

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, AUGUST 11, 2020**

The meeting was called to order by presiding officer, President Samuel J. LaWrence, III – **10:05 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. Marilyn Barnes, Director of Curriculum & Instruction
Dr. Sharon P. Rivers, Assistant Superintendent of Curriculum & Instruction
Ms. Monique Johnson, Principal, Medgar Evers Primary Academic Center
Ms. Chantel Jones, Principal, Cottage Grove Upper Grade Center
Mrs. Latricia Walker, Assistant Principal, Medgar Evers Primary Academic Center
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.

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

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.

CORRESPONDENCE

Mrs. Lera Cook, Vice-President, shared that she was grateful to the Board of Education and Administration for the outpour of support shown to her family during their time of bereavement in the loss of her son.

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 and informed members that there was an addendum Report of the Superintendent.

Superintendent also reminded members of the Board that a hard copy of the Remote Learning Plan (to start the 2020-2021 School Year) would be available at this meeting. **A hard copy of the Remote Learning Plan was distributed to all members of the Board.**

Superintendent Jackson reminded members of the Board of the **District Annual Institute Days which were scheduled to take place beginning Wednesday, August 12, 2020, Thursday, August 13, 2020 and Friday, August 14, 2020.** Covid 19 has positioned us to **"Reimagine Excellence"** in everything we do, Institute Days being no exception.

Wednesday's Opening Day: August 12, 2020, the staff will be greeted by the Superintendent and Administrators with a grab and go breakfast at 7:30 a.m. at Cottage Grove Upper Grade Center. Immediately following grab and go breakfast, we will assemble in the auditorium and cafeteria to practice social distancing. **Mr. Samuel J. LaWrence, III,** will set the tone for the 2020-2021

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School Year as we continue our new norm of Pandemic Covid-19. Our theme for the year is **“Reimagine Excellence”**.

On day two (Thursday, August 13, 2020) the day will begin with each of us reporting to Cottage Grove Upper Grade Center, promptly at 7:30 a.m. for a grab and go breakfast. We will welcome Ms. Felicia Houston, Community Liaison at Ingalls Behavioral Healthcare to speak to staff about self-care during COVID-19, and how we can support our students’ needs during the pandemic. Again, as on the first day, some staff members will report to the auditorium and others to the cafeteria. Afterwards, staff are scheduled to report to their respective buildings, where directives will be given from Building Administration.

On day three (Friday, August 14, 2020) all staff are to report to Cottage Grove Upper Grade Center for a grab and go continental breakfast promptly at 7:30 a.m. Immediately following administrative remarks, **and a special dedication to Mrs. Marilyn Barnes, Director of Curriculum and Instruction in a farewell presentation.** After which staff will receive directives from each Building Principal prior to reporting back to their respective buildings.

Teachers are preparing learning packets for the first two weeks of school for students to review skills from last school year (2019-2020). This will allow students to get back in the learning mode, as well as, allow the District the opportunity to **distribute remote learning technology materials (devices and connectivity cards)** in an organized manner that will allow everyone to be safe, by following the expected safety guidelines from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC). Each staff member, and Board members will receive a book bag and small tokens

Presidents LaWrence inquired as to the approximate number of staff members that would be reporting for opening days. Superintendent Jackson expressed that there would be 100% participation of faculty and staff members.

Dr. Sharon Rivers, Assistant Superintendent of Curriculum and Instruction assisted Superintendent Jackson in the presentation of the Ford Heights School District Reopening & Recovery Planning Guide 2020-2021.

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Superintendent Jackson's Plan for Reopening Schools

Superintendent stated that Ford Heights School District 169 was fully committed to maintaining the health and welfare of our students, faculty and staff. As a result, this document and our planning for the opening of school this fall was guided by the best available data from federal, state, and local agencies such as the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Cook County Health Systems (CCHS).

Discussions were had regarding the following matters of the Reopening Plan: Some of the items outlined in the Reopening & Recovery Planning Guide 2020-2021 were as listed below. They were:

- Overview
- Phase 4: Revitalization
- Health and Safety Protocol
- Instructional Protocol
- Instructional Program for Google Classroom
- Google Classroom Pre-Kindergarten Schedule
- Google Classroom Kindergarten – 8th Grade Schedule
- Blended Learning Instructional Model
- Hybrid Scheduling
- Department of Children and Family Services – Mandated Reporter Status Letter
- Immunization Requirements by Grade
- Blended Learning Floor Plan – Medgar Evers PAC
- Blended Learning Floor Plan – Cottage Grove UGC

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Lastly the Superintendent stated that a completed copy of the Reopening & Recovery Planning Guide 2020-2021 would be posted on the Ford Heights School District Web site (www.fordheights169.org).

He asked if there were additional questions? **THERE WERE NONE.** Dr. Jackson then asked for approval of the Report of the Superintendent as submitted, inclusive of the Addendum Report.

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

I. FOR YOUR INFORMATION

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

1. APPOINTMENTS (*See references #1*)

- a. Authorization is sought to appoint **DEREK ALEXANDER**, as **Assistant Principal**, Cottage Grove Upper Grade Center, effective the **2020-2021 School Year**.
- b. Authorization is sought to appoint **DENISE MABRY**, as **Social Worker**, effective the **2020-2021 School Year** (replacing AnTashia Taylor).

2. LETTERS OF RESIGNATION

- a. **GENESIS CARTER**, Paraprofessional Medgar Evers Primary Academic Center, has submitted a Letter of Resignation, **effective July 29, 2020**.
- b. **ANTASHIA TAYLOR**, Social Worker Cottage Grove Upper Grade Center, has submitted a Letter of Resignation **effective the 2020-2021 School Year**.

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- c. **MARYLOUISE GREEN**, Teacher Medgar Evers Primary Academic Center, has submitted a Letter Resignation, **effective August 7, 2020.**

B. PROPOSED REVISED POLICIES (See reference #2)

Consistent with Ford Heights School District 169's normal practice to conduct periodic reviews of its policies, the following policies are being submitted as needing to be Revised and/or Created as listed below:

- **SCHOOL BOARD – SCHOOL BOARD MEETING PROCEDURES 2.220**
- **SCHOOL BOARD – EXHIBIT – REQUIREMENTS FOR NO PHYSICAL PRESENCE OF QUORUM AND PARTICIPATION BY AUDIO OR VIDEO DURING DISASTER DECLARATION 2.220-E**
- **OPERATIONAL SERVICES – PANDEMIC PREPAREDNESS; MANAGEMENT; AND RECOVERY 4:180**
- **OPERATIONAL SERVICES – ADMINISTRATIVE PROCEDURE - 4.180-AP3 GRANT FLEXIBILITY; PAYMENT OF EMPLOYEE SALARIES DURING A PANDEMIC**
- **INSTRUCTION –ADMINISTRATIVE PROCEDURE – REMOTE AND/OR BLENDED REMOTE LEARNING DAY PLAN(S) 6.20-AP**

C. APPROVAL OF REMOTE LEARNING PLAN TO BEGIN THE 2020-2021 SCHOOL YEAR AS RECOMMENDED BY THE SUPERINTENDENT (See reference #3)

Authorization is sought to approve and adopt the Remote Learning Plan to start the 2020-2021 School Year. Additionally, the Superintendent is directed to advise the Board as to whether or not to continue Remote Learning or transition to a Blended Instruction Plan, or Direct In-person Instruction, on or before the end of the first quarter.

A hardcopy of the plan will be provided at the meeting.

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D. APPROVE THE E-LEARNING PROGRAM (See reference #4)

In accordance with Ford Heights School District 169 Board of Education Policy 4.180 Pandemic Preparedness, and Illinois Compiled Statutes (ILCS) 105 5/10-19.05, e-Learning days, the Ford Heights School District 169 has developed a plan for e-Learning to be implemented in case of an emergency closure of schools. As such, authorization is sought to approve the Ford Heights School District 169's e-Learning Plan.

E. AMEND THE 2020-2021 PUBLIC SCHOOL CALENDAR (See Reference #5)

Authorization is sought to amend the 2020-2021 Public School to reflect Monday, August 17, 2020 through Friday, January 15, 2021 as Remote Learning Days.

F. 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") (See reference #6)

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 (on the first (1st) day that 2020-2021 School) as is 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."

II. FOR YOUR INFORMATION

A. INSTITUTE DAY REMINDER

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Members of the Board of Education as a reminder that Institute Days will begin on **Wednesday, August 12 through Friday, August 14, 2020**, and will be held at Cottage Grove Upper Grade Center.

With the onset of COVID-19, several precautions have been implemented in order to ensure the safety of school district personnel. We have structured our In-service activities to reflect the requirements of social distancing by implementing at minimum the following precautionary measures:

- Grab & Go Breakfast/Lunch
- Frequent Social Distancing
- Use of Electronic Media
- Separation of staff members during In-Service activities (as some staff will report to the auditorium and others to the cafeteria) in order to not exceed the designated number of individuals in one room of 50
- Lastly, use of Personal Protective Equipment (i.e. Masks, Gloves, Hand Sanitizing and Kleenex will be provided)

ADDENDUM REPORT OF THE SUPERINTENDENT

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

1. PERFECT ATTENDANCE FOR FISCAL YEAR (FY) 2019-2020

The following employees have attained Perfect Attendance for FY 2019-2020. Authorization is sought to continue the practice of awarding a monetary amount of \$100.00 to each employee

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having achieved this distinction. The individuals are as listed below. They are:

- a. SHAWN ALDRIDGE**
- b. ANN MARIE ARMSTRONG**
- c. TAICHE BADY**
- d. MARILYN BARNES**
- e. CORETTA JACKSON**
- f. CHANTEL JONES**
- g. GERALDINE PARHAM**
- h. SHARON RIVERS**
- i. JESSIE SHERMAN**
- j. TIMOTHY WILLIAMS**

President LaWrence raised the question is to how long the monetary amount of \$100.00 for perfect attendance had been in effect. The Superintendent stated that he was not aware of the length of time, however the same monetary amount of \$100.00 was in effect when he became Superintendent of Schools 14 years ago.

President LaWrence then called for a motion to increase the the monetary amount for perfect attendance from \$100.00 to \$200.00, effective for perfect attendance for Fiscal Year (FY) 2019-2020.

Motioned/Mitchell; Seconded/Viverette- to the monetary amount of \$100.00 to \$200.00 for perfect attendance.

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

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:

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

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay **Accounts Payable bills for June, 2020 in the amount of \$316,432.73**

B. PAYROLL SUMMARY

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

July 03,2020	\$76,482.02
July 17, 2020	\$87,834.98
July 31, 2020	\$80,820.05
Total	\$215,137.07

C. PETTY CASH (203.46)

D. IMPREST FUND (\$482.00)

PART C-CURRICULUM AND INSTRUCTION

Mrs. Barnes and Dr. Rivers 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.

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Jackson then asked for acceptance of Curriculum and Instruction report as submitted:

PART C-CURRICULUM AND INSTRUCTION

I. FOR YOUR INFORMATION

A. 2020 – 2021 REGISTRATION

The District has been making tireless efforts in order to register returning students for the 2020-2021 school year. This journey started back in March with packets being mailed out to parents. After Governor J.B. Pritzker declared suspension of in person learning due to the Coronavirus (COVID-19) pandemic, the District had to coordinate other avenues for registration. Some of the efforts have been, delivery of packets to the homes of the families, mailing out flyers, Drive-Thru Registration, home visits, phone calls, Robo calls, and parents physically coming to the schools to register their child(ren).

During the week of July 27, 2020 through Tuesday, August 4, 2020, a tri-fold team approach was implemented to increase registration statistics. As a result of the **field team**, **call center team**, and the **online team** efforts, the District is proud to say that a total of **72%** of our families are registered.

A final attempt to increase the number of students registered will be during in-person registration at Medgar Evers Primary Academic Center on Thursday, August 6, 2020 and Friday, August 7, 2020. Families will be able to come to the school to register returning students, as well as, any students who will be new to the District. Both schools will continue to register students on Monday, August 10, 2020 and Tuesday, August 11, 2020.

During all in-person registration, parents will be socially distanced, and safety precautions have been put in place by providing Personal Protective Equipment (PPE) to staff and parents.

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Additionally, hand sanitizer, wipes, and gloves will be available at each station to ensure staff is able to sanitize once visitors move to the next station. All visitors will have their temperature checked prior to entering the gymnasium, and a staff member will be positioned at the door to ensure the District is in compliance with the guidelines for the maximum amount (50) of people who can be gathered in one space.

The District has really made every effort through planning and preparation to ensure the in-person registration is not only successful, but that all staff and visitors are safe.

B. ONLINE REGISTRATION

The District is proud to announce beginning with the 2020-2021 school year, parents are able to go online in PowerSchool, through their student's account to complete registration. Parents are familiar with the Parent Portal, as during previous years, they were able to monitor their child's attendance and check their grades and assignments in real time. The portal is accessible anywhere, as long as the parents have the parent log information (user name and password) that is unique to their child, as well as, internet connection.

C. REMOTE LEARNING

In an effort to keep the students and staff safe, the start of the school year will begin with remote learning. Students will remain at home, logging on to the Google Education Platform, while staff will be working in their assigned classrooms, utilizing the tools and resources to provide quality instruction and learning experiences for our students. Each day students will meet their teachers in Google Meet with a unique code to collaborate in video conferences with teachers, to receive and submit assignments and create projects. Teachers will also take attendance each day to ensure

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students are logging on, as required. After the first quarter (10 weeks) of school, the District will determine if and when we will move into a hybrid model or fully restored model of in person instruction.

In order to eliminate any barriers to remote learning, all students in pre-kindergarten through 8th grade will receive a digital device, a MiFi connectivity card (one per household), and a backpack. As a District we will start all students in Pre-Kindergarten through 8th grades for the first two weeks of school with learning packets on previously learned skills from last school year (2019-2020) as a review. This will allow both the time to distribute the devices to families, and for students to get back acclimated with school and completing assignments on a consistent basis.

Finally, in preparation for remote learning, all teachers and paraprofessionals were trained based on the results of a survey that was completed, to gain a sense of their comfort level on the Google Education Suite. Staff was divided into three categories for the training: beginner, intermediate, and advanced. The District was fortunate to have staff who were well versed in Google to train everyone. ***Kudos to Troy Juniel, Jason, Kinnaman, Robert Potter, Susan Tutorow, and Jason Scott for facilitating the training with staff.***

D. OPENING INSTITUTE 2020

The District will welcome back staff during a three (3) day Opening Institute. These days will look much different from previous Opening Institutes. The District will be ensuring everyone is social distancing, wearing the required face coverings, while still ensuring everyone receives the training needed to start off the school year. Due to the requirements of the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC), there will be two locations where staff will gather during the

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Opening Institute Days to ensure the District is in compliance with the *“no more than 50 people in one space”* rule.

This year the format will remain the same, as our own Board President, Mr. Samuel J. LaWrence III will welcome new staff to School District 169, we will honor staff for their milestones (attendance and years of service) in the District, hear the 2020-2021 charge from Dr. Gregory T. Jackson, Superintendent of Schools, and staff will receive a State Mandated (Department of Children and Family Services Mandated Reporter) professional development, and a session on self-care during COVID-19 and coping in the classroom. Each day, staff will receive time to work in the buildings in preparation for remote learning.

This year we have continued our tradition of excellence. Our 2020 - 2021 theme is: *“Reimagine Excellence”*.

E. MONTHLY BUILDING REPORTS (See references #1-2)

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal of Medgar Evers P.A.C.

Dr. Sharon Rivers, Principal of Cottage Grove U.G.C.

Prior to adjournment Dr. Jackson stated that “Sine Die” today is the last time that Board Meeting that Mrs. Barnes will be attending. As we are all aware, Mrs. Barnes will be leaving the District after 26 years to continue her career of excellence in another School District. She stated that her tenure in Ford Heights School District is to be commended for certainly she has served the Village of Ford Heights and Ford Heights School District 169 is EXCELLENCE.

Presidents LaWrence stated that she will certainly be missed. Mrs. Cook thanked Mrs. Barnes, along with Mr. Mitchell and Mrs. Viverette.

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Mrs. Barnes concluded by thanking the Administration and Members of the Board for allowing her to grown in the District Administration. She is proud to have served in the Community of her childhood formative years. She went on to say that she is humbled for her years of service.

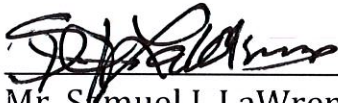
President LaWrence stated that Dr. Rivers will do an excellent job as Assistant Superintendent of Curriculum and Instruction. He congratulated her.

He continued by stating that Ms. Chantel Jones will be an excellent Principal, Cottage Grove Upper Grade Center. Finally, he welcomed Mr. Derek Alexander to Ford Heights School District 169 as Assistant Principal, Cottage Grove Upper Grade Center. He wished him great success in his position.


President LaWrence called for an Adjournment.

ADJOURNMENT: 11:03 a.m.

Motioned/Mitchell; Seconded/Cook - to adjourn meeting



Mr. Samuel J. LaWrence III,
Board President



Mrs. Ester Viverette, Secretary