

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, MARCH 5, 2013**

The meeting was called to order by presiding officer Mr. Joe Sherman – **4:50 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Mitchell, Sherman, Viverette
Absent: Coleman, Griffin, Thompson
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.
Irma Plaxico, Assistant Principal, Medgar Evers P.A.C.
Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel: Attorney Raymond Hauser

At **4:50 p.m.** Board President Sherman turned the floor over to Attorney Raymond Hauser, who expressed a need for a **Closed Session**.

Motioned/Griffin; Seconded/Thompson - to enter into **Closed Session - 4:53 p.m.**

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

RECONVENE TO OPEN SESSION - 6:16 p.m.

Motioned/Griffin; Seconded/Viverette - to reconvene regular session.

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

Board President, then called for a motion to approve what was agreed to in **Closed Session**.

Motioned/Mitchell; Seconded/Cook - **to approve agreement of Closed Session**.

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

Board President, then called for a motion to approve **Letter of Intent to Retire**.

Motioned/Cook; Seconded/Thompson - **to approve Letter of Intent to Retire**.

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

Board President Sherman inquired if there were any comments from the audience?

QUESTIONS FROM PUBLIC (3 Minutes)

MR. SHAWN TAYLOR: Stood to introduce **Mr. Dondrell Brown, Sr.**, his wife, and three (3) sons, who were in attendance. Mr. Taylor went on to state that he believed the Brown's had a Martial Arts program which the District and the

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Village of Ford Heights should know about. He then asked Mr. Brown to expound on his program.

MR. BROWN: Thanked members of the Board of Education and the Superintendent for allowing him to address them. He asked if he could have his son's demonstrate the type of training that he was able to provide to those who may be interested.

Mr. Brown gave Martial Arts orders to his sons, and they in turn showcased various movements of Martial Arts.

Mr. Brown gave detailed explanations of what the program entailed and why he was doing, what he was doing. He ended by stating that he really believed that this program could assist with the discipline problems schools are having with some students. He stated this is because, in his program students are taught to respect and honor their parents and teachers. They are encouraged to study and do well in school. The program also teaches students patience, it gives them a positive attitude, and teaches them integrity and perseverance.

Mr. Brown went on further to express that students must have decent grades in order to participate in his program.

Board member Griffin asked questions about what would Mr. Brown's program be offering academically and a few other questions.

At the end of Mr. Brown's presentation, Board President Sherman indicated to Mr. Brown, that members would meet with him later during the month of March.

MR. MARK FRANKLIN: Mr. Franklin addressed a request previously submitted regarding the rental of Medgar Evers Primary Academic Center. He asked that there be a conversation between the District and himself, in order to address requests/questions, he has.

He then stated that he had a presentation that he would like to give to Members of the Board of Education, and Superintendent Jackson, as a token of appreciation. He presented members and Superintendent with a Plaque.

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Board member Griffin, asked questions of Mr. Franklin as to how the program was running, and how many children from Ford Heights, was participating in the program, as well as, several other questions and comments.

Mr. Franklin answered, and then stated that he has been the sole supporter financially for this program.

Board member Griffin, asked that Mr. Franklin get in touch with him, as he was willing to sponsor a kid or two (2). Mr. Franklin thanked Board member Griffin, and stated that he would do so.

Board President Sherman stated that members of the Board would get with the Superintendent to see what they could possibly do to help.

MS. WILMA WILSON: Thanked members of the Board of Education, the Superintendent and the District for the flowers sent to her during her illness. She expressed a **“special thank you”** to Board member Mrs. Ester Viverette, for calling on her at home to make sure she was okay, and it meant a lot to her.

AGENDA

Board President Sherman then asked for a motion to approve the agenda.

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

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

MINUTES

Motioned/Cook; Seconded/Mitchell - to approve the minutes of ***February 5, 2013(Regular)***.

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

CORRESPONDENCE

Mrs. Ora Conway - Your thoughtfulness and kindness in our loss was very much appreciated.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, but stated there were a few items he wanted to call their attention to.

Superintendent Jackson began by addressing the change of date for the upcoming April Board of Education meeting, to April 2, 2013 instead of April 9, 2013, which is election day.

Secondly, he called to members attention Item C of his report, which deals with special education regulations for school nurses. However, after a conversation with Mrs. Tamara Young, Director of Pupil Personnel Services, he stated that he would like to take this item off the table, in order that he may bring it back before members at the April 2, 2013 meeting.

Superintendent Jackson, then asked Mrs. Stephanie Stephen, Principal to address members.

MRS. STEPHEN: Indicated that she would like to cancel the upcoming 8th Grade trip. She gave reasons of slow pay, and no pay for this request. Mrs. Stephen stated that she felt like Administrators and those involved in this process, had done absolutely everything possible to make this trip happen, as well as, to meet parents half way, however, parents did not reciprocate, causing her to make this request.

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MR. SAMUEL LAWRENCE: Also addressed members about the lack of response from parents, and the economy was tough for everyone, and the people whom he previously were able to count on for financial support, were not able to help him this year at all. He too expressed frustration over the lack of parental adherence to the financial arrangements offered to parents.

Several discussions were had around the table regarding this matter, and ended with no one remembering there ever being a need to cancel the 8th Grade trip.

However, Board President Sherman and the Superintendent, asked Principal Stephen, and those involved to seek out an **alternative** to total cancellation.

Superintendent Jackson then asked for his report to be approved as written, inclusive of **Addendum Report**, but **minus Part II - C** of his report.

Motioned/Griffin; Seconded/Viverette - to approve report of the Superintendent as follows:

I. CLOSED SESSION

A. MATTERS OF PERSONNEL

II. FOR YOUR AUTHORIZATION

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

1. MOTION TO APPROVE PARTICIPATION OF PARENT VOLUNTEERS

Authorization is sought to allow the following individuals to participate as **Parent Volunteers** , and in assisting Mrs. Nicole Conway-Fason, Home/School Coordinator, on an as need basis for the various projects and activities out of her office.

Please note that a background check will be had by all listed, and pending background check, will be allowed to assist where and when needed. Those individuals are:

Ms. Debra Conway
Mr. Jerail Lee
Mr. Tyreece Johnson

B. ERATE - CLARIFICATION OF, AND ADDITIONAL AWARDING OF, CONTRACT FOR BID 2013-08, ELIGIBLE INTERNET EQUIPMENT, VIRTUAL SERVER COMPONENTS (*See reference #1*)

Motion to authorize the awarding of **ERATE Bid 2013-08**, Eligible Internet Equipment, and Virtual Server Components to the listed vendor of **HEARTLAND BUSINESS SYSTEMS, LISLE, IL.**

III. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF FEBRUARY 28, 2013)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	45
GRADE 1	49	GRADE 2	44
GRADE 3	47	GRADE 4	48
		TOTAL	273

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	46	Grade 6	52
Grade 7	43	Grade 8	47
		TOTAL	188

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
461	17	478

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
36	203	30

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
3	197	0

B. PROPOSED DATE CHANGE FOR APRIL 9, 2013 BOARD OF EDUCATION MEETING (REMINDER)

Due to the National School Boards Association Conference which is scheduled for April 11-16, 2013, as well as, the timeline of the April 9, 2013 Consolidated Election, Board President Mr. Joe Sherman, is proposing a date change from the regularly scheduled Board meeting of Tuesday, April 9, 2013, to that of Tuesday, April 2, 2013, at the time of 4:30 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 latter part of April.

Members of the Board of Education, if this date and time is agreeable to all, please inform Mrs. Gloria Lymore, or myself of such.

C. STATUS OF 8TH GRADE ANNUAL FIELDTRIP

As you are aware, our 8th grade students are scheduled to depart for their Annual pilgrimage to Washington D.C., on **Tuesday, April 2, 2013** with a return date of **Sunday, April 7, 2013**.

Members are to be reminded that letters were sent home during summer registration, explaining to parents the total cost of the trip, per student in the amount of **\$729.00**. The letter also, stated the amount of contribution expected by each parent in the amount of **\$480.00**, with the balance being met by the District.

Parents were encouraged to make payments as often as they liked,

in order to meet this amount. To date, there is a total of **4 parents who have paid their entire amount.**

The correspondence to parents gave a deadline date of Tuesday, March 5, 2013 for a total of **\$240.00**, (half of the **\$480.00**) to be paid. Members of the Board are to be aware that letters will be going out as of this writing, to parents to reiterate that if they have not submitted the **\$240.00** by the **deadline date of Tuesday, March 5, 2013**, the 8th Grade Annual Fieldtrip could possibly be cancelled.

ADDENDUM REPORT:

I. FOR YOUR AUTHORIZATION

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

1. MOTION TO APPROVE LETTER OF INTENT TO RETIRE (*See reference #1*)

Ms. Geraldine Joubert, Teacher, Medgar Evers Primary Academic Center, has submitted a Letter of Intent to Retire, effective at the conclusion of the 2012-2013 school year

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent, expressed to members that they were in advanced receipt of her report, but stated there were a few items she would like to bring to their attention.

Mrs. McEwen reiterated upcoming events listed in her report, then asked for acceptance as written:

I. FOR YOUR INFORMATION

A. ISAT TESTING

Test materials are in and are in the process of being disbursed to Building Principals.

Testing is scheduled to begin the week of *Wednesday, March 6, 2013* through *Friday, March 15, 2013* (inclusive of makeups).

B. CAREER/HEALTH FAIR

Planning for Career Day and the Health Fair continues for both Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center, later during the month of April.

Committee members are in the process of securing guests for Career Day in the form of a ROTC representative, a Dentist, a Chiropractor, Counselors, and a Business Owner, to come and speak to students. The committee has confirmed that they have received favorable replies from others who have been contacted to participate in this event.

C. ILLINOIS 5 ESSENTIALS SURVEY

This spring Illinois will lead the nation in providing a unique opportunity to deliver more comprehensive and reliable information on how to improve schools that test scores alone simply cannot capture. The end result will be a comprehensive user-friendly school report that offers a comprehensive picture of schools' strengths and weaknesses providing a clear pathway to improvement. 5 Essentials is based on more than 20 years of research by the University of Chicago's Consortium on Chicago School Research on schools and what makes them successful.

Pertinent input can be accomplished by parents, teachers, and students going online and participating in the survey. The survey will be administered February 1, 2013 through March 31, 2013. At least 30% of our district parents teachers and students need to participate for data to be generated.

D. ILLINOIS DEPARTMENT OF PUBLIC HEALTH

The Illinois Department of Health would like parents to know that

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beginning in the Fall of 2013, all students entering, advancing, or transferring into 6th through 12th grades, will be required to show **proof of receipt** of one dose of **Tdap** (combined Tetanus, Diphtheria and Pertussis) vaccine, regardless of the interval since the last **Tdap**.

E. **MONTHLY BUILDING REPORTS (See references #1-4)**

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.

Celestine Burrel, ATTENDANCE OFFICER

F. **UPCOMING EVENTS**

MARCH 4, 2013

Pulaski Day - District Closed

MARCH 6 - 15, 2013

ISAT Testing Begins

MARCH 19, 2013

Early Dismissal

MARCH 22, 2013

3rd Report Card Out

Parent Teacher Conference 12:00 - 6:00

MARCH 23, 2012

Saturday School Ends

MARCH 29, 2013

Good Friday

Spring Break Begins

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Tamara Young informed members that they were in advanced receipt of her report. She talked about dates for ISAT testing, then addressed a survey which would be administered to students in grades 6-8, and the reason for said survey. Then asked for approval of her report as written:

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. Grade level teams expressed their concerns in the areas of academics and behavior.

The Special Education teacher reported to the grade levels her new schedule and how the students will be serviced in the classroom environment.

Mrs. Young extended the support of the PPS staff and reminded the teacher to write up referrals for students who are struggling in the areas of academics and behaviors.

B. CASE MANAGER/SOCIAL WORK SERVICES

Mrs. Young has been conducting home visits and gathering data for upcoming IEP meetings Early Intervention meetings and Homeless transportation plans.

Ms. Griffin returned to her position on February 4, 2013. Since her return, Ms. Griffin has been working on completing files, domain paper work and scheduling parent interviews for upcoming IEP meetings. She has also resumed the responsibility of counseling students.

C. HEALTH SERVICES

Gordon Dental Associates and Dr. Smith provided dental services to Medgar Evers and Cottage Grove Upper Grade Center students on January 22, 23, and 24, 2013. Services included a dental examination, cleaning, fluoride treatment and dental sealants if needed. The State of Illinois requires Kindergarten, second grade and sixth grade students to have an oral health examination prior to May 15, 2013.

Friday, January 18, 2013, Cottage Grove Health Center of Cook County provided sports physicals for several students from Cottage Grove Upper Grade Center.

Monthly Automated External Defibrillator (AED) check was conducted February, 2013 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tidye A. Phillips.

D. COUNSELING PROGRAM

Ms. Wright administered The English Language Learning (ELL), Examination on Tuesday, February 5, 2013 to a second grade student at Medgar Evers. Prior to the test administration, Ms. Wright successfully completed the WIDA ACCESS for ELL training. Ms. Wright is certified to administer the following assessments as of January 29, 2013: Alternate ACCESS for ELLs Test, Kindergarten Test, Speaking Test and Test Background and Group Administered Components within this academic school year.

During the month of February, the counselor will be working with the 6th grade team at Cottage Grove to discuss strategies to improve the overall behavior of 6th grade students. Curriculum at Medgar Evers will resume after ISAT/ITBS testing.

Career Day planning is on a continuum. A preliminary list of presenters was created at both schools. Ambassadors for the event have also been selected.

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The counselor held a meeting with the National Junior Honor Society faculty council to discuss potential candidates for the 2013 induction ceremony. The council discussed students' leadership, character, citizenship, and service attributes.

E. STAFF DEVELOPMENT

Mrs. Wright attended the monthly PBIS External Coaches meeting at SPEED. The External Coaches Network Meeting had discussions on universal screening, district training plan, coaching strategies, and the self assessment survey.

F. MONTHLY REPORTS - Departmental reports were submitted by the following

Fanesta Hitchcock - Psychologist

Millicent Griffin - Social Worker/Case Manager

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, then inquired if there were any questions. There were none, whereupon Mrs. Jackson asked for approval of her report as written:

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for March 5, 2013 in the amount of **\$268,389.89**.

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B. PAYROLL SUMMARY

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

February 8, 2013	\$219,487.74
February 22, 2013	<u>\$226,055.54</u>
Total	\$445,543.28

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 5, 2013 - April 9, 2013
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, 2013 - April 9, 2013
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
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

D. PETTY CASH

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

District Office	\$ 89.10
Building & Grounds	\$ 65.83
Medgar Evers	\$200.00
Cottage Grove	<u>\$200.00</u>
Total	\$554.93

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E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$6,859.00.**

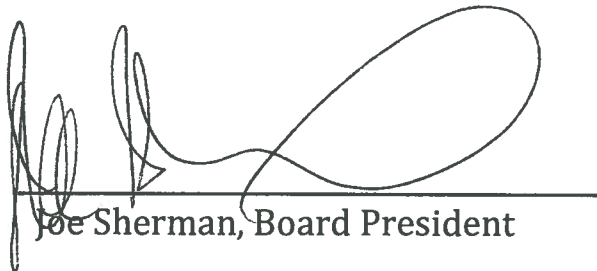
(Reference #1)

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

SUPERINTENDENT JACKSON spoke to the loss of Mrs. Gloria Lymore's mother, then gave particulars as to cards, and flowers, which were sent on behalf of the Board of Education and Ford Heights School District 169.

ADJOURNMENT - 7:06 p.m.

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



Joe Sherman, Board President



Lera Cook, Board Secretary