

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, MAY 5, 2020**

The meeting was called to order by presiding officer, President Samuel J. LaWrence, III – **10:04 a.m.**

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

Upon roll call the following members were present:

Present: Cook, LaWrence, Mitchell, Viverette
Absent: Coleman, Hayslett, Sherman
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business
Administration & Operations
Mrs. Gloria Lymore, Executive Assistant to the
Superintendent

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

NONE

AGENDA

Motioned/Cook; Seconded/Mitchell - to approve the agenda

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
Nays: None
Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

MINUTES

Board President called for a motion to approve the minutes.

Motioned/Cook; Seconded/Mitchell - to approve the minutes of **April 7, 2020 Regular.**

Roll Call: Ayes: Cook, LaWrence, Mitchell, Viverette
Nays: None

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Absent: Coleman, Hayslett, Sherman,
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

CORRESPONDENCE

None

PART A - REPORT OF THE SUPERINTENDENT

Dr. Gregory Jackson reminded members of the Board that they were in advanced receipt of the Superintendent's report. He shared that there was an Addendum to the Report of the Superintendent. After which time he asked if there were any questions? **THERE WERE NONE.** Dr. Jackson then asked for approval of the Report of the Superintendent as submitted.

Motioned/Cook; Seconded/Mitchell – to approve **PART A – REPORT OF THE SUPERINTENDENT'S REPORT, inclusive of the addendum** as submitted:

Roll Call: Ayes: LaWrence, Cook, Viverette, Mitchell
Nays: None
Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

I. FOR YOUR AUTHORIZATION

A. PERSONNEL (*Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance and final outcome of COVID-19 - Novel Coronavirus*)

1. LETTER OF RESIGNATION – TEACHER, COTTAGE GROVE UPPER GRADE CENTER – EFFECTIVE WEDNESDAY, JUNE 3, 2020

Mrs. Janet Morris, teacher, Cottage Grove Upper Grade Center has submitted a letter of resignation effective, Wednesday, June 3, 2020.

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2. RETIREMENT OF POSITION – CUSTODIAN, MEDGAR EVERS PRIMARY ACADEMIC CENTER – EFFECTIVE TUESDAY, JUNE 30, 2020

Mr. Eddie Sawyer, custodian, Medgar Evers Primary Academic Center has submitted a letter of intent to retire effective, Tuesday, June 30, 2020.

3. RECOMMENDATION IS SOUGHT TO CORRECT THE PREVIOUSLY APPROVED SALARY AMOUNT SUBMITTED IN ERROR FOR OF COORDINATOR OF SPECIAL EDUCATION SERVICES, EFFECTIVE 2020-2021 SCHOOL YEAR

Authorization is sought to correct the previously approved salary amount, submitted in error, of **Ms. LATASHA BUCHANAN** as **COORDINATOR OF SPECIAL EDUCATION SERVICES**, effective the **2020-2021** School Year (paid through IDEA Part B Flow Through Grant). The corrected salary amount should reflect a salary amount of \$60,000.00, instead of \$58,884.00.

4. APPOINTMENTS

- a. Authorization is sought for approval to appoint MR. MARIO FORD as a Sixth (6th) Grade Teacher, MA Step 9 effective for the 2020-2021 School Year (replacing Mrs. Janet Morris).
- b. Authorization is sought for approval to appoint MR. EDWARD JONES as Substitute Teacher, Cottage Grove Upper Grade Center effective for the 2020-2021 School Year (replacing Mrs. Josette Eddings).

B. AMENDMENT TO STUDENT TRANSPORTATION SERVICES AGREEMENT BY AND BETWEEN THE FORD HEIGHTS SCHOOL DISTRICT 169, COOK COUNTY, ILLINOIS (THE “BOARD”), AND DLM SCHOOL BUS LINE, INC. (“DLM”)

Authorization is sought to approve the Amendment to Student Transportations Services Agreement made as of the effective date set forth in Section 2 of the Amendment (March 17, 2020) and is

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by and between the Ford Heights School District 169, Cook County, Illinois (the "Board"), and DLM School Bus Line, Inc. ("DLM"). The Board and DLM are collectively referred to herein as the "Parties."
SEE REFERENCE #1 – EXHIBIT I, EXHIBIT II AND EXHIBIT III

II. FOR YOUR INFORMATION

A. FORD HEIGHTS PARK DISTRICT – INTEREST IN ACQUISITION OF THE TIDYE A. PHILLIPS FACILITY FOR THE PARK DISTRICT’S USE

B. MONTHLY ENROLLMENT (AS OF WEDNESDAY, APRIL 1, 2020)

MEDGAR EVERS SCHOOL

TOTAL 281

COTTAGE GROVE UPPER GRADE CENTER

TOTAL 156

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
437	12	449

ADDENDUM REPORT

I. FOR YOUR INFORMATION

A. EMERGENCY MODIFICATION FOR CLASS OF 2020 DUE TO COVID-19

Due to Executive Order 2020-31 and Illinois State Board of Education’s emergency rules that have been suspended due to Covid-19 Ford Heights School District 169 8th grade class of 2020 are exempt from the Constitution and US History Assessment Requirements.

After a brief discussion of the Ford Heights Park District’s interest in Acquisition of the Tidye A. Phillips Facility for the Park District’s Use, President LaWrence asked for a motion from members of the Board to grant permission to the Superintendent of Schools to meet with any and all parties as it relates to the Acquisition of the Tidye A. Phillips Facility.

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

MRS. CORETTA JACKSON expressed to 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 favorable approval of report as submitted:

Motioned/Cook; Seconded/Mitchell- to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS** as submitted.

Roll Call: Ayes: LaWrence, Cook, Viverette, Mitchell
None: None
Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay **Accounts Payable bills for May 5, 2020 in the amount of \$453,453.16.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of March 2020 as detailed below:

April 9, 2020	\$194,264.50
April 24, 2020	<u>\$215,704.00</u>
Total	\$409,968.50

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C. PETTY CASH

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

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Business Office	\$160.00
Building & Grounds	\$ 17.90
Cottage Grove	<u>\$200.00</u>
Total	\$377.90

D. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of \$300.00.

II. FOR YOUR INFORMATION

A. 2020-2021 FOOD SERVICE PRODUCT BIDS

The District will advertise for Sealed Bids for the Foodservice Department, the following items that we are requesting bids for are as follows, they are: Milk, Bread, Groceries & Staples, paper goods, frozen vegetables, meat, fish and poultry. Bids will be opened on Wednesday, July 1, 2020 at 9:00 a.m. at the District Office. (Reference #1)

PART C-CURRICULUM AND INSTRUCTION

Dr. Jackson presented Part C – Curriculum and Instruction. He informed members that they were in advanced receipt of Mrs. Marilyn Barnes report, then inquired if there any questions. **There were none.** Dr. Jackson then asked for acceptance of Curriculum and Instruction report as submitted:

I. FOR YOUR INFORMATION

A. REMOTE LEARNING

Students are continuing to work on the Remote Learning Packets that were hand delivered to each of the homes. The packets are reflective of materials that have been taught in the classroom that will allow students to continue to build their skills, and to minimize loss of what they have learned thus far.

In addition to the packets, the District has the IXL Learning app downloaded on the students' page on the District Website for students to access digital learning. Every student in grades pre-kindergarten through eighth has a unique user name and password to access the program. Students will be able to engage in activities in all content areas: **English Language Arts (ELA), Math, Social**

Studies, and Science. The activities are not only age appropriate, but they are also differentiated so that the students are working at their instructional levels. Administration and teachers are able to monitor students' use on the IXL program. There is a report that will tell how often the students are logging on to the website, how long the students are working in the portal, the skills they have mastered by content area, and what items by skills the student got incorrect. The program will also tell teachers what are the next steps for each student in their classroom, and what skills they need to work on for the future. The teachers then can prescribe future activities/lessons for the students.

During this time while students are engaged in Remote Learning, any parent who needs support for their child(ren) are able to phone each school's Main Office to speak with the Principal, or they can email their child's teacher directly through the District website, as all staff email addresses are accessible on each school page. Teachers have been directed to respond to parents within 24 hours of receiving an email.

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Principals are continuing communication with the faculty and staff assigned to their respective buildings through Zoom. It is a cloud-based video conferencing tool where you can host calls with others. Users can open chat rooms and can have up to 500 attendees all sharing the feed from their webcams, thus giving the illusion of a typical meeting.

B. SCHOOL IMPROVEMENT

Each school has a School Improvement Team that started working beginning in December of 2019 to plan for next school year (2020-2021). Each team was formed based on each school's 2019 Summative Designation. Both teams will resume the meetings to continue the progress that has been made thus far. The meetings

will be held through Zoom with all of the team members (teachers, paraprofessionals, and building and school administration) and Camilla Stewart, IL-EMPOWER, Manager of School Supports. Mrs. Stewart was assigned to the schools from the State to assist schools with the School Improvement Plan.

C. PRE-KINDERGARTEN

Beginning the week of April 27, 2020 we will begin mailing flyers out to the homes to inform the parents that there are pre-kindergarten openings available for the 2020-2021 school year. Flyers will go out several times for the remainder of the school year, and robocalls will go out, as well. Mrs. Latricia Walker, Assistant Principal of Medgar Evers Primary Academic Center will begin making phone calls to families to alert them of the openings that will be available for this upcoming school year. The State has given guidance to Districts to register any student whose parent presents themselves during this uncharted time.

D. MONTHLY BUILDING REPORTS (See references #1-3)

Building reports were submitted by the following personnel:

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Ms. Monique Johnson, Principal of Medgar Evers P.A.C.
Dr. Sharon Rivers, Principal of Cottage Grove U.G.C.
Ms. Celestine Burrel, District-Wide Attendance Officer

BOARD PRESIDENT called for a motion to adjourn.

ADJOURNMENT: 10:22 a.m.

Motioned/Mitchell; Seconded/Cook - to adjourn meeting



Mr. Samuel J. LaWrence III,
Board President



Mrs. Ester Viverette, Secretary