

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD TUESDAY, NOVEMBER 8, 2011

The meeting was called to order by presiding officer Mr. Joe Sherman - 6:00 p.m.

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

Upon roll call the following members were present:

Present: Cook, Griffin, Mitchell, Thompson, Sherman, Viverette
Absent: Coleman
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Coretta Jackson, Coordinator of Business Affairs
Mrs. Tamara Young, Interim Director of PPS
Mrs. Marilyn Barnes, Principal, Medgar Evers P.A.C.
Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.

Legal Counsel:

QUESTIONS FROM PUBLIC (3 Minutes)

NONE

AGENDA

Motioned/Cook; Seconded/Viverette to approve the agenda.

Roll Call: Ayes: Cook, Griffin, Mitchell, Thompson, Sherman,
Viverette
Nays: None
Absent: Coleman
Abstain: None
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

MINUTES

Motioned/Griffin; Seconded/Mitchell - to approve the minutes of ***October 11, 2011 (Regular)***.

Minutes of November 8, 2011

Page 2

Roll Call: Ayes: Cook, Griffin, Mitchell, Thompson, Sherman,
Viverette
Nays: None
Absent: Coleman
Abstain: None
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

CORRESPONDENCE

The Ray Hauser Family and the Purcell Moore Family: Both families were thankful for the kindness shown during their times of bereavement.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson, reminded members of the Board that they were in advanced receipt of his report, and called to members attention the School Employee Loss Fund (SELF) application for membership. Superintendent Jackson went on to state that SELF is a workers compensation Co-operative made up of school districts. Superintendent Jackson continued giving an overall review of the program and stated that the amount of possible savings to the District would be significant and in the range of \$50,000. Currently the District's premium is \$156,670. If approved to participate in the Co-operative, the District's premium will be approximately \$109,962.

Superintendent Jackson then expressed his thanks to Mrs. Coretta Jackson, Coordinator of Business Affairs for her efforts in this process.

Motioned/Cook; Seconded/Viverette - to approve the report of the Superintendent as follows:

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

- 1. APPOINTMENTS (*Pending receipt of all personnel required documents*)**

Minutes of November 8, 2011

Page 3

- a. **Robert Potter**, filling the position of 6th grade math teacher for After School Tutorials, Cottage Grove Upper Grade Center.

2. SUBSTITUTE TEACHERS (*Pending receipt of all personnel required documents*)

- a. **Melody Escro**, Title I Tutor, Cottage Grove Upper Grade Center, **\$100.00** for two (2) weeks, **\$125.00** per day beginning Monday, November 14, 2011.
- b. **Yolanda Wilson-Jarmon**, Substitute Teacher, Cottage Grove Upper Grade Center, **\$125.00** for two (2) weeks, BA, Step 1 (**\$37,631**) beginning Monday, November 14, 2011.

3. LETTER OF RESIGNATION (*See reference #1*)

A written letter of resignation has been submitted by **Sydonna Balentine**, Instructional Aide (One-on-One), effective immediately.

B. SCHOOL EMPLOYEES LOSS FUND (SELF) (*See reference #2*)

Authorize and approve application and participation to join School Employees Lost Fund (SELF) group.

The School Employees Loss Fund (SELF) is an Illinois intergovernmental workers' compensation pool consisting of 79 school districts. Started in 1986, SELF offers Illinois school districts a stable alternative for workers' compensation insurance.

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF OCTOBER 31, 2011)

MEDGAR EVERS SCHOOL

PRE-K 40

GRADE 3 41

Minutes of November 8, 2011

Page 4

KDG.	45	GRADE 4	<u>36</u>
GRADE 1	49	TOTAL	254
GRADE 2	43		

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	50	GRADE 7	47
GRADE 6	45	GRADE 8	<u>39</u>
		TOTAL	181

<u>TOTAL DISTRICT</u>	<u>OUT OF DISTRICT</u>	<u>GRAND TOTAL</u>
435	9	444

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
12	242	22

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
8	196	10

Roll Call: Ayes: Cook, Griffin, Mitchell, Thompson, Sherman, Viverette
Nays: None
Absent: Coleman
Abstain: None
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present - motion carried.

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Joyce McEwen, Assistant Superintendent expressed that items were informational only, however called attention to several upcoming dates and asked for acceptance as follows:

I. FOR YOUR INFORMATION

A. ILLINOIS STANDARDS ASSESSMENT TEST (ISAT)

ISAT tests have come in and have been distributed to Building

Minutes of November 8, 2011

Page 5

Principals and Parents. Additional information will be forthcoming relating to ISAT data, after Administrators' have assessed test scores.

B. CLASSROOM OBSERVATION

As a school administrator, one of my responsibilities is to insure that teachers are teaching, and that the curriculum is being presented. To this end, I have been engaging in 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 then meets with the instructor to discuss the observations.

Classroom Observations also allows an instructor to: (1) Receive feedback from an objective, experienced observer and (2) Engage in context-specific discussions about teaching with said individual/consultant/administrator.

C. FAMILY READ NIGHT

Family Read Night was held Thursday, October 27, 2011 at the Parent Center in the Tidye A. Phillips School. The Men's Ministry from New Faith supported by providing men to read to our students. The Cook County Sheriff's Department provided school supplies for students and arm bands to reinforce saying "No to Drugs". The Board President, Mr. Joe Sherman, the Vice President, Ms. April Thompson and board member James Coleman were in attendance.

Also in attendance, Mrs. Johnetta Gordon and Ms. Rose Jimerson, teachers from Medgar Evers Primary Academic Center. Ms. Marian Washington, Para-professional at the Cottage Grove Upper Grade Center, along with Principals Mrs. Marilyn Barnes and Mrs. Stephanie Stephen, Superintendent Dr. Gregory T. Jackson, and Assistant Superintendent Mrs. Joyce McEwen.

Minutes of November 8, 2011

Page 6

Ms. Debra Conway, who volunteers in the Parent Center, volunteered to assist with the program. The overseeing of safety was provided by Mr. Larry Hopkins. Many thanks goes to Mrs. Nicole Conway-Fason, Home School Coordinator, for the development and implementation of the Family Read Night.

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

Building reports were submitted by the following personnel:

Nicole Conway-Fason, Home School Coordinator

Marilyn Barnes, Principal Medgar Evers P.A.C.

Stephanie Stephen, Principal Cottage Grove U.G.C.

E. OPENING BIDS FOR ERATE 2012-2013

ERATE Bids have been posted for the upcoming 2012-2013 school year. Bids are being sought for maintenance of equipment, website hosting, as well as other items, as deemed necessary.

F. PARENT/TEACHER CONFERENCES

Building Principals Marilyn Barnes, and Stephanie Stephen, submitted a count of parents in attendance for Parent/Teacher conferences as follows:

MEDGAR EVERS P.A.C.

Pre-K 32

Kdg. 34

1st Grade 39

2nd Grade 33

3rd Grade 30

4th Grade 32

78% Participation

COTTAGE GROVE U.G.C.

5th Grade 33

6th Grade 31

7th Grade 30

8th Grade 24

66% Participation

G. DATES TO REMEMBER

✓ **November 10, 2011** *Intruder in the Building*

Minutes of November 8, 2011

Page 7

- ✓ November 11, 2011 *Veterans Day - No School*
- ✓ November 18, 2011 *Fire Drill*
- ✓ November 22, 2011 *Beginning of Thanksgiving Break*
(At the close of the day)
- ✓ November 28, 2011 *School Resumes*

H. TOPIC FOR THE MONTH OF NOVEMBER

“ BULLYING”

Bullying affects ALL of our children — those who bully, those who are victimized, and those who are witnesses or assistants to interpersonal violence. We can and must reduce this age-old problem. Perhaps more than any other school safety problem, bullying affects students' sense of security. The most effective ways to prevent or lessen bullying require school administrators' commitment and intensive effort, hence the focus of the month.

I. SPELLING BEE

The Spelling Bee was held and the champions at each grade level have been identified. Those students who qualified, are now preparing for School-Wide competition, which is scheduled to be held *Friday, December 2, 2011*. The next competition students will be preparing for will be District-wide, scheduled for January, 2012 and finally Regional which will be *Tuesday, February 7, 2012*.

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Joyce McEwen, presented on behalf of Mrs. Tamara Young, who was absent. Mrs. McEwen reminded members of the Board that Mrs. Young's report was informational items only and asked for acceptance as follows:

I. **FOR YOUR INFORMATION**

A. PROBLEM SOLVING MEETINGS

Mr. Palmisano conducted a refresher course on the process of the Problem Solving Meetings and the RTI manual. Regular Problem Solving Meetings are conducted at Cottage Grove and Medgar Evers.

B. HEALTH SERVICES

The State of Illinois requires Pre-Kindergarten, Kindergarten, Sixth grade and new students to comply with physicals and immunizations by October 15, 2011 of each new school year. Attendance officers in each building conducted a visit to the residence of parents whose child was noncompliant with the State of Illinois mandated medical requirements on October 11, 2011. Students who did not comply with the mandated medical requirements were given an exclusion notice on Friday, October 14, 2011.

Annual hearing and vision screening will begin the last week of October for Medgar Evers and the second week of November for Cottage Grove School.

Cardiopulmonary Resuscitation (CPR) was conducted on October 5, 2011 at Cottage Grove School. The class consisted of life saving techniques on adults and children as well as how to help choking victims.

Monthly Automated External Defibrillator (AED) check was conducted in the District Office, Cottage Grove, Medgar Evers and Tidye A. Phillips School in October 2011.

C. Counseling Program

Ms. Rouls, the school counselor continues to work with the assistant principals of both Cottage and Medgar to collaborate on the PBIS program. The PBIS newsletters for Medgar and Cottage were distributed this month.

On Monday, October 17, 2011, the counselor implemented the counseling curriculum to the students at Medgar Evers. The topic of the first lesson was "Respect to Others." Students participated in role-play activities and learned words associated with respect such as "Thank-you. "You Are Welcome, "I Am Sorry," "Excuse Me," and

“May I?”

An application has been submitted to charter a chapter of the National Junior Honor Society at Cottage Grove Upper Grade Center.

Girl Scouts of America conduct a bullying presentation to the students at Cottage Grove in response to national Bullying Prevention month.

The Career Development Grant application to Prairie State College was submitted to generate funding for the 2012 district Career Day.

D. Staff Development

Ms. Griffin attended a professional development workshop at SPEED on “Writing SMART Social Emotional Learning Goals”.

E. Aims Web

Fall bench marking was completed. The data indicates that the reading accuracy levels continue to improve across the district.

● **RTI**

The district has started Strategic Monitoring of RTI. 67% of the students in Tier 3 have been making weekly rates of improvement near or above the targeted level. This is a considerable improvement from last years’ improvement rates.

F. Social Work/Case Management

On September 21th and September 28th The Pupil Personnel Team conducted the Dial 3 screenings for Early Childhood Child Find. Letters were sent home to the parents of the students that were screen in regards to their findings.

Minutes of November 8, 2011

Page 10

A small social skills group has been created to work with students at Medgar Evers who display certain behaviors.

- G. Monthly Reports**-Departmental reports were submitted by the following (*See references 1-4*)

Millicent Griffin-Social Worker/Case Manager

Edward Palmisano-Psychologist

Sharon Rouls-Counselor

Geraldine Parham-Health Coordinator

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson, reminded members of the Board they were in advanced receipt of her report, asked if there were any questions and concluded by asking for favorable approval as follows:

Motioned/Cook;Seconded/Griffin - to approve Part D - Business Operations Report.

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for November 8, 2011 in the amount of **\$327,957.74**.

B. PAYROLL SUMMARY

The following is the payroll summary for the month of October, 2011 as detailed below:

October 07, 2011	\$180,568.18
October 21, 2011	<u>\$168,613.48</u>
SubTotal	\$349,181.66

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

- A. Date: November 8, 2011 - December 6, 2011
 Time: 12:00 p.m.-3:00 p.m./7:00 p.m.-8:00 p.m.
 Place: Tidye A. Phillips
 Contact: Steve & Vanessa McGhee
 Glory Be To God Ministry
 Purpose: Religious Purposes
 Cost: **\$75.00-Sunday/\$25.00-Friday**
- B. Date: November 8, 2011 - December 6, 2011
 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
- C. Date: See attached for dates
 Time: See attached for times
 Place: Tidye A. Phillips
 Contact: George Green
 Purpose: F.H.Y.A.A.
 Basketball Practice/Games
 Cost: **\$25.00 per hour - Custodial Fee per day**
 (Reference #1)
- D. Date: Friday, December 16, 2011 (set-up)
 Saturday, December 17, 2011 (event)
 Time: 6:00 p.m.-until 1:00 a.m.
 6:00 a.m. until 3:00 p.m.
 Place: Cottage Grove Upper Grade Center
 (Auditorium, Cafeteria, Gymnasium,
 Multi-Purpose Room, KIVA)

Minutes of November 8, 2011

Page 12

Contact: Carolyn Dishmon and Juanita Floyd
Delta Sigma Theta Sorority, Inc. and
Jassac Charitable Foundation
Purpose: Breakfast with Santa
Cost: **\$250.00**
(Reference #2)

D. PETTY CASH

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

Federal & State	\$ 26.01
Pupil Personnel Services	\$ 25.00
District Office	\$139.82
Building & Grounds	\$ 43.74
Medgar Evers	\$114.46
Cottage Grove	<u>\$200.00</u>
Total	\$549.03

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$2,385.06.**

(Reference #3)

F. FIRE ALARM SYSTEM (Reference #4)

Authorize installation and programming of new fire alarm system at Medgar Evers Primary Academic Center, by Quality Integrated Solutions of Mokena, Illinois.

Roll Call: Ayes: Cook, Griffin, Mitchell, Thompson, Sherman,
Viverette

Nays: None

Absent: Coleman

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

Minutes of November 8, 2011

Page 13

Superintendent Jackson took a moment to commend Board member Griffin for his invaluable time and input into having the "Breakfast with Santa" program presented here at Ford Heights School District 169.

Board member Griffin spoke to the awesomeness of this event and to how well planned and organized the event was on last year. He stated that all members of Board who can attend, should just to see the smiles of the children.

ADJOURNMENT- 6:15 p.m.

Motioned/Griffin; Seconded/Viverette to adjourn meeting - voice vote motion carried.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Joe Sherman, Board President

A handwritten signature in black ink, written in a cursive style.

Lera Cook, Board Secretary