

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, MAY 8, 2018**

The meeting was called to order by presiding officer Mr. Mark Mitchell - **5:06 p.m.**

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

Upon roll call the following members were present:

Present: Coleman, Cook, LaWrence, Mitchell, Sherman, Viverette
Absent: Hayslett
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Ms. Monique Johnson, Principal Medgar Evers PAC
Dr. Sharon Rivers, Principal, Cottage Grove U.G.C.
Ms. Chantel Jones, Assistant Principal Medgar/Cottage

Legal Counsel: **None**

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

Board President Pro-tempore greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

AGENDA

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

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

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I. CLOSED SESSION

A. MATTERS OF PERSONNEL - (POSSIBLE ACTION)

II. FOR YOUR AUTHORIZATION

A. PERSONNEL (*Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance*)

APPOINTMENT

1. Authorization is sought for Approval to appoint ***Ms. Essence Greenhill*** as Substitute Teacher, effective for the 2017-2018 School Year.

B. APPROVE TECH TREP ACADEMY STEAM AND ENTREPRENEURSHIP PROGRAM (*See reference #1*)

Authorization is sought for Approval of Tech Trep Academy Program Science, Technology, Engineering, Art and Math (STEAM) and Entrepreneurship Program - Districtwide, effective June 1, 2018 through June 30, 2019.

C. LIFE SAFETY AMENDMENT

Authorization is sought for Approval of Life Safety Amendment, as it relates to Emergency Lockdown Security Hardware for doors at Cottage Grove Upper Grade Center.

D. APPROVAL TO AMEND THE 2017-2018 SCHOOL CALENDAR (*See Reference #2*)

Authorization is sought for Approval to amend the **2017-2018**

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School Calendar to abate (remove) **four (4)** emergency days resulting in school closing **May 24**. The calendar represents **180 days**, with **174 days** as student attendance days for the **2017-2018** School Year.

E. APPROVAL TO AMEND THE 2018-2019 SCHOOL CALENDAR FOR OBSERVANCE OF PRESIDENT LINCOLN'S BIRTHDAY AND SPRING BREAK (See Reference #3)

Authorization is sought for Approval to Amend the 2018-2019 School Calendar for Observance of President Lincoln's Birthday and Spring Break.

III. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF MAY 3, 2018)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	47
GRADE 1	49	GRADE 2	42
GRADE 3	42	GRADE 4	46
		TOTAL	266

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	45	GRADE 6	37
GRADE 7	42	GRADE 8	45
		TOTAL	169

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
435	11	446

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REPORT OF CONTACTS (ATTENDANCE OFFICER):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
8	232	11

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
0	192	0

**B. RESOLUTION HONORING THE LIFE & LEGACY OF MS. JEWEL TOWNSEND
(See reference #4)**

A resolution for *Ms. Jewel Townsend* has been delivered to her family members, on behalf of the Board of Education & School District Administrators and Staff.

ADDENDUM REPORT

I. FOR YOUR AUTHORIZATION

A. BUILDING RENTAL

Authorization is requested for the use of the following facility:

Date: Saturday, May 12, 2018
Time: 2:00 p.m. -6:00 p.m.
Place: Tidye A. Phillips School
Contact: Mr. Mark Mitchell
Purpose: Repass
Cost: Request for Waiver of Fees for Building Rental

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

MRS. CORETTA JACKSON informed members that they were in advanced receipt of her report. **MRS. JACKSON** then inquired if there were any questions. **THERE WERE NONE.**

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

Roll Call: Ayes: Coleman, Cook, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Hyslett
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 May 8, 2018 in the amount of **\$283,884.74.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of January 2018, as detailed below:

April 13, 2018	\$173,296.47
April 28, 2018	<u>\$177,966.30</u>
Grand Total	\$351,262.77

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: May 8, 2018 – June 5, 2018
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.
Place: Tidye A. Phillips
Contact: Pastor Shawn Aldridge
Purpose: Religious Purposes
Cost: **\$75.00-Building/\$25.00 - Wednesday**

B. Date: Friday, May 18, 2018
Time: 5:00 p.m. – 8:00 p.m.
Place: Tidye A. Phillips
Contact: Chanelle Beamon
Purpose: Wedding
Cost: **\$150.00 – Building/\$125.00 Custodian
(Reference #1)**

C. Date: Saturday, June 2, 2018
Time: 8:00 a.m. to 8:00 p.m.
Place: Cottage Grove Gymnasium
Contact: Chapman Basketball Academy
Purpose: Joe Chapman
Cost: **Request fees to be waived
(Reference #2)**

D. PETTY CASH

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

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District Office	\$253.10
Medgar Evers	\$127.88
Business Office	\$113.64
Building & Grounds	\$ 48.11
Cottage Grove	<u>\$200.00</u>
Total	\$742.73

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of \$2,977.00.

II. FOR YOUR INFORMATION

A. 2018-2019 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 Monday, July 2, 2018 at 10:00 a.m. at the District Office.
(Reference #3)

PART C - CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members of the Board that they were in advanced receipt of her report. **MRS. BARNES** inquired if there were any questions? There were none. **MRS. BARNES** then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. DISTRICTWIDE HONOR ROLL AND PERFECT ATTENDANCE CELEBRATION

On Thursday, May 3, 2018 our annual "Honor's and Perfect Attendance Celebration" will be held at Cottage Grove Upper Grade Center in the Dr. Willie L. Davis Auditorium starting at 4:00 p.m. All students who have earned honor roll or perfect attendance for three (3) consecutive quarters will receive recognition. Immediately following the ceremony parents and students will have light refreshments in the cafeteria. Congratulations to all of the students who have achieved this honor.

B. DEVELOPMENTAL READING ASSESSMENT (DRA)

Students in kindergarten and first grade will be administered the Developmental Reading Assessment (DRA) beginning on Tuesday, May 1, 2018 through Friday, May 11, 2018. This will be the third time the DRA has been administered to the students, providing teachers information on: **reading engagement, oral reading fluency, and comprehension**. Teachers are quickly able to determine a student's instructional needs with the completed continuum. Based on those needs, teachers create a plan that documents what each student needs to learn next. Teachers can use the information to differentiate instruction and create instructional groups for Reading.

C. JERRY JOHN'S BASIC READING INVENTORY (BRI)

Beginning on Tuesday, May 1, 2018 through Friday, May 11, 2018 students in second through eighth grade will be administered the Jerry John's Basic Reading Inventory (BRI). The BRI is used to help gather information for instructional decision making in reading. The assessment allows teachers to gain insights into a student's reading behaviors and reading ability (**word identification, fluency, and comprehension**). The BRI gives teachers the ability to determine three reading levels for each student:

- **Independent Level:** The level at which the student reads fluently with excellent comprehension.

- **Instructional Level:** The level at which the student can make maximum progress in reading with teacher guidance.
- **Frustration Level:** The level at which the student is unable to pronounce many of the words and/or is unable to comprehend the material satisfactorily.

D. PHONICS ASSESSMENT

Students in kindergarten through second grade will be administered the final District Phonics Assessment to gauge a sense of the skills they have mastered throughout the year, as well as, the skills that they are still having difficulty. These results will be given to the teacher whose class the students will be enrolled in for the 2018-2019 school year.

E. MONTHLY DISTRICTWIDE FAMILY WORKSHOP SERIES

On Thursday, May 10, 2018 we will have the last Parent Workshop for the 2017-2018 school year. This meeting will be a unique one because Cottage Grove Health Center will host the meeting. Parents will be able to find out about the services that are available through the clinic which is housed right in the community of Ford Heights. The workshop will begin at 11:00 a.m. until 12:30 p.m. Light refreshments will be provided.

F. MONTHLY BUILDING REPORTS

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal, Medgar Evers Primary Academic Center

Dr. Sharon Rivers, Principal, Cottage Grove Upper Grade Center

Ms. Celestine Burrel, District-Wide Attendance Office

E. UPCOMING DATES

MAY 3, 2018

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District-Wide Honors Celebration at Cottage Grove Upper Grade Center - 4:00 p.m.

MAY 4, 2018

Cottage Grove Sports Banquet - 4:00 p.m. - 6:00 p.m.

MAY 11, 2018

Pre-Kindergarten Transition Day

MAY 16, 2018

8th Grade Graduation Ceremony - Cottage Grove Upper Grade Center - 4:00 p.m.

MAY 17, 2018

Pre-Kindergarten Luncheon at Bellaboo's in Lake Station, Indiana

MAY 21, 2018

Teacher Institute Day - No school (Students Only)

MAY 24, 2018

Last Day of School

At this juncture, **BOARD MEMBER COLEMAN**, asked the question of why 4th Graders were not making the annual trek to Springfield. Superintendent Jackson answered this question, along with **MRS. MARILYN BARNES**, who basically explained that it was an issue of timing and conflict of testing dates, which contributed to this.

BOARD PRESIDENT MITCHELL called on Principal Rivers and Principal Johnson to give a status update on the activities/happenings in their respective buildings.

PRINCIPAL RIVERS shouted out Kudos to **MRS. MATRINA ENO** and **MS. CYNTHIA PURDY**, for their work with the Robotics Club students. **PRINCIPAL RIVERS** also

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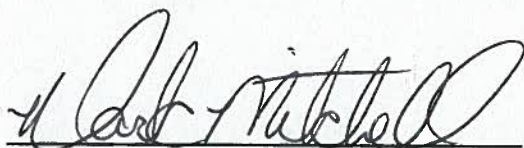
reminded members of the recently held Sports Banquet, and expressed gratitude to **MRS. DIANE SERGEANT** and **MRS. SHAUNA JUNIEL**, was prepared by the Culinary Club and the food was very tasty. **MRS. RIVERS** expounded on activities for the 8th Grade Grand Finale week and ended by stating that a good time was had by all.

PRINCIPAL JOHNSON stated that Medgar Evers would be having their Spirit Week next week which would consist of a different theme for each day. She also reminded members that the end of the year Field Day would be held on the upcoming Friday. **PRINCIPAL JOHNSON** ended by letting members know that Pre-Kindergarten staff, students, and parents participated in a finale event at the Bellaboo's Play and Discovery Center in Lake. IN.

BOARD PRESIDENT MITCHELL called for a motion to adjourn.

ADJOURNMENT: 5:39 p.m.

Motioned/Sherman; Seconded/Viverette - to adjourn meeting



Mr. Mark Mitchell, President



Mrs. Ester Viverette, Secretary