

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD MEETING HELD**  
**TUESDAY, MAY 7, 2019**

The meeting was called to order by presiding officer Mr. Samuel J. LaWrence, III - 5:00 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: Attorney Raymond Hauser

**QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)**

**NONE**

**BOARD PRESIDENT** then called for a motion to approve agenda.

**AGENDA**

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

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

**Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 2**

**MINUTES**

Motioned/Cook; Seconded/Mitchell - to approve the minutes of **April 9, 2019 and April 23, 2019 Special Meeting**

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.**

**CORRESPONDENCE**

**NONE**

**PART A - REPORT OF THE SUPERINTENDENT**

**SUPERINTENDENT JACKSON** reminded members of the Board that they were in advanced receipt of his report. **SUPERINTENDENT JACKSON** also informed members there was an **ADDENDUM REPORT** as well. Superintendent Jackson expounded on the items of his **ADDENDUM REPORT**, then inquired if there were any questions, and recommended favorable approval of his report as submitted, inclusive of **ADDENDUM REPORT**.

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

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

Nays: None

Absent: None

Abstain: None

**7 ayes, 0 nays, 0 absent, 0 abstain, 0 present – motion carried.**

## Minutes of Board of Education Meeting

May 7, 2019

Page 3

### I. CLOSED SESSION

- A. THE APPOINTMENT, EMPLOYMENT AND COMPENSATION OF SPECIFIC EMPLOYEES OF THE BOARD - **(POSSIBLE ACTION)**

### II. FOR YOUR AUTHORIZATION

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

#### 1. **APPOINTMENTS**

- a. Authorization is sought for approval to appoint **Ms. LATASHA BUCHANAN**, as Special Education Teacher, Cottage Grove Upper Grade Center, **MA+30 - Step7** - effective for the **2019-2020** School Year.
- b. Authorization is sought for approval to appoint **Mr. ROBERT GOTTARDO**, as Physical Education Teacher, Medgar Evers Primary Academic Center, **BA - Step7** - effective for the **2019-2020** School Year.

#### 2. **AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL FOR BAND - (Summer School)**

Authorization is sought to hire the following personnel for Summer School Band:

**MR. REGINALD WRIGHT - INSTRUCTOR**

**MR. CHARELL KING - BAND ASSISTANT**

As members of the Board are aware, Cottage Grove Upper Grade Center Band has been asked to participate in the Bud

**Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 4**

Billiken Parade, which is held in August of every year. **BAND INSTRUCTOR WRIGHT** is planning to have students go and be prepared to represent Ford Heights School District 169 and community in an awesome display of talent and skills.

**MR. WRIGHT** also wants to keep the momentum going as the band has come a long way and he does not want to lose skills during summer months.

**3. RESCIND APPOINTMENT**

**ALICIA NORTON**, 1<sup>st</sup> Grade Teacher, Medgar Evers Primary Academic Center, effective for the 2019-2020 School Year.

**B. APPROVAL TO AMEND THE 2018-2019 SCHOOL CALENDAR (See reference #1)**

Approval is sought to amend the 2018-2019 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 2018-2019 School Year.

**II. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF APRIL 30, 2019)**

**MEDGAR EVERS SCHOOL**

<b>PRE-K</b>	<b>60</b>	<b>KDG</b>	<b>46</b>
<b>GRADE 1</b>	<b>48</b>	<b>GRADE 2</b>	<b>48</b>
<b>GRADE 3</b>	<b>49</b>	<b>GRADE 4</b>	<b>41</b>
		<b>TOTAL</b>	<b>292</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>GRADE 5</b>	<b>40</b>	<b>GRADE 6</b>	<b>45</b>
<b>GRADE 7</b>	<b>40</b>	<b>GRADE 8</b>	<b>41</b>
		<b>TOTAL</b>	<b>166</b>

<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>458</b>	<b>13</b>	<b>471</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICER):**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>27</b>	<b>472</b>	<b>8</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>0</b>	<b>284</b>	<b>0</b>

**ADDENDUM REPORT**

**I. FOR YOUR INFORMATION**

**A. PERSONNEL (*Pending receipt of all personnel required documents and Illinois State Police and FBI Criminal Background Clearance*)**

**1. LETTER OF RETIREMENT**

*Ms. Elizabeth Downs*, Administrative Assistant (Cottage Grove Upper Grade Center/Pupil Personnel Services) has submitted a letter of retirement, effective June 30, 2019.

## Minutes of Board of Education Meeting

May 7, 2019

Page 6

### B. LIL DIVA'S SUMMER PROGRAM

Authorize continuation of Lil Diva's Summer Program to be held on Monday, Tuesday, and Wednesday, *the tentative dates are Monday, June 10, 2019 through Wednesday, June 26, 2019.* There will be three (3) program supervisors: *Mrs. Lera Cook, Ms. Victoria Hayslett,* and *Mrs. Ester Viverette* one (1) *possible Program Assistant* (To Be Determined). Three (3) Program Supervisors will receive stipends of \$1,000 each. Associated expenses will be those necessary for the running of the program.

### C. SUMMER YOUTH RECREATION PROGRAM

For the past twelve (12) years, we have conducted the Ford Heights School District 169 Summer Youth Recreation Program for the purpose of providing activities for our students during the summer months. Three (3) Program Supervisors will receive stipends of \$1,000 each. They are *Mr. James Coleman, Mr. Mark Mitchell* and *Mr. Joe Louis Sherman,* and *one (1) possible Program Assistant* (To Be Determined).

### D. DISCIPLINE CONSULTANT FY 2019-2020

Authorize the continuation of Discipline Consultant, *Mr. Samuel J. LaWrence, III,* for Fiscal Year (FY) 2019-2020. The stipend to be paid is \$1,000.

## II. FOR YOUR INFORMATION

### A. FORD HEIGHTS PUBLIC LIBRARY

The Ford Heights Public Library is attempting to enter into a joint agreement with the Ford Heights Public Library and the School District. The Library Board seeks the approval of the Board of

## **Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 7**

Education in allowing the Library to use space at Tidye A, Phillips School to house the library.

Board member **HAYSLETT** entered at **5:09 p.m.**

### **CLOSED SESSION - 5:10 p.m.**

At this juncture, Board President called for a motion to enter into **CLOSED SESSION - 5:10 P.M.**

Motioned/Cook; Seconded/Viverette - to enter into Closed Session.

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

### **RECONVENE REGULAR SESSION - 5:56 p.m.**

Motioned/Cook; Seconded/Mitchell - to re-enter into **Regular Session**.

Vote for reports were held until all reports had gone forth (as evidenced by Ayes & Nays appropriately).

### **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**. **MRS. JACKSON** then asked for approval of report as submitted.

**Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 8**

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

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

**1. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for May 7, 2019 in the amount of \$346,410.27.

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of April 2019 as detailed below:

April 12, 2019	\$177,270.99
April 26, 2019	<u>\$184,393.47</u>
<b>Total</b>	<b>\$361,664.46</b>

**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 7, 2019 - June 11, 2019  
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**



**Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 9**

B.    Date:            Saturday, June 15, 2019  
      Time:            11:00 a.m. - 5:00 p.m.  
      Place:           Tidye A. Phillips  
      Contact:        LaShanna Fulwiley  
      Purpose:        Small Business Promotion  
      Cost:            **\$150.00-Building/\$175.00-Custodian**  
                          (Reference #1)

C.    Date:            Saturday, June 8, 2019  
      Time:            2:00 p.m. -6:00 p.m.  
      Place:           Tidye A. Phillips  
      Contact:        Lamiea Franklin  
      Purpose:        Graduation Party  
      Cost:            **\$150.00-Building**  
                          (Reference #2)

D.    Date:            Saturday, June 1, 2019  
      Time:            12:00 p.m. -6:00 p.m.  
      Place:           Tidye A. Phillips  
      Contact:        Michelle Mason  
      Purpose:        Spoken Work Music Video Recording  
      Cost:            **\$175.00-Building/\$150.00-Custodian**  
                          (Reference #3)

D.    **PETTY CASH**

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

District Office	\$ 426.30
Medgar Evers	\$ 111.52
Business Office	\$ 191.91
Building & Grounds	\$ 89.65
Cottage Grove	<u>\$ 200.00</u>
<b>Total</b>	<b>\$1,019.38</b>

**Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 10**

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$1,060.00**.

**II. FOR YOUR INFORMATION**

**A. 2019-2020 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 1, 2019 at 9:00 a.m. at the District Office.  
(Reference #4)

**PART C - CURRICULUM AND INSTRUCTION**

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

**I. FOR YOUR INFORMATION**

**A. DISTRICTWIDE HONOR ROLL AND PERFECT ATTENDANCE CELEBRATION**

On Wednesday, May 1, 2019 the District honored a total of **123** students who earned Perfect Attendance and/or Honor Roll for three (3) consecutive quarters. Students were presented with a certificate and a McDonald's gift card. The Cottage Grove Band was on hand to play in celebration of the students.

It was truly a wonderful program. There were several parents who came out to celebrate their child(ren), as well. Congratulations to all of the students and their families who were celebrated.

**B. DEVELOPMENTAL READING ASSESSMENT (DRA)**

The final Developmental Reading Assessment (DRA) will be administered to kindergarten and first grade beginning on Wednesday, May 1, 2019 through Tuesday, May 14, 2019. This is the third time that 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. This information will also be passed on to the next grade level teacher, as well.

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

Beginning on Wednesday, May 1, 2019 through Tuesday, May 14, 2019 students in second through eighth grade will be administered the final 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.

## **Minutes of Board of Education Meeting**

**May 7, 2019**

**Page 12**

- **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 2019-2020 school year.

### **E. MONTHLY BUILDING REPORTS**

Building reports were submitted by the following personnel:

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

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

**Ms. Celestine Burrel**, District-Wide Attendance Office

### **F. UPCOMING DATES**

**MAY 1, 2019**

**District-Wide Honors Celebration at Cottage Grove Upper Grade Center – 9:00 a.m.**

**MAY 3, 2019**

**Cottage Grove Sports Banquet – 4:00 p.m. – 6:00 p.m.**

**MAY 10, 2019**

**Pre-Kindergarten Luncheon at Bellaboo in Lake Station, IN**

**MAY 15, 2019**

**8<sup>th</sup> Grade Graduation Ceremony – Cottage Grove Upper Grade Center – 4:00 p.m.**

**Minutes of Board of Education Meeting**  
**May 7, 2019**  
**Page 13**

**MAY 20, 2019**

**Teacher Institute Day - No school (Students Only)**

**MAY 24, 2019**

**Last Day of School**

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

Right before closing **MR. LADELL JONES**, and **MS. LATORIA VIVERETTE**, asked if they could quickly address members of the Board. **MR. JONES** addressed a written request for use of a room in Tidye A. Phillips for the purpose of re-establishing a Library for the village of Ford Heights. He expressed that he was open to whatever hours the Board would allow and whatever days.

**SUPERINTENDENT JACKSON** expressed that there would have to be some discussions as to stipulations, etc., but that would be had, and they would get back to Mr. Jones.

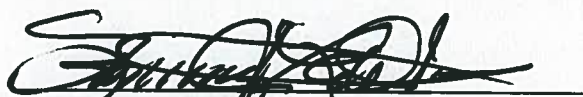
**MS. VIVERETTE**, inquired if there was a rule/policy in place that requires that parents are notified if their child is struggling academically.

**SUPERINTENDENT JACKSON** expressed to **MS. VIVERETTE**, that yes there was a policy to address struggling students.

**BOARD PRESIDENT** called for a motion to adjourn.

**ADJOURNMENT: 6:23 p.m.**

Motioned/Hayslett; Seconded/Cook - to adjourn meeting



Mr. Samuel J. LaWrence, III  
Board President



Mrs. Ester Viverette, Secretary