

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, MAY 10, 2016**

PRESIDENT PRO TEMPORE

Motioned/Coleman; Seconded/Sherman - to approve **Samuel J. LaWrence, III** as President Pro tempore

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
 Nays: None
 Absent: Cook, Hayslett
 Abstain: None
 5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried

SECRETARY PRO TEMPORE

Motioned/Coleman; Seconded/Sherman - to approve **Ester Viverette** as Secretary Pro tempore

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
 Nays: None
 Absent: Cook, Hayslett
 Abstain: None
 5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried

The meeting was called to order by presiding officer Samuel J. LaWrence, III - **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Coleman, LaWrence, Mitchell, Sherman, Viverette
Absent: Cook, Hayslett

Also Present: Dr. Gregory T. Jackson, Superintendent
 Mrs. Coretta Jackson, Business Manager
 Mrs. Tamara Young, Director of Pupil Personnel Services

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Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Mrs. Stephanie Stephen, Director of Federal/State Programs
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.
Mr. John Wade, Assistant Principal Medgar Evers P.A.C.

Legal Counsel: **None**

QUESTIONS FROM PUBLIC (2 Minutes)

Board President LaWrence, greeted and thanked all in attendance, then inquired if there were any comments from the audience.

AGENDA

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

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Cook, Hayslett,
Abstain: None
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried.

MINUTES

Motioned/Sherman; Seconded/Mitchell - to approve minutes of **May 10, 2016**
(Regular)

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Cook, Hayslett,
Abstain: None
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried.

CORRESPONDENCE

Mrs. Ester Viverette & Family

PART A - REPORT OF THE SUPERINTENDENT

SUPERINTENDENT JACKSON began by reminding members of the Board that they were in advanced receipt of his report. Dr. Jackson called members attention to **Item A-1** of this report, and stated that Mrs. Stephanie Stephen, Director of Federal State Program had graciously agreed to stay for another year.

Superintendent Jackson, also informed members that there was an **ADDENDUM REPORT**, and proceeded to addressed item of **ADDENDUM REPORT**. At the conclusion of addressing item, Superintendent Jackson then recommended favorable approval of his report as submitted:

Motioned/Viverette; Seconded/Mitchell - to approve **Part A - Administration Report** inclusive of **Addendum Report** as submitted :

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Cook, Hayslett
Abstain: None
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

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

1. AUTHORIZATION TO RESCIND RETIREMENT

Authorization is sought to Rescind Retirement of **Mrs. Stephanie Stephen**, Director of Federal State Programs & Auxiliary Services, which was to be effective **June 30, 2016**.

2. APPROVE INTENT TO RETIRE

Authorization is sought to approve Intent to Retire, **Mrs. Stephanie Stephen**, Director of Federal State Programs & Auxiliary Services, **effective June 30, 2017**, inclusive of previously approved Retirement salary percentage increase, **not to exceed 6%**.

3. AUTHORIZE LANE CHANGE/SALARY ADJUSTMENT (See reference #1)

Shannon Zenos, Teacher Medgar Evers Primary Academic Center, from **BA+15- Step 8** to **MA - Step 9**, effective the **2016-2017** School Year.

B. AUTHORIZE SAFE SCHOOLS PROGRAM AGREEMENT (See reference #2)

Authorization is sought to sign and submit Safe Schools Program Agreement (RISE) for the **FY 2016-2017** School Year.

C. APPROVAL TO AMEND THE 2015-2016 SCHOOL CALENDAR (See reference #3)

Approval is sought to amend the **2015-2016** School Calendar to abate (remove) **five (5)** emergency days resulting in school closing **May 25**. The calendar represents **180 days**, with **174 days** as student attendance days for the **2015-2016** School Year.

D. GRADING AND PROMOTION POLICY 6.280 - REVISION (See reference #4)
Reference #4 was not voted upon.

E. APPROVE TITLE CHANGE OF COORDINATOR OF BUSINESS AFFAIRS

Approve Title Change of Coordinator of Business Affairs to that of **"ASSISTANT SUPERINTENDENT FOR BUSINESS ADMINISTRATION & OPERATIONS."**

II. FOR YOUR INFORMATION

**A. RECONFIGURATION OF TEACHERS FOR THE 2016-2017 SCHOOL YEAR
 (See reference #5)**

In accordance with one of the responsibilities of the Superintendent of Schools, and in an effort to give students of Ford Heights School District 169 the best learning experience possible. The attached teaching assignments are being made effective the **2016-2017** School Year.

These reassignments emphasizes the importance of placing our most effective teachers in grades and subjects that will provide for a higher quality of education and improve educational outcomes for our students.

B. MONTHLY ENROLLMENT (AS OF APRIL 25, 2016)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	37
GRADE 1	42	GRADE 2	42
GRADE 3	47	GRADE 4	<u>41</u>
		TOTAL	269

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	42	Grade 6	37
Grade 7	45	Grade 8	<u>34</u>
		TOTAL	158

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
427	22	449

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	290	7

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
4	174	0

C. SUMMER HOURS

Approve Summer hours for Central Office Staff, Principal's Office, Medgar Evers , Cottage Grove and Pupil Personnel, **Monday thru Thursday, 8:00 a.m. - 4:00 p.m.** and on **Friday's, 8:00 a.m. to 12:30 p.m.** Should work loads dictate, accommodations will be made. This summer schedule will begin **June 6th through July 31st.**

D. KUDOS TO DR. TAMARA YOUNG

Members of the Board, I would like to offer Congratulations to **Dr. Tamara Young** upon having earned her Doctorate of Education from National Louis University.

Well Done Dr. Young!

ADDENDUM REPORT

I. FOR YOUR AUTHORIZATION

Approve title change of Coordinator of Business Affairs to that of Assistant Superintendent of Business Administration and Operations.

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Superintendent Jackson then called members attention to a specific project in progress whereby various low income housing units were being purchased and renovated for the use of Veterans and their families. He went on to say that the organization responsible, was requesting that the Student Council of School District 169 be allowed to participate in the Grand Opening.

Superintendent Jackson also took this opportunity to congratulate **Mrs. Tamara Young** on becoming **Dr. Tamara Young**.

PART B - CURRICULUM AND STAFF DEVELOPMENT

MRS. MARILYN BARNES reminded members 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. DEVELOPMENTAL READING (ASSESSMENT) DRA

Students in kindergarten and first grade were administered the DRA beginning on Monday, April 25, 2016 through Friday, May 6, 2016. This is the students third time the assessment has been administered to the students providing teachers information on: **reading engagement, oral reading fluency, and comprehension.** Teachers are quickly able to determine student's instructional needs with the completed Continuum. Based on those needs, teachers create a plan documenting what each student needs to learn next. Teachers can use the information to differentiate instruction and create instructional groups for Reading.

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

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.

C. PHONICS ASSESSMENT

Students in grades kindergarten through second grade will be administered a 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 with. These results will be passed along to the teacher whose class the students will be enrolled in for the 2016-2017 school year.

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

Ms. Monique Johnson, Principal Medgar Evers P.A.C.
Mrs. Sharon Rivers, Principal Cottage Grove U.G.C.
Ms. Celestine Burrell, District Wide Attendance Officer

E. UPCOMING DATES

MAY 9, 2016 - MAY 13, 2016

Developmental Reading Assessment & Phonics Assessment

MAY 10, 2016
School Board Meeting

MAY 13, 2016
Final Progress Report Mailed out to Parents

MAY 18, 2016
8th Grade Graduation

MAY 24, 2016
Teacher Institute (No School for Students)

MAY 25, 2016
Last Day of School & Final Report Card Distributed to Parents

PART C - FEDERAL STATE PROGRAMS

MRS. STEPHANIE STEPHEN reminded members that they were in advanced receipt of her report. Mrs. Stephen inquired if there were any questions. **THERE WERE NONE.** Mrs. Stephen then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. SUPERINTENDENT'S COMMISSION FOR THE STUDY OF DEMOGRAPHICS & DIVERSITY PARENT CONFERENCE

Wednesday, May 4, 2016 (25) parents and I have signed up to attend the Parent held at the Tinley Park Convention Center from 8:30 a.m. until 3:00 p.m. The parent conference will start off with a grand breakfast, then the parents will hear from keynote speakers, followed by breakout sessions. A few of the titles of breakout sessions that parent can choose to attend are as follows:

- College 101
- College & Careers

- Parent, Intervention Support Network
- Student/Teacher/Relations
- Nutrition
- Internet, Technology, & Social Media

I know that our parents will have a great time and come back more informed.

B. MONTHLY DISTRICT WIDE FAMILY WORKSHOP SERIES

On Friday, April 22, 2016 our monthly Parent Meeting was held at Medgar Evers Primary Center from 11:00 a.m. to 1:00 p.m. **This parent workshop provided insight on how to plan ahead for their child's future.**

May theme is titled "**Looking Ahead.**"

Parents will be served refreshments and raffles will be drawn for prizes.

Our next meeting will be held **Monday, May 9, 2016** at Medgar Evers Primary Academic Center. Come out and join us for our final parent workshop for the 2015/2016 school year!

C. DISTRICT WIDE HONOR AND PERFECT ATTENDANCE CELEBRATION

Tuesday, May 3, 2016 the district wide Honor 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 that have honor roll status of 3.0 and higher and perfect attendance for three (3) consecutive quarters will receive recognition. Immediately following the ceremony parents and students will have refreshments in the cafeteria. Congratulations are in order for all honor roll and perfect attendance students.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

Mrs. Tamara Young reminded members that they were in advanced receipt of her report. Mrs. Young then informed members of the Career Day which had previously taken place, and the success of such, then informed members that tokens of appreciation were given to participant vendors on this day, and that she had a token gift for members as well. Mrs. Young then inquired if there were any questions. There were none. Mrs. Young then asked for acceptance of here report as submitted:

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.

Mrs. Young continues to extend the support of the PPS staff and remind the teachers to write up referrals for students who are struggling in the areas of academics and behaviors.

A new student has entered into the district with Autism. The PPS team is developing a safety plan and 504 plan to assist this student in being successful at school.

B. CASE MANAGER/SOCIAL WORK SERVICES

Child Find was conducted April 20th, and 21st at Medgar Evers Primary Academic Center and CDI Head Start on April 22nd.

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C. HEALTH SERVICES

Vision and hearing screening was conducted during Child Find Screening on April 20th and 21st, 2016 at Medgar Evers Primary Academic Center.

During Parent Teacher Conferences, parents of kindergarten students were reminded of their child's incomplete vision examination required by the State of Illinois. Schools are required to report to the Illinois State Board of Education by June 30th of each school year immunization requirements.

Monthly Automated External Defibrillator (AED) check was conducted April, 2016 in the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center, and Tidye A. Phillips.

D. COUNSELING PROGRAM

Career Fair took place on Tuesday, April 14, 2016 at Cottage Grove. Twelve presenters representing a variety of careers volunteered to share the highlight of their careers and the educational responsibilities that come with obtaining each career. Careers that were represented were: Robotics Engineer, Cook County Sheriff's Youth Services Department, Professional Drummer, Physical Therapist, Beauty Salon Owner, Wealth advisor from BMO bank, and a Vice-President of Special Projects from NBC Chicago.

Career Day took place at Medgar Evers Primary Academic Center on April 18, 2016. There were a total of twelve presenters who presented for this occasion. Among the careers represented were a Physical Therapist, Police Officer, Comcast Network Supervisor, Occupational Therapist, Owner of a Music School, Professional

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Drummer, and a Restaurant Owner.

Ten students were inducted into the National Junior Honor Society on Tuesday, April 19, 2016 at 10:00 pm in the Cottage Grove Upper Grade Center Willie L. Davis auditorium. Six sixth graders and four eight graders were inducted.

- 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. Mrs. Jackson inquired if there were any questions. **THERE WERE NONE.** Mrs. Jackson then asked for approval of her report as submitted:

Motioned/Viverette; Seconded/Mitchell - to approve **Part E -Business Affairs** Report as submitted :

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette

Nays: None

Absent: Cook, Hayslett

Abstain: None

5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

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I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for May 10, 2016 in the amount of **\$382,283.94.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of April 2016 as detailed below:

April 15, 2016	\$210,575.11
April 29, 2016	<u>\$233,379.78</u>
Total	\$443,954.89

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 10, 2016 - June 7, 2016
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-Sunday/\$25.00-Wednesday

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- B. Date: May 31 - June 3, 2016
 Time: 7:30 a.m. - 3:30 p.m.
 Place: Cottage Grove Upper Grade Center
 Contact: Sgt. Tangenise Porter
 Purpose: Cook County Sheriff Department Camp
 Cost: Request fees to be waived
 (Reference #1)
- C. Date: Friday, June 10, 2016
 Time: 4:00 p.m. - 9:00 p.m.
 Place: Tidye A. Phillips
 Contact: Itis Wallace
 Purpose: Family Masquerade Ball
 Cost: \$350.00 - Custodian/Building Rental
 (Reference #2)
- D. Date: May 15, 22, June 4, 5, 11, 12, 25, 2016
 Time: 3:00 p.m. - 5:00 p.m. - Sundays
 10:00 a.m. - 12:00 p.m. - Saturdays
 Place: Tidye A. Phillips
 Contact: Kameelah Jones
 Purpose: Kjones Learning Center - Fundraiser
 Practice
 Cost: \$525.00 - Total
 (Reference #3)
- E. Date: Saturday, May 21, 2016
 Time: 2:00 p.m. - 7:00 p.m.
 Place: Tidye A. Phillips
 Contact: Kiarah McGee
 Purpose: Child's Birthday Party

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Cost: \$350.00 - Custodian/Building Rental
(Reference #4)

F. Date: Saturday, June 25, 2016
Time: 9:00 a.m. - 9:00 p.m.
Place: Medgar Evers Gymnasium
Contact: Sharon Rivers
Purpose: Wedding Reception
Cost: \$300.00 - Custodian
(Reference #5)

D. PETTY CASH

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

District Office	\$ 31.00
PPS	\$199.48
Federal/State	\$ 95.00
Medgar Evers	\$105.00
Cottage Grove	<u>\$200.00</u>
Total	\$630.48

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$16,975.92.**

II. FOR YOUR INFORMATION

A. 2016-2017 FOOD SERVICE PRODUCT BIDS

The District will advertise for Sealed Bids for the Food Service

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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 Tuesday, June 28, 2016 at 10:00 a.m. at the District Office.

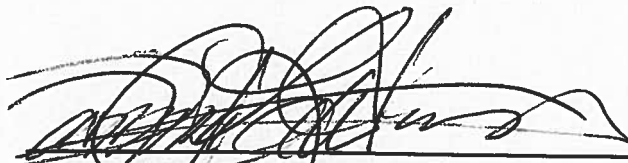
(Reference #6)

Building Principals - **Mrs. Sharon Rivers**, Cottage Grove Upper Grade Center and **Mr. John Wade** (in the absence of Ms. Johnson), gave updated status/information on the various activities in their respective buildings.

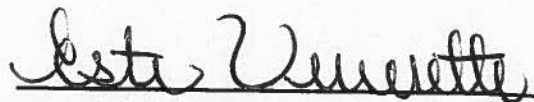
ADJOURNMENT -

Motioned/Sherman; Seconded/Mitchell - to adjourn meeting.

Roll Call: Ayes: Coleman, LaWrence, Mitchell, Sherman, Viverette
 Nays: None
 Absent: Cook, Hayslett,
 Abstain: None
 5 ayes, 0 nays, 2 absent, 0 abstain, 0 present - motion carried



Samuel J. LaWrence III
President Pro Tempore



Ester Viverette
Secretary Pro Tempore