

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, OCTOBER 10, 2017

The meeting was called to order by presiding officer Mr. Mark Mitchell – **5:03 p.m.**

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

Upon roll call the following members were present:

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

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

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MINUTES

Motioned/Sherman; Seconded/Cook - to approve the minutes of **September 5, 2017 (Regular), September 5, 2017 (Public Hearing) and September 23, 2017 (Special Meeting)**.

Roll Call: Ayes: Cook, LaWrence, Mitchell, Sherman, Viverette
 Nays: None
 Absent: Coleman, Hayslett
 Abstain: None
 5 ayes, 0 nays, 2 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 his **ADDENDUM REPORT**. Superintendent addressed the need for Substitute Teachers evidenced by his Addendum Report.

SUPERINTENDENT JACKSON then called forth **MR. DEJUAN KEA**, to give an update on status/watch of **HB 3052**. **MR. KEA**, reported that at this time **HB 3052** is dead, but they would be returning to Springfield in two (2) weeks, and gave a timeline of which Bill could be put forth once again at which time he would continue to watch/monitor for any status change.

SUPERINTENDENT JACKSON ended his report by recommending favorable approval of his report as submitted.

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

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

I. FOR YOUR AUTHORIZATION

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

1. AFTER SCHOOL TUTORIALS

Authorization is being sought to hire the following staff for After School Tutorials beginning **Tuesday, September 26, 2017** and ending **Tuesday, December 5, 2017**.

MEDGAR EVERS

GENESIS CARTER, Paraprofessional Aide

KRISTY KEMPER, Substitute Teacher

B. ESTIMATED AGGREGATE TAX LEVY FOR 2017 (*See reference #1*)

The Truth in Taxation Act (**35 ILCS 200/18-55 et:seq.**) affects all local government agencies, including school districts, community colleges and home-rule municipalities, which are authorized to levy property taxes. The basic requirement of the law has been reproduced for your information from the 2001-2002 State, Local and Federal Financing booklet for Illinois Public Schools.

One of the main requirements contained in the Truth-in-Taxation law, is that "At least twenty (20) days prior to the adoption of an aggregate levy, is that the local governing board estimates the dollar amount of the aggregate levy for the current year, exclusive of election costs. The recommended **2017** Calendar Year levy estimate is **\$4,504,200**.

Please keep in mind that this estimate is subject to change as more information becomes available.

C. PERFECT ATTENDANCE 2016-2017 SCHOOL YEAR

The following personnel have achieved perfect attendance for the 2016-2017 School Year, and to this end, the Administration is recommending that these individuals receive the monetary award of \$100 given to employees who achieve this distinction. They are as follows:

ANGELA COLEMAN	Cottage Grove Upper Grade Center
CORETTA JACKSON	Administrative Office
ROBERT JACKSON	Cottage Grove Upper Grade Center
CHANTEL JONES	Cottage Grove Upper Grade Center
SHARON RIVERS	Cottage Grove Upper Grade Center
DIANE SERGEANT	Cottage Grove Upper Grade Center
JESSIE SHERMAN	Cottage Grove Upper Grade Center
DAMAUS VIVERETTE	Cottage Grove Upper Grade Center

II. FOR YOUR INFORMATION

A. BLOOM TOWNSHIP TRUSTEES OF SCHOOLS: ANNUAL INVESTMENT REPORT FISCAL YEAR ENDING JUNE 30, 2017 (See reference #2)

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A hardcopy of this report was included in your Board of Education Packet.

B. MONTHLY ENROLLMENT (AS OF OCTOBER 5, 2017)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	48
GRADE 1	50	GRADE 2	43
GRADE 3	42	GRADE 4	46
		TOTAL	269

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	45	GRADE 6	38
GRADE 7	43	GRADE 8	43
		TOTAL	169

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
438	8	446

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
15	219	18

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
8	171	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** expounded on the Tax Levy included in her report, then inquired if there were any questions. **THERE WERE NONE**, after which, Board President Mitchell called for a motion to approve **Part B**.

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

Roll Call: Ayes: Cook, LaWrence, Mitchell, Sherman, Viverette
Nays: None
Absent: Coleman, Hayslett
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 September 5, 2017 in the amount of **\$315,932.53**.

B. PAYROLL SUMMARY

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

September 01, 2017	\$182,674.26
September 15, 2017	\$185,840.11
September 29, 2017	<u>\$166,206.23</u>
Total	\$534,720.60

C. BUILDING RENTAL

Authorization is requested for the use of the following facility:

1. Authorization is requested for the use of the following:

- A. Date: October 10, 2017 – November 7, 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**

D. PETTY CASH

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

Office of Superintendent	\$ 83.00
Building and Grounds	\$ 94.77
District Office	\$192.79
Federal and State	\$130.09
Medgar Evers	<u>\$198.57</u>
Total	\$699.22

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$8,965.53.**

At the conclusion of Mrs. Jackson's report, Superintendent Jackson stated that he would like to acknowledge Perfect Attendance personnel, and proceeded to read their names off, and thanked them for coming to work every day!

PART C - CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members of the Board that they were in advanced receipt of her report. **MRS. BARNES** then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. AFTER SCHOOL TUTORIALS

After School Tutorials began on Tuesday, September 26, 2017 for students. At Medgar Evers Primary Academic Center there are 114 students scheduled to attend, and thus far there has been a 91% attendance rate by students. At Cottage Grove Upper Grade Center there are 96 students scheduled to attend, and we have had an average attendance rate of 83%. We will continue to keep our attendance at an acceptable rate. I would like to say KUDOS to the parents, teachers, students, and the administrative staff for all of their efforts thus far.

Students will continuously be encouraged to attend After School Tutorials to ensure they have the best learning experiences and opportunities that will help them to have a successful school year.

B. PROFESSIONAL DEVELOPMENT

The below listed workshops will be implemented for Early Dismissal during the month of October:

- **English Language Arts Professional Development**

Dr. Kay Dugan will be in the District on Tuesday, October 17, 2017 to continue to work with new teachers and teachers

who have moved grade levels on close reads. This work will assist the teachers with their efforts in their classrooms as they work with students during whole class instructions, as well as, small group instructions.

One of the goals is for our students to be fluent readers and to comprehend at the 9th grade level when they graduate from eighth grade. All teachers in the District on a daily basis are helping with this effort by ensuring our students have a designated time to read independently. Reading is a shared responsibility regardless of the content area. We know that in order for our students to be productive citizens they must know how to read and comprehend.

▪ **South Cook Math Initiative (SCMI) Professional Development**

The seventh and eighth grade Math teachers at Cottage Grove Upper Grade Center will continue professional development training this year with SCMI. Upon completion of their training they will go back and implement what they have learned in the classroom with students, as well as, work with the fifth and sixth grade teachers to give support in the classroom.

Three new teachers at Medgar Evers Primary Academic Center will also participate in the SCMI training this year to ensure they have the necessary skills and support to instruct their students, and to plan rigorous lessons that are aligned with the Common Core Learning Standards.

C. TEACHER EVALUATIONS

Pre/Post Conferences and the evaluation process have begun. Administrators are conferencing and completing classroom

observations with teachers who are in rotation to be evaluated for the 2017 - 2018 school year. Classroom observations include the implementation of expectations defined in the Ford Heights School District 169 Student Achievement Plan. This plan outlines the sequence of steps that must be taken, as well as, the activities performed to achieve student success. There are three (3) main elements: **specific tasks**, **time horizon**, and **monitoring provision**. During grade level and team meetings, the plan is discussed and monitored by Principals. When necessary, teachers are required to provide evidence of implementation or completion.

Both schools have begun conducting Focus Walks to monitor if activities are being implemented in the classrooms. Each time a specific focus and staff member will be identified to participate.

D. PARENTS MONTHLY MEETINGS

The Family Workshop Series has started and will be held each month at Medgar Evers Primary Academic Center in room 218 at 11:00 a.m. until 1:00 p.m. The first meeting was held on Friday, September 22, 2017. The meeting was well attended (19 parents) and the topic for the meeting was *"Building a Positive Home & School Relationship: Communication is Key."* Parents and family members viewed a PowerPoint and short video clips that gave them tips and encouragement on how they can support their child at home, work with the classroom teacher, and participate during school events and functions. Parents play an important role in their child(ren) success, and these monthly meetings are opportunities to give them tools and support on how they can work with the schools as a partner.

The next Parent Meeting will be on Tuesday, October 10, 2017. The topic will be *"Best Buddies; Helping Children Form Positive Friendships."*

E. DISTRICT-WIDE EVACUATION DRILLS

The District has held four (4) mandatory emergency drills thus far for the 2017-2018 school year. The emergency drills that have been held are as follows:

- Emergency Evacuation Drill – September 8, 2017
- Bus Evacuation Drill – September 15, 2017
- Tornado Drill – September 22, 2017
- Fire Drill – October 6, 2017

All drills went well and some were assisted by the Ford Heights Fire Department and the Cook County Sherriff's Police Department.

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

Building reports were submitted by the following personnel:

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

G. UPCOMING DATES

OCTOBER 9, 2017

There will be no school in observance Columbus Day

OCTOBER 17, 2017

There will be an Early Dismissal for students and Teachers and Support Staff will participate in a Professional Development.

OCTOBER 20, 2017

Both schools will conduct Classroom Spelling Bees at first through

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Eighth grade. Winners will advance to the School Wide Spelling Bee at each respective school that will be held on Friday, December 1, 2017.

OCTOBER 21, 2017

1st Quarter Ends

OCTOBER 23, 2017 - OCTOBER 30, 2017

Students at Medgar Evers Primary Academic Center will have hearing and vision screenings.

OCTOBER 23, 2017 - OCTOBER 27, 2017

Students will participate in activities for **Red Ribbon Week**

OCTOBER 27, 2017

Parents will come and meet with their child(ren) teacher to discuss what he/she has been learning the first ten (10) weeks of school. Parents will receive their child(ren) report card on that day, as well.

At this juncture, Board President called on **PRINCIPAL RIVERS** and **ASSISTANT PRINCIPAL JONES** (in absence of Principal Johnson) to give a status update on the activities/happenings in their respective buildings.

PRINCIPAL RIVERS stated that Student Council Elections would be forthcoming and that Fifth Graders received hoodies from an outside organization and that Boys Basketball began October 16.


ASSISTANT PRINCIPAL JONES informed members that Medgar Evers Primary Academic Center would be transformed into a Haunted Hall once again this year as they have done in the past for the enjoyment of students and staff.

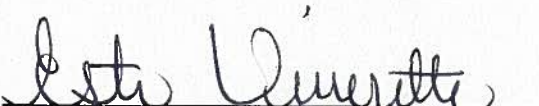
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ADJOURNMENT: 5:15 p.m.

Motioned/Sherman; Seconded/Cook - to adjourn meeting

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


Mr. Mark Mitchell, President


Mrs. Ester Viverette, Secretary