED) maintenance was conducted in the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center, and Tiyde A. Phillips School in the month of February.

D. Monthly Reports

Millicent Griffin-Social Worker/Case Manager

Fanesta Hitchcock- Psychologist

Latasha Wright- Counselor

Geraldine Parham- Health Coordinator

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. Mrs. Jackson inquired if there were any further questions, then asked for favorable approval as follows:

Motioned/Sherman; Seconded/Cook- to approve Part D- Business Affairs Report

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I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for January 7, 2014 in the amount of **\$364,836.72.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of December 2013 as detailed below:

February 07, 2014	\$211,103.14
February 21, 2014	<u>\$235,366.77</u>
Total	\$463,867.38

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: March 11, 2014 - April 9, 2014
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: March 5, 2014 - April 9, 2014
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.-8:00 p.m.

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Place: Tidye A. Phillips
Contact: Pastor Shawn Aldridge
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

C. Date: Saturday, April 12, 2104
Time: 1:00 p.m.- 8:00 p.m.
Place: Tidye A. Phillips
Contact: Tyreese Andrews
Purpose: Birthday Party (1 year old)
Cost: **\$200.00 - Custodian/Classroom**
\$175.00 - Gynasium
(Reference #1)

D. PETTY CASH

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

District Office	\$ 65.30
Building and Grounds	\$ 47.38
PPS	\$172.86
Medgar Evers	\$150.25
Cottage Grove	<u>\$200.00</u>
Total	\$635.79

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$7,095.00.** (Reference #2)

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

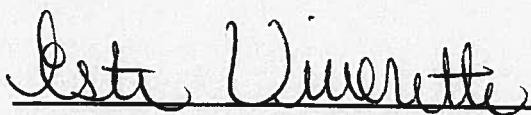
At this juncture, Board President Viverette called for a motion to **re-schedule** the **April 8, 2014** Board of Education meeting, to that of **April 1, 2014**, due to the National School Boards Association Conference, which is scheduled for **April 3-8, 2014**. The thought process being that it would be more beneficial to have the meeting sooner as opposed to later, in order to pay the School District's monthly bills, as well as, taking action on Statutorily required personnel matters.

Motioned/Sherman; Seconded/Cook- to approve Re-schedule the Board of Education meeting

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

ADJOURNMENT- 6:25 p.m.

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



Ester Viverette, Board President



Lera Cook, Board Secretary