

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
WEDNESDAY, NOVEMBER 5, 2014**

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:04 p.m.**

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

Upon roll call the following members were present:

Present: Coleman, Cook, Hayslett, Mitchell, Sherman, Viverette  
Absent: LaWrence  
Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Coretta Jackson, Coordinator of Business Affairs  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
Mrs. Stephanie Stephen, Director of Federal/State Programs  
Mrs. Sharon Rivers, Principal, Cottage Grove U.G.C.  
Ms. Monique Johnson, Principal Medgar Evers P.A.C.

Legal Counsel: Attorney Raymond Hauser - Sraga Hauser, LLC

**QUESTIONS FROM PUBLIC (3 Minutes)**

Board President Viverette greeted and thanked all in attendance, then inquired if there were any comments from the audience.

**JOHNATHAN VIVERETTE** - Stood to address the members of the Board on behalf of Mr. Desmond Warren, Resident Assistant at Governors State University. Mr. Viverette expressed that he too was a part of the Resident Assistant team, and was there to solicit donations for a "Thanksgiving Dinner" for resident students who, do to distance/finances, would not be able to go home for this holiday.

He explained that the teams desire was to ensure that a good meal was had by all students unable to travel. However, to make this happen, they would need to secure caterers to bring in food for Prairie Place Resident Hall students.

Mr. Viverette ended by saying they would like to present this dinner on Thursday, November 20, 2014 and any amount contributed would be greatly appreciated.

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A brief question and answer session ensued between Board members and Mr. Viverette.

Superintendent Jackson, acknowledged that it was a great cause, and expressed that the Board would look into making a donation to the University.

**AGENDA**

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

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

**MINUTES**

Motioned/Sherman; Seconded/Mitchell - to approve the minutes of ***October 7, 2014 (Regular)***

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

**CORRESPONDENCE**

***Jerry & Cheryl Connie & Eric & Gloria Lymore*** - May God Bless you and keep you safe in his arms. We thank you so much for the plant and floral arrangement. In loving memory of our beloved Mother and Aunt Eradell Gray.

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**CLOSED SESSION - 5:14 p.m.**

**MATTERS OF PERSONNEL - (POSSIBLE ACTION)**

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

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

Board member *Hayslett* departed Closed Session at 5:38 p.m.

**MOTION TO END CLOSED SESSION AND RECONVENE REGULAR SESSION -5:58 p.m.**

Motioned/Sherman; Seconded/Cook - to reconvene Regular Session.

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

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report. He then stated that he had an **Addendum Report**. Superintendent Jackson spoke to **Addendum** items in further details, then asked for favorable approval of his report, inclusive of **Addendum Report**, as decided upon in **Closed Session**:

Motioned/Sherman; Second/Cook - to approve **Part A - Administration Report**, inclusive of **Addendum Report**

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

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**I. CLOSED SESSION**

**A. MATTERS OF PERSONNEL- (POSSIBLE ACTION)**

**II. FOR YOUR AUTHORIZATION**

**A. PERSONNEL (*Pending receipt of all personnel required documents*)**

**1. AFTER SCHOOL TUTORIALS**

Authorization is being sought to hire the additional staff for After School Tutorials which began **Tuesday, September 30, 2014** and ending **Tuesday, December 9, 2014**.

**MEDGAR EVERS PAC:**

<b>CARLETTA JONES</b>	1 <sup>st</sup> Grade
<b>TERESA KOVALIK</b>	3 <sup>rd</sup> Grade
<b>SANDRA SEARS</b>	3 <sup>rd</sup> Grade

**2. AUTHORIZE AQUISITION OF SUBSTITUTES**

Authorization is sought to approve Payroll Coordinator to call in Substitutes as needed at the established daily rate.

**3. MOTION TO APPROVE ISSUANCE OF SECOND NOTICE TO REMEDY TO MRS. JOHNETTA GORDON (See reference #4)**

Motion to Approve Issuance of a Second Notice to Remedy to Mrs. Johnetta Gordon, Pre-Kindergarten Teacher, Medgar Evers Primary Academic Center.

**4. MOTION TO APPROVE ISSUANCE OF NOTICE TO REMEDY TO MS. DARYL ALLEN (See reference #5)**

Motion to Approve Issuance of a Notice to Remedy to **Ms.**

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*Daryl Allen*, Pre-Kindergarten Teacher, Medgar Evers Primary Academic Center.

**B. ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2014 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 2014 Taxes for Certain Purposes  
(Exhibit III)**
- 4. Resolution to Instruct County Clerk How to Apportion  
2014 Tax Levy Extension Reductions (Exhibit IV)**
- 5. Resolution to Request Application of Loss and Cost Factor  
to 2014 Levies (Exhibit V)**

**C. AUTHORIZATION TO APPROVE HEALTH/LIFE SAFETY EMERGENCY BOARD  
RESOLUTION FOR FY 2014-2015 - MEDGAR EVERS PRIMARY ACADEMIC  
CENTER (See reference #2)**

South Cook ISC inspects all public school building and school-related buildings on an annual basis to assure compliance with standards necessary to ensure the health and safety of public school students in Illinois. South Cook ISC is also responsible for statutory compliance with established standards in the construction, remodeling and demolition of public school buildings within the South Cook territory.

This authorization speaks to approved payment not to exceed \$6,000 for replacement of sixteen(16) halogen lights at Medgar Evers Primary Academic Center, from the Life Safety Fund.

**D. 2014-2015 CALENDAR REVISION (See reference #3)**

Authorization is sought for revision to the 2014-2015 School

Calendar to reflect **Tuesday, April 14, 2015** as a day of attendance. This will result in the last day of school being **Thursday, May 28, 2015** (if no emergency days are utilized). The five emergency days are: **May 29, 2015, June 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>, 2015.**

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF OCTOBER 28, 2014)**

**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>45</b>
<b>GRADE 3</b>	<b>45</b>	<b>GRADE 4</b>	<b>40</b>
		<b>TOTAL</b>	<b>284</b>

**COTTAGE GROVE UPPER GRADE CENTER**

<b>Grade 5</b>	<b>40</b>	<b>Grade 6</b>	<b>39</b>
<b>Grade 7</b>	<b>35</b>	<b>Grade 8</b>	<b>49</b>
		<b>TOTAL</b>	<b>163</b>

<b>TOTAL DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>GRAND TOTAL</b>
<b>447</b>	<b>17</b>	<b>464</b>

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>17</b>	<b>304</b>	<b>10</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>30</b>	<b>114</b>	<b>0</b>

## **ADDENDUM REPORT**

### **I. FOR YOUR INFORMATION**

#### **A. PERSONNEL**

**1. DISTRICT SUBSTITUTE TEACHER (PENDING RECEIPT OF ALL PERSONNEL REQUIRED DOCUMENTS)**

Authorization is sought to appoint Mr. Timothy Williams as a District substitute teacher (to be called as needed), effective Monday, November 3, 2014.

**2. ACCEPTANCE OF LETTER OF RESIGNATION FROM TEACHER**

Authorization is sought to accept Letter of Resignation from teacher, as discussed in Closed Session.

### **PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, as well as, those of the Building Principals, then inquired if there were any questions. Seeing there were none, Mrs. Barnes then asked for acceptance 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.

**B. AFTER SCHOOL TUTORIALS**

After school tutorials are going well at both schools. We are especially excited about the consistent attendance. At Medgar Evers Primary Academic Center, there are **134** students enrolled and at Cottage Grove Upper Grade Center, there are **131** students enrolled.

Kudos goes out to Assistant Principals Mr. Ricardo D. Johnson and Ms. Chantel Jones for their efforts in ensuring the After School enrollment stays consistent, and that students are present to receive additional support in Language Arts and Math.

**C. SCHOOLNET FOR POWERSCHOOL TRAINING**

We will have two days of training on Schoolnet for PowerSchool, beginning on **Tuesday, November 25, 2014** and **Wednesday, November 26, 2014**.

The first day of training will be for all school and District Administrators, on Lesson Planning and Assessments. The second day will be exclusively for Teachers. They will learn how to create lesson plans and design assessments.

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

Building reports were submitted by the following personnel:

***Ms. Monique Johnson***, Principal Medgar Evers P.A.C.

***Mrs. Sharon Rivers***, Principal Cottage Grove U.G.C.

***Ms. Celestine Burrel***, Attendance Officer

**E. UPCOMING DATES**

**NOVEMBER 5, 2014**

***Early Dismissal – Students dismissed at 12:00 p.m.***

**NOVEMBER 11, 2014**

***Veterans Day – District Closed***



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**NOVEMBER 18, 2014**

*Early Dismissal – Students dismissed at 12:00 p.m.*

**NOVEMBER 25, 2014**

*Schoolnet Training – Administrative Team (8:00 a.m. - 2:00 p.m.)*

**NOVEMBER 26, 2014**

*Schoolnet Training – Teachers Only (8:00 a.m. - 12:00 noon)*

**NOVEMBER 26, 2014**

*Thanksgiving Break – School will resume on December 1, 2014*

**PART C - FEDERAL/STATE PROGRAMS**

Mrs. Stephen began by reminding members that they were in advanced receipt of her report, inquired if there were any questions, 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, Wednesday, October 22, 2014 at Medgar Evers Primary Academic Center from 11:00 a.m. until 1:00 p.m. in room #203. This month's Parent Meeting theme was "Dealing with our Feelings as a Parent."

Each month our parents will receive researched-based programs designed to help equip our parents with real tools and strategies to raise emotionally and physically healthy children.

The meeting was well attended and parents received refreshments and door prizes were given out. Our next meeting will be held Thursday, November 11, 2014 at Medgar Evers Primary Academic Center.

**B. PARENT/CHILD ART STUDIO**

The Parent/Child Art Studio has begun. This activity will be held for four (4) weeks at Cottage Grove Upper Grade Center. Mrs. Patricia

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Novickas, (Art Teacher of Cottage Grove UGC) and Mrs. Sandra Sears (Special Education Teacher at Medgar Evers PAC) are coordinating this after school activity. Students and parents will attend the Otto Street Gallery in Chicago Heights, on Wednesday, November 12, as part of their finale.

The class is held on Wednesday's and Friday's. Parents work with the students to develop an art project. The parent/art studio begins each session in the art classroom at Cottage Grove UGC, and the second half, the class is held in the media center. Students receive the best of both worlds. Students and parents are given refreshments during this time, and all are very excited about participating in the Parent/Child Art Studio.

I would like to send extend a Thank you to parents and students attending this after school activity.

**C. 2014 CLASSROOM SPELLING BEES (*See reference #1*)**

For the past three (3) years, Ford Heights School District 169 has participated in the Scripps National Spelling Bee, and this year is no different.

Friday, October 26, 2014 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 grade took part in the classroom Spelling Bees. Students 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 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	Mr. Johnson
Judge	Ms. Summers and Ms. Wilson
Pronouncer	Ms. Johnson
Round Keeper	Mrs. Sears

At Cottage Grove UGC the Spelling Bee Committee is as follows:

**5<sup>TH</sup> & 6<sup>TH</sup> GRADES:**

Lead Judge	Mr. Pierce
Judge	Mrs. Rodriquez & Mr. Aldridge
Pronouncer	Ms. Brookins
Round Keeper	Ms. Richardson

**7<sup>TH</sup> & 8<sup>TH</sup> GRADES:**

Lead Judge	Mrs. Novickas
Judge	Mrs. Washington & Mr. James
Pronouncer	Mrs. Stephanie Stephen
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. The next step will be participating in the Schoolwide Spelling Bees, which will be held Friday, December 5, 2014.

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

- D. MONTHLY BUILDING REPORT (See reference #2)**  
A report was submitted by the following personnel:

***Nicole Conway-Fason***, Home School Coordinator

**PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION**

Mrs. Tamara Young reminded members that they were in advanced receipt of her report, inquired if there were any questions, 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

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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.

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 met with Ms. Ross (behavior specialist) from SPEED to discuss the students that she observed in the classroom environment and to go over the report with recommendations of interventions and supports for the students that she has observed.

**B. HEALTH SERVICES**

The Cook County Health & Hospital System (CCHHS) provided physicals and immunizations for students in district at Cottage Grove Upper Grade Center. The in house clinic was open October 7, 2014 and October 14, 2014 for our students to take advantage of state immunization requirements and physicals. 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, 2014 or they will be excluded from school until they comply with health regulations.

Home visits were conducted by the nurse and attendances officers to those students who were out of compliance on September 19, 2014 and October 6, 2014.

As of October 23, 2012 the following students remain in noncompliance for physical/immunizations status are as follows: Medgar Evers 2 students.

Monthly Automated External Defibrillator (AED) maintenance was

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conducted in October, 2014 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips.

Vision and hearing screening was provided to prekindergarten 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 are planning for their first service project of this school year, which is a food drive to help support a local shelter, Respond Now, located in Chicago Heights.

Mr. Aldridge met with Jill Dzik, (behavior interventionist) from SPEED to discuss the roles and responsibilities of the internal and external coaches.

Career Fair meetings continue to be held monthly at each building. Potential presenters have been added to our list from various fields of interest. A Career Fair Grant Application was submitted to Prairie State College to generate funds for the 2015 district Career Fair.

### **D. STAFF DEVELOPMENT**

Mrs. Ross (Behavior Specialist) from SPEED, came out this month and conducted a professional development on classroom management through the Danielson model and PBIS initiatives.

### **E. MONTHLY REPORTS -Departmental reports were submitted by the following: *(See references #1-2)***

**Shawn Aldridge**-District-Wide Student Advocate

**Geraldine Parham**-Health Coordinator

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**PART E - BUSINESS AFFAIRS**

Mrs. Coretta Jackson reminded members that they were in advanced receipt of her report. Mrs. Jackson addressed the Tax Levy and expressed that papers had been filed in a timely manner, then inquired if there were any questions. There were none. Mrs. Jackson then asked for approval of her report as submitted:

Motioned/Sherman; Seconded/Mitchell- to approve Part E- Business Affairs Report

Roll Call:   Ayes:           Coleman, Cook, Mitchell, Sherman, Viverette  
              Nays:           None  
              Absent:        Hayslett, LaWrence  
              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 November 5, 2014 in the amount of \$

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of October 2014 as detailed below:

October 3, 2014	\$223,919.69
October 17, 2014	\$229,952.01
October 31, 2014	<u>\$215,453.74</u>
<b>Total</b>	<b>\$669,325.44</b>

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**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 5, 2014 - December 9, 2014  
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 5, 2014 - December 9, 2014  
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  
Purpose: Religious Purposes  
Cost: **\$75.00-Sunday/\$25.00-Thursday**

C. Date: November 2014 thru April 2015  
Time: 5:00 p.m. - 7:00 p.m.  
Place: Tidye A. Phillips  
Contact: George Green  
Ford Heights Park District  
Purpose: Winter Basketball Games  
Cost: **Request for all fees to be waived  
(Reference #1)**

**D. PETTY CASH**

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

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District Office	\$318.81
Federal & State	\$ 30.66
Building & Grounds	\$ 95.49
Medgar Evers	<u>\$ 54.60</u>
<b>Total</b>	<b>\$499.56</b>

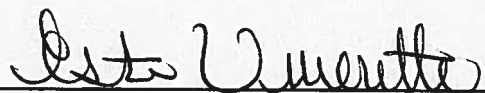
**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of **\$11,754.06.**

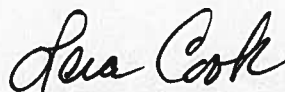
Superintendent Jackson thanked Board of Education members for their had work in getting the word out regarding the resolution on ballot. Superintendent Jackson informed members by what percentage the resolution was passed by voters of Ford Heights, and once again thanked them for a job well done!

**ADJOURNMENT - 6:05 p.m.**

Motioned/Sherman; Second/Mitchell - to adjourn meeting - voice vote motion carried.



Ester Viverette, Board President



Lera Cook, Board Secretary