

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, NOVEMBER 5, 2019

The meeting was called to order by presiding officer President LaWrence –
5:06 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
Mrs. Latricia Walker, Assistant Principal Medgar Evers PAC
Ms. Chantel Jones, Assistant Principal Cottage Grove UGC

Legal Counsel:

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

BOARD PRESIDENT greeted those in attendance, then inquired if there were any questions and/or comments.

MR. DEJUAN KEA: Addressed members regarding the hotbed of issues going on in Springfield at this time. **MR. KEA** expressed that several items will more than likely take a backseat, as there were some very serious things happening in Springfield at this time and there could possibly be some legal ramifications for some individuals etc.

MR. KEA stated there is a discussion of a Casino possibly in the South Suburban Area, and ended by stating that efforts were still in the works to try and find alternative funding for the District, hopefully with the assistance of various State Representatives and possible grants.

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AGENDA

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

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

MINUTES

Board President called for a motion to approve the minutes.

Motioned/Sherman; Seconded/Mitchell - to approve the minutes of **October 8, 2019 Regular**

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** briefly spoke to items in his report, as well as, informed members that there was an **ADDENDUM REPORT** and proceeded to address item of **ADDENDUM REPORT**.

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BOARD MEMBER COLEMAN asked several specific questions regarding the Tax Levy and its possible effect on the community, and inquired of the possible amount of Tax Levies.

SUPERINTENDENT JACKSON expressed that due to the nature of some of the specific questions posed, he expressed to **BOARD MEMBER COLEMAN** and members of the Board that once he had concrete information, he would get back with them, as was his usual practice. **SUPERINTENDENT JACKSON** ended by recommending favorable approval of his report as submitted.

Motioned/Mitchell; Seconded/Coleman – to approve **PART A – REPORT OF THE SUPERINTENDENT’S REPORT, inclusive of ADDENDUM REPORT** as submitted:

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.

I. CLOSED SESSION

A. THE APPOINTMENT, EMPLOYMENT AND COMPENSATION OF SPECIFIC EMPLOYEES - (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. APPOINTMENT

LYNETTE PREAR, Physical Education Teacher - Medgar Evers

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Primary Academic Center for the **2019-2020 School Year – BA Step 7 (Pro-rated over remaining pays 2019-2020 Fiscal Year)**, replacing (Kevin Lawlor).

2. **SALARY ADJUSTMENT FOR LONG-TERM SUBSTITUTE TEACHER (See Reference #1)**

Authorize Long Term Substitute Salary Adjustment - **PATRICE LANDFAIR** Art Teacher, Cottage Grove Upper Grade Center.

3. **ACCEPT LETTER OF INTENT TO RETIRE**

MRS. DIANE SERGEANT, Teacher Cottage Grove Upper Grade Center, has submitted a Letter of Intent to Retire effective at the end of the **2019-2020 School Year**.

4. **APPROVE TERMINATION OF A SUPPORT STAFF EMPLOYEE**

Motion to terminate Patricia Mitchell from her position as a Food Service Helper, Medgar Evers Primary Academic Center **effective Monday, October 21, 2019**.

- B. **ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2019 TAX LEVY (See reference #2)**

1. **Certification of Compliance with Truth Intaxation Law (Exhibit I)**
2. **Certificate of Tax Levy (Exhibit II)**
3. **Resolution to Levy 2019 Taxes for Certain Purposes (Exhibit III)**
4. **Resolution to Request Application of Loss and Cost Factor to 2019 Levies (Exhibit IV)**

III. FOR YOUR INFORMATION

- A. **MONTHLY ENROLLMENT (AS OF OCTOBER 24, 2019)**

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MEDGAR EVERS SCHOOL

PRE-K	60	KDG	49
GRADE 1	46	GRADE 2	43
GRADE 3	41	GRADE 4	46
		TOTAL	285

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	39	GRADE 6	36
GRADE 7	40	GRADE 8	39
		TOTAL	154

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
439	12	451

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
12	372	8

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
6	243	9

ADDENDUM

I. FOR YOUR AUTHORIZATION

A. BUILDING RENTAL – REFERENCE #1

Authorization is requested for the use of the following facility:

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Date: Saturday, November 16, 2019
Time: 12:00 p.m. –6:00 p.m.
Place: Tidye A. Phillips School
Contact: Mr. Mark Mitchell
Purpose: Repass – Ms. Rhonda McMillian
Cost: Request for Waiver of Fees for Building Rental

PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS

MRS. CORETTA JACKSON expressed to members that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** **MRS. JACKSON** then asked for favorable approval of report as submitted:

Motioned/Mitchell;Seconded/Sherman - to approve **PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS** as submitted.

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.

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for November 5, 2019 in the amount of **\$385,374.72.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of October 2019 as detailed below:

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October 11, 2019	\$205,982.59
October 25, 2019	<u>\$196,611.86</u>
Grand Totals	\$402,594.45

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

- A. Date: November 5, 2019 - December 10, 2019
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 16, 2019
Time: 1:00 p.m.-6:00 p.m.
Place: Medgar Evers
Contact: William Johnson/Devon Tolbert
Purpose: Kids Birthday Party
Cost: **\$150.00 - Custodial Fee
(Reference #1)**

- C. Date: November 17, 2019
Time: 11:00 a.m.-6:00 p.m.
Place: Tidye A. Phillips
Contact: LaShanna Fulwiley
Purpose: Shanna's Shop of Divas Promotion
Cost: **\$175.00-Custodial Fee
(Reference #2)**

- D. Date: November 30, 2019
Time: 3:00 p.m.-7:00 p.m.
Place: Tidye A. Phillips
Contact: Toni Anderson
Purpose: Baby Shower

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Cost: **\$125.00-Custodial Fee
(Reference #3)**

D. PETTY CASH

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

Administrative Center	\$124.22
Business Office	\$ 28.12
Building & Grounds	\$117.76
Cottage Grove	\$199.25
Medgar Evers	<u>\$192.75</u>
Total	\$662.10

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$2,000.00.**

PART C – CURRICULUM AND INSTRUCTION

MRS. MARILYN BARNES reminded members that they were in advanced receipt of her report. She then inquired if there were any questions. **THERE WERE NONE.** **MRS. BARNES** then asked for acceptance of Curriculum & Instruction 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.

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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. Students in grades kindergarten through eighth are receiving additional support in Reading and Math for three days a week, and two hours each meeting day. After School Tutorials will conclude on **Tuesday, December 10, 2019**.

C. CLASSROOM SPELLING BEES

On **Friday, October 18, 2019 Classroom Spelling Bees** were held at both buildings. All students in grades second through eighth 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.

Congratulatory letters were mailed out to the families of all students who have advanced to the **School Wide Spelling Bees**. Both School Wide Spelling Bees for each respective school will take place on **Friday, December 6, 2019**. Medgar Evers Primary Academic Center Bee will begin at **9:30 a.m.**, and Cottage Grove

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Upper Grade Center Bee will begin at **1:00 p.m.** Good luck to all students who will be competing on that day!

D. MONTHLY PARENT MEETING

There will be a **Parent Meeting** on **Friday, November 15, 2019** at 11:00 a.m. at Medgar Evers Primary Academic Center in room 218. The topic will be: ***“Family & Finances.”*** Parents will be provided with information on the topic, refreshments, and raffle prizes will be given out.

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

As a reminder, parents were surveyed at Registration to ascertain the topics they wanted to have presented at the monthly Parent Meetings.

E. MONTHLY BUILDING REPORTS (See reference #1-3)

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal of Medgar Evers PAC

Dr. Sharon Rivers, Principal of Cottage Grove UGC

Ms. Celestine Burrel, District Wide Attendance Officer

BOARD PRESIDENT called on **PRINCIPAL JOHNSON**, and **PRINCIPAL RIVERS**, to give a status update on the activities/ happenings in their respective buildings.

PRINCIPAL RIVERS gave a video presentation of a play which was put together during a lunch hour on Generosity, which was the Character Value focus for this month. Principal explained that the Character Value focus, changes every month. **PRINCIPAL JOHNSON** spoke to events and activities in her building.

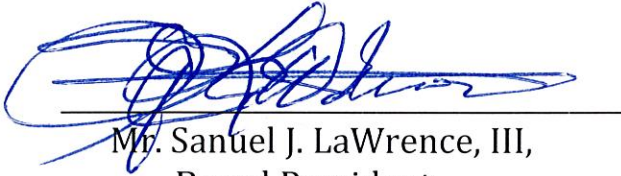
THE BREAKFAST WITH SANTA COMMITTEE, shared pertinent information with members of the Board, as it related to the date of event, which is Saturday,

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December 7, 2019 and the number of toys each member was asked to be responsible for.

BOARD PRESIDENT called for a motion to adjourn.

ADJOURNMENT: 5:40 p.m.



Mr. Samuel J. LaWrence, III,
Board President



Mrs. Ester Viverette, Secretary