

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, NOVEMBER 8, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:00 p.m.**

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

Upon roll call the following members were present:

Present: Coleman, Cook, Hayslett, LaWrence, Viverette
Absent: Mitchell, Sherman
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations
Mrs. Marilyn Barnes, Director of Curriculum & Instruction
Mrs. Stephanie Stephen, Director of Federal/State Programs
Dr. Tamara Young, Director of Pupil Personnel Services
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 Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience. **THERE WERE NONE.**

AGENDA

Motioned/Hayslett; Seconded/Viverette - to approve the agenda.

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

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MINUTES

Motioned/Hayslett; Seconded/Viverette - to approve the minutes of **October 11, 2016 (Regular)**

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Viverette
 Nays: None
 Absent: Mitchell, Sherman
 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, then asked members to read the newspaper article they received, which included positive information regarding assessment scores. He then informed members that he would entertain any questions. **THERE WERE NONE.** **SUPERINTENDENT JACKSON** then recommended favorable approval of his report as submitted:

Motioned/Hayslett; Seconded/Viverette - to approve **PART A - REPORT OF THE SUPERINTENDENT**

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

I. FOR YOUR AUTHORIZATION

**A. ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2016 TAX LEVY
(See reference #1)**

- 1. Certification of Compliance with Truth Intaxation Law
(Exhibit 1)**
- 2. Certificate of Tax Levy (Exhibit II)**
- 3. Resolution to Levy 2016 Taxes for Certain Purposes
(Exhibit III)**
- 4. Resolution to Instruct County Clerk How to Apportion
2016 Tax Levy Extension Reductions (Exhibit IV)**
- 5. Resolution to Request Application of Loss and Cost Factor
to 2016 Levies (Exhibit V)**

B. PERFECT ATTENDANCE 2015-2016 SCHOOL YEAR

The following personnel have achieved perfect attendance for the **2015-2016 School Year**, and to this end the Administration is recommending that these individuals receive the monetary award of **\$100** given to employees who achieved this distinction. They are:

**MARILYN BARNES
ELIZABETH DOWNS
ROBERT JACKSON
MONIQUE JOHNSON
SHAUNA KIRK
SHARON RIVERS
DIANE SERGEANT
JESSIE SHERMAN
DAMAUS VIVERETTE**

**DISTRICT OFFICE
PUPIL PERSONNEL SERVICES
COTTAGE GROVE U.G.C.
MEDGAR EVERS P.A.C.
COTTAGE GROVE U.G.C.
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II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	44
GRADE 1	43	GRADE 2	46
GRADE 3	39	GRADE 4	48
		TOTAL	260

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	38	GRADE 6	39
GRADE 7	35	GRADE 8	44
		TOTAL	156

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
416	16	432

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
27	187	22

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
29	158	4

B. ACCEPT FORD HEIGHTS SCHOOL DISTRICT 169'S ANNUAL FINANCIAL REPORTS (AS FOLLOWS):(In Board Packets)

Accept Ford Heights School District 169's **Annual Financial Reports** as submitted and listed below, for Fiscal Year ending June 30,2016. Enclosed herewith for your acceptance are the following Financial reports. They are:

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- **LETTER FROM MILLER COOPER AND Co., LTD.**
- **MANAGEMENT LETTER FROM MILLER COOPER AND Co., LTD.**
- **BOUND ANNUAL FINANCIAL REPORT (AFR) FROM MILLER COOPER AND Co., LTD.**
- **ANNUAL FINANCIAL REPORTS (AFR) TO ILLINOIS STATE BOARD OF EDUCATION FROM MILLER COOPER AND Co., LTD. (LOOSE BOUND)**
- **BLOOM TOWNSHIP - ANNUAL INVESTMENT REPORT FISCAL YEAR ENDING JUNE 30, 2016**

C. PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC) EXAM SCORES (See reference #2)

Board member Sherman entered at 5:04

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 informed members that there was an **Addendum** to her report, then addressed the **Addendum**, and ended by inquiring if there were any questions. **THERE WERE NONE.** She then asked for approval of her report as submitted:

Motioned/LaWrence; Seconded/Hayslett - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS, Report, inclusive of Addendum Report** as submitted:

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Sherman, Viverette
 Nays: None
 Absent: Mitchell
 Abstain:
 6 ayes, 0 nays, 1 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 November 8, 2016 in the amount of **\$477,675.52.**

B. PAYROLL SUMMARY

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

October 14, 2016	\$211,076.65
October 28, 2016	<u>\$220,811.40</u>
Grand Totals	\$431,888.05

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

- A. Date: November 8, 2016 - December 6, 2016
 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: Saturday, November 19, 2106
 Time: 3:00 p.m. - 7:00 p.m.
 Place: Tidye A. Phillips
 Contact: Janniece Harrell
 Purpose: Child Birthday Party
 Cost: **\$175.00 - Building**
 \$125.00 - Custodian
 Reference #1

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C. Date: Saturday, November 26, 2016
Time: 4:00 p.m. - 8:00 p.m.
Place: Tidye A. Phillips
Contact: Dominique Hatten
Purpose: Child Birthday Party
Cost: **\$175.00 - Building Rental**
\$125.00 - Custodial Fee
Reference #2

D. Date: Sunday, December 4, 2016
Time: 2:00 p.m. - 7:00 p.m.
Place: Medgar Evers
Contact: Catherine Coleman
Purpose: Child Birthday Party
Cost: **\$175.00 - Building Rental**
\$150.00 - Custodial Fee
Reference #3

D. PETTY CASH

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

Office of Superintendent	\$324.50
District Office	\$ 71.09
Cottage Grove	\$200.00
Medgar Evers	<u>\$200.00</u>
Total	\$795.59

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$2,100.00.**

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 inquired if there were any

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questions. **THERE WERE NONE.** **MRS. BARNES** then asked 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 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 from 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 **100** students in grades kindergarten through fourth enrolled. At Cottage Grove Upper Grade Center there are **108** students in grades fifth through eighth enrolled. Kudos goes out to the Building Principals and Assistant Principals 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.

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After School Tutorials will conclude on Tuesday, December 6, 2016.

C. EARLY DISMISSALS

On Tuesday, November 15, 2016 Administrators, English Language Arts, Social Studies, Science, Special Education Teachers, and Support Staff will participate in a Professional Development at Cottage Grove Upper Grade Center from 12:45p.m. until 2:45 p.m. Dr. Kay Dugan will facilitate best practices in fluency, comprehension strategies, and writing. She will work with staff on establishing effective readers and writers.

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

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

E. UPCOMING DATES

NOVEMBER 11, 2016

Veterans Day -DISTRICT CLOSED

NOVEMBER 15, 2016

Early Dismissal for Students

NOVEMBER 23 - 25, 2016

Thanksgiving Break - DISTRICT CLOSED

DECEMBER 2, 2016

2ND PROGRESS REPORT MAILED OUT TO PARENTS

PART D - FEDERAL STATE PROGRAMS

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

I. FOR YOUR INFORMATION

A. MONTHLY PARENT MEETING

The Parent Center held the October Parent Meeting **Friday, October 14, 2016** at Medgar Evers Primary Academic Center from **11:00 a.m.** until **1:00 p.m.** in room #203. The month of October's parent meeting theme was "Sexuality & Young Children: Growing Up Too Fast".

In addition to parents in attendance the meeting was attended by Dr. Jackson, Mrs. Cook and Dr. Rivers. Parents received refreshments and door prizes were given out. Our next meeting will be held **Friday, November 18, 2016** at Medgar Evers Primary Academic Center. A special thank you goes out to Mrs. Cook, Board of Education President, Dr. Jackson, Superintendent of Schools and Dr.

Rivers, Principal of Cottage Grove Upper Grade Center for their attendance at our Family Workshop.

B. 2016 CLASSROOM SPELLING BEES (See reference #1)

For the past five (5) years Ford Height School District 169 has participated in the Scripps National Spelling Bee and this year was no different. Friday, October 21, 2016 the Scripps Classroom Spelling Bees were held at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. All students in first through eighth grades participated in the classroom Spelling Bees. Students

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were given spelling words for their grade level to study in preparation for the October Spelling Bee. Spelling words were hung throughout each building in classrooms, the hallways and lunchrooms. To determine the winners of the Spelling Bees key personnel was needed, such as, Judges, Pronouncer, and Rounds Keeper.

AT MEDGAR EVERS PAC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:

LEAD JUDGE-*Ms. Summers*

JUDGES- *Ms. Williams, Mrs. Stephen, Mrs. Barnes*

PRONOUNCER- *Mr. Wade*

ROUND KEEPER- *Ms. Williams*

AT COTTAGE GROVE UGC THE SPELLING BEE COMMITTEE IS AS FOLLOWS:

AT THE 5TH AND 6TH GRADES:

LEAD JUDGE – *Ms. Jones*

JUDGES – *Mr. Juniel and Mrs. Coleman*

PRONOUNCER-*Ms. O'Connor*

ROUND KEEPER – *Ms. Richardson*

AT COTTAGE GROVE UGC SPELLING COMMITTEE IS AS FOLLOWS AT THE 7TH AND 8TH GRADES:

LEAD JUDGE – *Mr. James*

JUDGES – *Mr. Aldridge and Ms. Latiker*

PRONOUNCER- *Mr. Kinnaman*

ROUND KEEPER – *Mr. Chad Nelson*

The Spelling Bees were exciting to watch and the students did a great job of spelling the words and knowing the definitions.

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Each classroom/homeroom that went the most rounds were given a pizza party and they are listed below:

FIRST GRADE – MS. FALCONER

SECOND GRADE – MS. SHANNON

THIRD GRADE – MRS. ARMSTRONG

FOURTH GRADE – MRS. ROBERTS

FIFTH GRADE – MRS. MORRIS

SIXTH GRADE – MRS. ENO

SEVENTH GRADE – MRS. HAYSLETT

EIGHTH GRADE – MR. POTTER

The next step will be participating in the School Wide Spelling Bees which will be held **Friday, December 2, 2016** at Medgar Evers Primary Academic Center @ **9:30 a.m.** and Cottage Grove Upper Grade Center @ **1:00 p.m.**

Congratulations to all of our winners. Please see attachment for the winners of the Classroom Spelling Bees.

C. FAMILY READING NIGHT (See reference #2)

Family Reading Night will be held **Tuesday, November 15, 2016** at Medgar Evers P.A.C. from **5:00 p.m. to 7:00 p.m.** Family Reading Night is an opportunity to involve families in participating in reading activities. Flyer enclosed.

D. LOCKDOWN DRILL

The district wide **Lockdown Drill** will be held **Wednesday, November 9, 2016**. The Sheriff Department has partnered with the district to assist and monitor us with this mandated drill. Medgar Evers P.A.C. will hold their drill at **10:00 a.m.** and Cottage Grove will hold their drill at **10:30 a.m.**

PART E - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

DR. TAMARA YOUNG reminded members of the Board that they were in advanced receipt of her report. Dr. Young inquired if there were any questions. **THERE WERE NONE.** **DR. YOUNG** then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING MEETINGS/ RTI

The Pupil Personnel Services Team conducted a problem solving team meeting at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. The Problem Solving meetings were conducted with grade level and special education teachers to discuss and offer assistance and support with student behavior and academic concerns. A review of the School-Wide Information System (SWIS) was completed at the problem solving meetings. This data is used to determine what is the most frequent behaviors we are seeing in the schools and across the district, to determine the types of interventions and support we want put in place.

Observations and evaluations have been conducted on students who may possibly need additional assistance beyond the Tier III RtI process. Continued interventions are being conducted for students who need extra support.

The Director of Special Education has been working with the Principal at Medgar to support individual students who are having

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behaviors that challenges their safety and the safety of others. Counseling has been offered. Parent conferences have been conducted. Therapeutic assessments have been completed by Screening Assessment and Support Services (SASS).

Medical support has also been provided to parents who are in need of maintaining appointments form immunizations as well as treatment.

B. HEALTH SERVICES

The Cook County Health & Hospital System has developed a partnership with Ford Heights School District 169 to assure that students are not being excluded from school due to state requirements that indicate students must have physicals and immunizations completed by October 15, 2016. The State of Illinois requires Pre-kindergarten students entering Illinois schools for the first time, kindergarten, sixth grade and new students to comply with physical examinations and immunizations by October 15, 2016 or they will be excluded from school until they comply with health regulations.

Home visits were conducted by the nurse and director of special education services to those students who were out of compliance on September 21, 2016. Parents were given an option to sign a proxy consent form that allowed Dr. Young and Mrs. Stephen set up appoints and take students to the health clinic so that they could receive the mandated physicals and immunizations as well as sports physicals for those students who want to participate in sports this year.

This process was very successful. By the October 15, 2016 exclusion

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date the district was 99% in compliance. By October 18, 2016 the district was 100% compliance.

Dr. Young and Mrs. Stephen spoke at the Cook County Budget Hearing on October 27, 2016 to testify about the partnership between Cook County Health and Hospitals Services and Ford Heights School District 169. We expressed the importance of keeping the health services that provides opportunities for the district to support our families that need assistance with keeping their children in compliance with mandated physicals and immunizations.

Monthly Automated External Defibrillator (AED) maintenance was conducted in October, 2016 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips.

Vision and hearing screening was provided to Pre-kindergarten students this month.

C. COUNSELING PROGRAM

Individual counseling continues to be provided for students in accordance to the American School Counselors Standards (ASCA). Group counseling is being conducted to align with our PBIS theme for this month "Responsibility". Students have been assigned to teachers for check in check out interventions.

The National Junior Honor Society met this month to discuss potential upcoming service projects. They are planning for their first service project of this school year, which is a food drive to help support local agencies for Thanksgiving.

Mr. Aldridge attended the Partnership for Resilience Meeting at Governors State University this month. This endeavor provides

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supports for the district to help build trauma sensitive schools.

Dr. Young and Mr. Aldridge presented to the Resilience on the strategies that we have been discussing during problem solving and implementing within the confines of the schools. We especially received rave reviews from other districts in regards to the Positive Support Room that we have implemented in lieu of In School Suspension, keeping with Senate Bill 100 guidelines.

Career Fair meetings continue to be held monthly at each building. Potential presenters have been added to our list from various fields of interest.

D. STAFF DEVELOPMENT

Cardiopulmonary Resuscitation (CPR) training was given to 18 staff members of Ford Heights School District 169 on October 18, 2016. This training was facilitated by Dave Ward from Safety by Design.

E. Monthly Reports - Departmental reports were submitted by the following (*See references #1-2*)

Shawn Aldridge-District-Wide Student Advocate

Geraldine Parham-Health Coordinator

Board member Cook then called on Dr. Sharon Rivers, Principal of Cottage Grove Upper Grade Center and Ms. Monique Johnson, Principal of Medgar Evers Primary Academic Center for updates on activities/happenings in their respective buildings.

ADJOURNMENT: 5:10 p.m.

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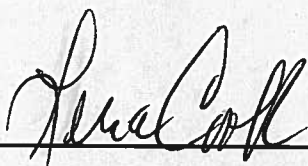
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Motioned/Hayslett; Seconded/Viverette - to adjourn meeting

Roll Call: Ayes: Coleman, Cook, Hayslett, LaWrence, Sherman, Viverette
 Nays: None
 Absent: Mitchell
 Abstain: None

6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.



Mrs. Lera Cook, President



Ms. Victoria Hayslett, Secretary