

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, NOVEMBER 7, 2017

The meeting was called to order by presiding officer Mr. Mark Mitchell – **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.

Legal Counsel: **None**

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

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

AGENDA

Motioned/Sherman; Seconded/Cook - 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.

**Minutes of the Board of Education
November 7, 2017
Page 2**

MINUTES

Motioned/Sherman; Seconded/Cook - to approve the minutes of October 10, 2017

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** stated however, that he wanted to bring to member's attention **Part II A -1** of his report.

At this juncture, a motion was made to reject the October 24, 2017 resignation of Del-Rita Crapps.

Motioned/Sherman; Seconded/Coleman - to reject the October 24, 2017 resignation of Del-Rita Crapps.

The **BOARD PRESIDENT** then motioned that the resignation of Del-Rita Crapps be reported to the Regional Superintendent of Schools and the Illinois State Superintendent of Schools as possible unprofessional conduct as defined in Article 24-14 of the Illinois School Code and asked that her teaching license be suspended.

Motioned/Sherman; Seconded/Cook – that the resignation of Del-Rita Crapps be reported to the Regional Superintendent of Schools and the Illinois State

**Minutes of Board of Education
November 7, 2017
Page 4**

Motioned/Sherman; Seconded/Viverette - to approve **PART A - REPORT OF THE SUPERINTENDENT**, as submitted, **inclusive of** item(s) discussed in **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.

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. LETTER OF RESIGNATION

Ms. DEL-RITA CRAPPS, Teacher, Medgar Evers Primary Academic Center, has submitted a letter of resignation, effective **November 24, 2017**.

2. APPOINTMENT AS TEACHER

Authorization is sought to hire **Ms. GWENDOLYN BURREL**, Teacher Medgar Evers Primary Academic Center, **retro-active to October 30, 2017- MA +30, Step 7**

3. APPOINTMENTS AS SUBSTITUTE TEACHERS

Authorization is sought to appoint the below listed individuals as substitute teachers, **effective** the **2017-2018 School Year**.

**Ms. DORIS PALMER
Ms. ALEXIS RANDLE**

**B. ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2017 TAX LEVY
(See reference #1)**

- 1. Certification of Compliance with Truth Intaxation Law
(Exhibit I)**
- 2. Certificate of Tax Levy (Exhibit II)**
- 3. Resolution to Levy 2017 Taxes for Certain Purposes
(Exhibit III)**
- 4. Resolution to Request Application of Loss and Cost
Factor to 2017 Levies (Exhibit IV)**

**C. RESOLUTIONS AUTHORIZING LOAN FROM WORKING CASH FUND TO DEBT
SERVICE FUND (2017) (See Reference #2)**

**D. RESOLUTION AUTHORIZING SUPPLEMENTAL DEBT SERVICE LEVIES 2017
(See Reference #3)**

**E. RESOLUTION RECOGNIZING LOAN FROM WORKING CASH FUND TO DEBT
SERVICE FUND (2017) (See Reference #4)**

**F. RESOLUTION AUTHORIZING ALLOCATION OF MONIES FROM GENERAL
STATE AID FOR FISCAL YEAR (2016-2017) (See Reference #5)**

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF NOVEMBER 2, 2017)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	48
GRADE 1	49	GRADE 2	43
GRADE 3	41	GRADE 4	47
		TOTAL	268

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	43	GRADE 6	37
GRADE 7	44	GRADE 8	43
		TOTAL	167

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
435	9	444

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
23	232	10

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
5	225	0

PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS

MRS. CORETTA JACKSON informed members that they were in advanced receipt of her report. **MRS. JACKSON** called to the attention of members, item **Part B, I C- C** and requested that a separate motion be implemented for this item.

Motioned/Hayslett; Seconded/Mitchell - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS REPORT with the exception of item I C-C**, 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.

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for September 5, 2017 in the amount of **\$337,653.35**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of October, 2017 as detailed below:

October 13, 2017	\$175,554.22
October 27, 2017	<u>\$179,390.19</u>
Grand Total	\$354,944.41

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: November 7, 2017 – December 5, 2017
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.-8:00 p.m.
Place: Tidye A. Phillips
Contact: Pastor Shawn Aldridge
Beyond The Veil Kingdom Ministries
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Thursday**

B. Date: November 25, 2017
Time: 3:00 p.m. – 7:00 p.m.
Place: Tidye A. Phillips
Contact: Michelle Johnson
Purpose: Child's Birthday Party
Cost: **\$125.00 – Custodial Fee
(Reference #1)**

C. Date: February 19, 20, 21, 22, 23, 24, 2018
Time: See attached application
Place: Cottage Grove Upper Grade Center
Dr. Willie L. Davis Auditorium
Contact: Rev. LaDell Jones
Temple of Praise
Purpose: Stage Play
Cost: **Request all fees to be waived except
custodial fees
(Reference #2)**
*This item should be considered a separate
vote from Items A & B*

D. PETTY CASH

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

Office of Superintendent	\$145.17
District Office	\$114.92
Federal & State	\$113.93
Building & Grounds	\$115.00
Cottage Grove	\$200.00
Medgar Evers	<u>\$177.89</u>
Total	\$866.91

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of \$5,967.39.

PART C - CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members of the Board that they were in advanced receipt of her report. **MRS. BARNES** expounded on the Monthly Parental Meeting, the number of parents who have been coming out, and topics of discussion. **MRS. BARNES** also provided details about the staff involved in going to the Westside Warehouse for School Supplies. Mrs. Barnes ended by asking for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. CLASSROOM OBSERVATIONS

As a school administrator, one of my responsibilities is to ensure that teachers are teaching, and that the curriculum is being

presented. To this end, I have begun informal classroom observations of teaching personnel at Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center.

Classroom observation is a process by which an individual and/or consultant/administrator, sits in on one or more class sessions, records the instructor's teaching practices and student actions, and when necessary, meets with the instructor to discuss the observation.

After a classroom observation an instructor can: (1) Receive feedback on an objective from the observer and (2) Engage in content-specific discussions about teaching with the observer.

B. AFTER SCHOOL TUTORIALS

After school tutorials are going extremely well at both schools. We are especially excited about the consistent attendance. At Medgar Evers Primary Academic Center there are 109 students enrolled in grades kindergarten through fourth. At Cottage Grove Upper Grade Center there are 77 students in grades fifth through eighth enrolled. Kudos goes out to the Building Principals and Assistant Principal for their efforts in ensuring the After School enrollment stays consistent, and students are present to receive additional support in English/Language Arts (ELA) and Math. After School Tutorials will conclude on **Tuesday, December 5, 2017**.

C. EARLY DISMISSALS

On **Tuesday, November 21, 2017** there will be an **Early Dismissal** held at Cottage Grove Upper Grade Center from **12:30 p.m. - 2:45 p.m.** All District staff will participate. As a part of becoming Trauma Sensitive Schools and continuing our focus on

Executive Functions, Mindfulness, Teacher/Self Care, etc. the District Resilience Team will have different games (Uno, Jenga, Sorry, Monopoly, Spades, Bid Whist, Bingo, etc.) for staff to enjoy. We will culminate the day with an ice cream social.

The games tie in to Executive Functions, which is also a topic that we began training staff on during Institute Day in August.

Executive Functioning is the brain's ability to absorb information, interpret this information, and make decisions based upon this information.

D. WORLD VISION TEACHER/PARTNER DISTRIBUTION CENTER

On **Thursday, October 19, 2017** four (4) teachers (Diane Sergeant, Janet Morris, Latricia Walker, and Carletta Jones) were transported to the **World Vision Teacher and Partner Distribution Center** on the Westside of Chicago in the District van. Each teacher was able to shop for school supplies for their classroom for 30 minutes (1:00 p.m. – 1:30 p.m.). There was a warehouse full of supplies to choose from. Some items that teachers selected were: student chapter and big books; writing, notebook, and copier paper; pencils; pens; glue sticks; Math manipulatives crayons, markers, scissors, storage bins; small tables; pillows, staplers and staples; pencil sharpeners; etc.

The teachers were very appreciative and excited about this shopping experience. In particular because they were able to select items based on the needs in each of their classrooms.

E. MONTHLY PARENT MEETING

There will be a **Parent Meeting** on **Friday, November 3, 2017** at 11:00 a.m. at Medgar Evers Primary Academic Center. The topic will be: ***“Healthy Eating for the Family: Building Brain Power?”***

Parents will be provided with refreshments and raffle prizes will be given out.

Flyers have been sent out to parents, and I will be personally calling parents to extend an invitation to them, as well.

F. CLASSROOM SPELLING BEES

On **Friday, October 20, 2017 Classroom Spelling Bees** were held at both buildings. All students in first through eighth grade participated in the Bees.

Both schools had an incentive to encourage students to study and do their best. At Medgar Evers Primary Academic Center, the classroom at each grade level that went the most rounds received a pizza party. While at Cottage Grove Upper Grade Center, the homeroom that went six (6) or more rounds received a pizza party. Congratulations to the following classrooms/homerooms:

First Grade - Lena Watts

Second Grade – Susan Tutorow

Third Grade - Ann Marie Armstrong

Fourth Grade – Del-Rita Crapps

Sixth Grade - Diane Sergeant

Seventh Grade - Angela Hayslett

Eighth Grade - Jason Kinnaman

Students will now advance to the School Wide Spelling Bees that will take place on Friday, December 1, 2017. Medgar Evers Primary

**Minutes of the Board of Education
November 7, 2017
Page 13**

Academic Center's Bee will begin at 9:30 a.m. and Cottage Grove Upper Grade Center's Bee will begin at **1:00 p.m.** Good luck to all students who will be competing on that day!

G. LOCKDOWN DRILL

The **District-Wide Lockdown Drill** will be held on **Wednesday, November 15, 2017**. The Cook County Sheriff's Department will be in District to assist with the monitoring of this State Mandated Drill. Medgar Evers P.A.C. will hold their drill at **10:00 a.m.** and Cottage Grove U.G.C. will hold their drill at **10:30 a.m.**

H. 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 Officer

At this juncture, Board President called on **PRINCIPAL RIVERS** and **PRINCIPAL JOHNSON** to give a status update on the activities/happenings in their respective buildings.

PRINCIPAL RIVERS stated that tonight would be the first game for the Boys Basketball Team, and invited board members to attend.

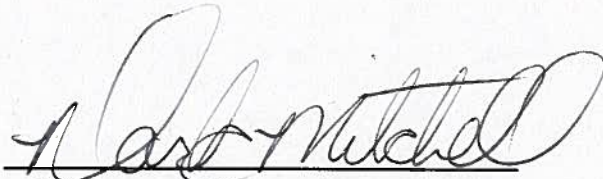
PRINCIPAL JOHNSON informed members that Medgar Evers Primary Academic Center transformed their Hallways once again into Haunted Halls, and expressed that it was a huge success to the enjoyment of students and staff.

Principal Johnson also addressed the Scholastic Book Fair which was held in her building.

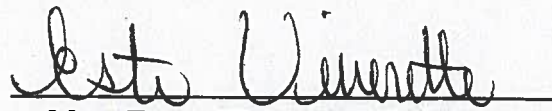
**Minutes of the Board of Education
November 7, 2017
Page 14**

ADJOURNMENT: 5:33 p.m.

Motioned/Hayslett; Seconded/Sherman - to adjourn meeting

A handwritten signature in cursive script, appearing to read "Mark Mitchell", written over a horizontal line.

Mr. Mark Mitchell, President

A handwritten signature in cursive script, appearing to read "Ester Viverette", written over a horizontal line.

Mrs. Ester Viverette, Secretary