

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, MARCH 10, 2015**

The meeting was called to order by presiding officer Mrs. Ester Viverette - **5:12 p.m.**

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

Upon roll call the following members were present:

Present: Coleman, Cook, Hayslett, LaWrence, Sherman, Viverette  
Absent: Mitchell  
Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Coretta Jackson, Coordinator of Business Affairs  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
Mrs. Stephanie Stephen, Director of Federal/State Programs  
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.  
Ms. Monique Johnson, Principal Medgar Evers P.A.C.

Legal Counsel:

**QUESTIONS FROM PUBLIC (3 Minutes)**

Board President Viverette greeted and thanked all in attendance, then inquired if there were any comments from the audience. There were none.

**AGENDA**

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

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

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**MINUTES**

Motioned/Cook; Seconded/Sherman - to approve the minutes of **February 10, 2015 (Regular & Closed)**

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

**CORRESPONDENCE**

NONE

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, and recommended approval as submitted. He went on to address the following items listed in his report in further details:

- Resolution Recognizing Attainment of Tenure by Probationary Teachers (**LETA CHESSER, TROY JUNIEL, JASON KINNAMAN AND ROBERT POTTER**)
- Resolution Authorizing Notice of Honorable Dismissal to Certain Teacher (**JOHNETTA GORDON**)
- Appointments (**VERLETTA FALCONER** 4<sup>th</sup> Grade Teacher, **LATINA WILSON**, School Clerk, (Medgar Evers Primary Academic Center)  
  
**LAKEISHA WILLIAMS**, Girls Track Coach, **CHAD NELSON**, Boys Track Coach, (Cottage Grove Upper Grade Center)

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- Letters of Resignation (**LILLIAN JONES** and **ANGELA HAYWARD** (Medgar Evers Primary Academic Center)
- **Addendum Report** (**VERLETTA FALCONER** 4<sup>th</sup> Grade, **KEVIN LAWLOR**, P.E. Teacher for 2015-2016 school year (Medgar Evers Primary Academic Center)
- Building Rentals (**COOK COUNTY SHERIFF TOM DART & REPRESENTATIVE THADDEUS JONES** - (date could change)
- Personnel Changes for 2015-2016 (**TROY JUNIEL & CHERYL FRANKLIN**)

Motioned/Sherman; Second/Cook - to approve **Part A - Administration Report** inclusive of **Addendum Report**, as submitted:

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

Superintendent Jackson apologized and stated that there was an item which should have been included for vote. He addressed item **(1-A)**. Board President then called for a motion for this item:

Motioned/Sherman; Second/Cook - to approve **Part A - Administration Report Item 1-A** (Elimination of Receptionist Position and Termination of Employee, **DENISE HOWARD**, effective immediately).

Superintendent Jackson once again asked for favorable approval of his report **inclusive of Item 1-A and Addendum Report**, as submitted:

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

**I. CLOSED SESSION**

**A. MATTERS OF PERSONNEL- (POSSIBLE ACTION)**

**II. FOR YOUR AUTHORIZATION**

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

**1. RESOLUTION (*See reference #1*)**

**a. RESOLUTION RECOGNIZING ATTAINMENT OF TENURE BY PROBATIONARY TEACHERS (2015)**

**LETA CHESSER            TROY JUNIEL**  
**JASON KINNAMAN      ROBERT POTTER**

**2. APPOINTMENTS**

**a. TEACHER**

Authorization is sought to appoint ***Verletta Falconer*** as Teacher, Medgar Evers Primary Academic Center, effective immediately, for the remainder of the **2014-2015** School Year and to retain her as a fourth grade teacher for the **2015-2016** school year. (*replacing Teresa Kovalik*).

**b. SCHOOL CLERK (*See reference #3*)**

Authorization is sought to appoint ***Ms. LaTina Wilson*** as School Clerk, Medgar Evers Primary Academic Center, effective July 1, 2015 (*replacing Angela Hayward*).

c. TRACK COACHES (See reference #4)

1. Authorization is sought to appoint **Ms. LaKeisha Williams** as Girls Track Coach, Cottage Grove Upper Grade Center for **2014-2015** school year.
- 2.. Authorization is sought to appoint **Mr. Chad Nelson** as Boys Track Coach, Cottage Grove Upper Grade Center for **2014-2015** school year.

3. LETTERS OF RESIGNATIONS (See reference #5)

The following personnel has submitted a Letter of Resignation to be effective as listed below:

- a. **Ms. Lillian Jones**, teacher, Medgar Evers Primary Academic Center has submitted a Letter of Resignation, effective at the end of the **2014-2015 school year**.
- b. **Mrs. Angela Hayward**, School Clerk, Medgar Evers Primary Academic Center has submitted a Letter of Resignation, **effective June 30, 2015**.  
(See reference #3)

B. AWARDING OF ERATE CONTRACTS - 2015-2016 (See reference #6)

Authorization is being sought to award ERATE contract to the qualified/chosen vendor for the **2015-2016** school year, as listed below:

**BID 2015-08**      Eligible Internet Equipment, Supporting Software, Cabling, and Installation for a High Speed Broad-band Wi-F- Network

**RECOMMEND:**      **MIDCO INC.**  
**\$51,862.00**



**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF MARCH 3, 2015)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>60</b>	<b>KDG</b>	<b>46</b>
<b>GRADE 1</b>	<b>51</b>	<b>GRADE 2</b>	<b>48</b>
<b>GRADE 3</b>	<b>46</b>	<b>GRADE 4</b>	<b>42</b>
		<b>TOTAL</b>	<b>293</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>Grade 5</b>	<b>40</b>	<b>Grade 6</b>	<b>40</b>
<b>Grade 7</b>	<b>34</b>	<b>Grade 8</b>	<b>46</b>
		<b>TOTAL</b>	<b>160</b>

<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>453</b>	<b>19</b>	<b>472</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>12</b>	<b>426</b>	<b>26</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>0</b>	<b>280</b>	<b>11</b>

**B. CHANGE OF APRIL BOARD MEETING DATE - REMINDER**

Members of the Board, you will recall that **April 7, 2015** is the original date for our Board of Education Meeting, however, as a reminder, due to the fact that this date is an Election Day, the date was **changed to Wednesday, April 1, 2015.**

**ADDENDUM REPORT**

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

**1. RESOLUTION**

Resolution Authorizing Notice of Honorable Dismissal to  
Certain Teacher (2015) See Reference #1

Johnetta Gordon

**2. APPOINTMENTS - 2015-2016 SCHOOL YEAR**

**a. TEACHERS**

(1) Authorization is sought to appoint Ms. Verletta Falconer as teacher, Medgar Evers Primary Academic Center, effective immediately, for the remainder of the 2014-2015 School Year (MA Step 5, \$44,296 - prorated) and to retain her as a fourth grade teacher for the 2015-2016 School Year.

(2) Authorization is sought to appoint Mr. Kevin Lawlor as P.E. Teacher, Medgar Evers Primary Academic Center, effective for the 2015-2016 School Year ( BA, Step 2, \$38,761).

**3. BUILDING RENTALS**

Authorization is requested for the use of the following facilities:

a. Date: Tuesday, March 17, 2015  
Time: 3:30 p.m. - 6:00 p.m.

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Place: Cottage Grove Auditorium  
Contact: Cook County Sheriff, Tom Dart  
Purpose: Town Hall Meeting to Discuss Public Safety  
Cost: Request fees to be waived  
(See Reference #2)

- b. Date: Saturday, March 28, 2015  
Time: 10:00 a.m. - 12:00 p.m.  
Place: Cottage Grove Auditorium  
Contact: Representative Thaddeus Jones  
Purpose: Town Hall Meeting  
Cost: Request fees to be waived  
(See Reference #3)

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, then inquired if there were any questions. Seeing there were none, Mrs. Barnes then asked for acceptance her report as submitted:

**I. FOR YOUR INFORMATION**

**A. PERFORMANCE BASED ASSESSMENT (PBA)**

Beginning on Monday, March 9, 2015 through Friday, March 27, 2015 students in grades third through eighth are being administered the Partnership for Assessment of Readiness for College and Careers (PARCC) Performance Based Assessment (PBA). Students will take three sessions of math and three sessions of English Language Arts (ELA). The PARCC is taking the place of the Illinois Standard Assessment Test (ISAT) and is now the high stakes test that the State will use to measure student growth.

On the PBA, students will be expected to critically think, show reasoning and application skills through "extended tasks." Students will have to write, using what they've learned from the passages and multi-media sources to support their arguments. These skills are critically important for students in college and the workplace.



In April, third through eighth grade students will take the second component of PARCC, the End of the Year Assessment (EOY), which also focuses on ELA and math. This assessment consists of innovative, short-answer questions and items to measure concepts and skills. Students will demonstrate comprehension of literary and informational texts and give definitions of words based on their reading of texts rather than on memorization. They will also show understanding of mathematical concepts, procedures and short applications.

Both the PBA and EOY results will be combined for a final score. Each component measures different standards; therefore, a student can only receive a score if they complete **both** components.

**B. MARCH EARLY DISMISSALS**

In March there will be only two Early Dismissals for Professional Development.

Dr. Lisa Chang, District Math Consultant will be at Medgar Evers Primary Academic Center on Wednesday, March 4, 2015 from 12:45 p.m. until 2:45 p.m. She will work with all new teachers and the primary grade teachers (pre-kindergarten – first) on Common Core State Standards, focusing on Operations and Algebraic Thinking.

Dr. Kay Dugan, Literacy Consultant will be in District on Tuesday, March 17, 2015 to work with teachers at Cottage Grove Upper Grade Center on developing assessments for the Performance Evaluation Reform Act (PERA) in preparation for student growth.

**C. 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**, District Wide Attendance Officer

**D. UPCOMING DATES**

**MARCH 4, 2015**

***Early Dismissal - Math Professional Development***

**MARCH 9, 2015 - MARCH 27, 2015**

***Performance Based Assessment (PBA)***

**MARCH 10, 2015**

***School Board Meeting - 5:00 p.m.***

**PART C - FEDERAL/STATE PROGRAMS**

Mrs. Stephen began by reminding members that they were in advanced receipt of her report. She then expressed that Early Registration Packets would be going out and expounded on the process and pertinent dates.

Board member Hayslett inquired why there would not be a 3<sup>rd</sup> Pre-Kindergarten Class for the 2015-2016 school year, to which Mrs. Stephen replied we did not have the numbers needed. Mrs. Stephen inquired if there were any questions, she then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. ISBE PRESCHOOL FOR ALL MONITORING VISIT**

The Promise Plus Pre-K for All Program State monitoring visit was completed Friday, February 27, 2015. Two of our Promise Plus Pre-K classrooms were observed and monitored. The State monitors used the Early Childhood Environment Rating Scale (ECERS) to score the areas monitored. The areas within the classrooms that were monitored are as follows:

- Space and Furnishings of the Classrooms
- Language -Reasoning
- Student Activities

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- Teacher and Student Interactions
- Program Structure
- Parental and Staff Involvement

The results of the State monitoring visits will be mailed to Dr. Jackson in six (6) to eight (8) weeks.

### **B. MONTHLY DISTRICT WIDE PARENT MEETING**

On Thursday, February 19, 2015 our monthly Parent Meeting was held at Medgar Evers Primary Academy Center from 11:00 a.m. to 1:00 p.m. This day was one of the coldest days of the winter with wind chills at 17 below. A Grand expression of appreciation is extended to Mrs. Cook, the Board of Education Secretary, and all the parents that were in attendance. The theme for the February meeting was "How Can We Improve Parent Involvement in Our District".

The meeting was well attended. Parents were served refreshments and raffles were drawn for prizes.

#### **AGENDA:**

- Introductions
- How to Improve Parental Involvement
- Starting Parent Cafés
- Having Quarterly Evening Meetings
- Discussion
- Raffles
- Adjournment

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Our next meeting will be held **Thursday, March 26, 2015** at Medgar Evers Primary Academic Center. Come out and join us. **TOPIC OF DISCUSSION: "Addressing Children's Challenging Behaviors"**

### C. 2015-2016 EARLY REGISTRATION

The 2015 parent Early Registration Packets will be mailed home Monday, March 16, 2015. All currently enrolled students' parents, beginning with Pre-k through seventh grade will receive the Early Registration Packets. Parents are to return the completed packets on or before Parent Teacher Conference **Thursday, April 2, 2015**. Parents will be able to go our website to get a copy of the registration form. We are encouraging parents to return the registration packets as soon as possible, so that we have a projected number of our current students that are returning.

This information helps district administrators plan for the 2015/2016 school year. In addition, the Parent Center staff will be available to assist any parent with completing the Early Registration Packet. Flyers will be posted in all Ford Heights businesses and the Parent Center staff will be canvassing homes as well as, making phone calls to ensure we reach every parent in our district.

### D. MONTHLY BUILDING REPORT (See reference #1)

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

## PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

Mrs. Tamara Young reminded members that they were in advanced receipt of her report, then stated that she had magnets to pass out relating to the Career Health Fair that would be upcoming. Mrs. Young inquired if there were any questions, then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. PROBLEM SOLVING MEETINGS**

The Pupil Personnel Services Team conducted a Problem Solving Team (PST) meeting at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. As a result from the referrals received at Problem Solving Meetings, the psychologist have been conducting observations in the classroom and making recommendations of different types of interventions that can be used in the classroom to help curb the unwanted behavior. Observations and consultation with other personnel has taken place to assist in planning appropriate interventions for students. A behavior plan was discussed and information was gathered to add to a student's IEP. An IEP review was completed as a result of problem solving discussion. An informational meeting took place in regards to a prekindergarten student who has been displaying disruptive behavior.

**B. CASE MANAGER/SOCIAL WORK SERVICES**

We have been working with the Director of Federal and State Programs in providing clothing for students who need uniforms. We also screened students from the preschool program that were new to the program. We are working with families who need resources for counseling outside of the educational environment. A safety plan has been created and implemented. The Director corresponds with serving schools in any effort to provide all behavior and academic needs of our students. The Director has been working with the assistant principals with behavior concerns. Several parent meetings have been held to discuss issues of concerns regarding their children.



**C. HEALTH SERVICES**

Parents of students in kindergarten, second and sixth grades, who have not presented proof of a dental examination, were informed of their child's noncompliant status. Dental examinations, cleaning, fluoride treatment and dental sealants was provided in February, on the premises of School District 169, for all students through Gordon's and School House Dental Program with parent consent regardless of financial status. The State of Illinois requires students in the kindergarten, second and sixth grade to have an oral health examination.

Another follow up letter was mailed to parents of students who failed the annual vision and hearing screening.

Monthly Automated External Defibrillator (AED) check was conducted February 2015 at the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center (Pac), and Tiyde A. Phillips. A new alarm box was ordered for the AED cabinet located at Medgar Evers Primary Academic Center.

**D. Counseling Program**

The Positive Behavior Interventions and Supports (PBIS) theme for the month of February is "Caring". The District-Wide Student Advocate continues to provide counseling services to seven Tier II fifth grade boys. He provides individual and group counseling to this group of boys.

The National Junior Honor Society continues to meet regularly to address student concerns with the well being of our school. Potential 2015 inductees have been identified and given applications in order to review their candidacy.

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Career Day planning is on a continuum. Presenters have been secured and approved for the event. Drafts of the programs and schedules are being finalized.

- 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 that they were in advanced receipt of her report, then inquired if there were any questions. There were none. Mrs. Jackson then asked for approval of her report as submitted:

Motioned/Sherman; Seconded/Hayslett- to approve Part E- Business Affairs Report

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

Nays: None

Absent: Mitchell,

Abstain: None

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

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for March 10, 2015 in the amount of **\$378,216.58**.

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C.     Date:           Saturday, March 28, 2015  
       Time:           10:00 a.m.-12:00 p.m.  
       Place:           Cottage Grove Auditorium  
       Contact:         Representative Thaddeus Jones  
       Purpose:         Town Hall Meeting  
       Cost:            **Request fees to be waived**  
                          **(Reference #2)**

**D.     PETTY CASH**

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

District Office	\$162.10
Building & Grounds	\$ 57.86
PPS	\$ 69.73
Medgar Evers	\$ 85.53
Cottage Grove	<u>\$197.51</u>
<b>Total</b>	<b>\$572.73</b>

**E.     IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$10,530.24.**

Superintendent Jackson took the time to share that Mrs. Young had accepted First Lady Michelle Obama's Fitness challenge, and congratulated her on her 26 lb. weight loss.

Board Secretary, **Mrs. Lera Cook** gave a shout out to Mrs. Stephanie Stephen for making sure that Pre-Kindergarten parents received Progress Reports.

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**ADJOURNMENT - 5:37 p.m.**

Motioned/Sherman; Second/Cook - to adjourn meeting - voice vote motion carried.

  
\_\_\_\_\_  
**Ester Viverette, Board President**

  
\_\_\_\_\_  
**Lera Cook, Board Secretary**