

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, NOVEMBER 5, 2013**

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

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

Upon roll call the following members were present:

Present:	Cook, Hayslett, Lawrence, Mitchell, Viverette
Absent:	Coleman, Sherman
Also Present:	Dr. Gregory T. Jackson, Superintendent
	Mrs. Joyce McEwen, Assistant Superintendent
	Mrs. Coretta Jackson, Coordinator of Business Affairs
	Mrs. Tamara Young, Director of PPS
	Mrs. Stephanie Stephen, Principal, Cottage Grove U.G.C.
	Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel:

QUESTIONS FROM PUBLIC (3 Minutes)

Mr. & Mrs. Brown, of Supreme Martial Arts, stood to invite Board of Education members and the Superintendent to their 1st Testing on December 14, 2013. The Brown's went on to explain the various events that would be taking place, and ended by stating they hoped Board of Education members, the Superintendent, and those in attendance would be present.

Mr. Shanel Sherman, expressed that he had not yet received an answer to his request for "space" in the Tidye A. Phillips building. He felt that this was disrespectful, and ended by stating he was disappointed and that there was no longer a need for such.

President Viverette, informed Mr. Sherman, that indeed a letter was sent to him addressing his request, as she had a copy of it. He was informed that he could obtain another copy from the District Office. She then expressed that she was

**Minutes of Board of Education
November 5, 2013
Page 2**

Mr. Carlton Green, of Chicago Heights Spurs Basket Ball Team, expressed his "thanks" to the Board of Education for the support shown in the past. He added that he had a proposed budget that he would like to pass out, and asked that members of the Board and the Superintendent look it over, and please get back to him regarding same.

AGENDA

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

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

MINUTES

Motioned/Lawrence; Seconded/Cook- to approve the minutes of ***October 8, 2013 and Special Meeting October 3, 2013 (Regular and Closed)***

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

CORRESPONDENCE

The Family of Marilyn B. Miller: The family thanks you for the Beautiful Floral Arrangement! Wow! We appreciated it so much and we all knew what working there meant to her! And for you to acknowledge as you did was so wonderful! Always in our hearts and prayers, ***Cynthia and Debra*** .

Donna Girolami and Family: To thank you for your kindness and sympathy at a time when it was deeply appreciated.

**Minutes of Board of Education
November 5, 2013
Page 3**

Board Member Hayslett departed at 5:16 p.m.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report. He then informed members of the Addendum and items thereon. Superintendent Jackson then addressed the date change for the No Child Left Behind Title I Conference. He then asked if there were any questions. There were none. He asked for favorable approval of his report inclusive of Addendum as follows:

After which, he expressed that Mrs. McEwen had some very good and exciting news to share.

Motioned/ Cook; Seconded/Mitchell - to approve the report of the Superintendent, inclusive of Addendum

I. FOR YOUR AUTHORIZATION

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

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

Ms. Barbara Johnson, Pre-kindergarten Teacher, Medgar Evers Primary Academic Center, has submitted a Letter of Resignation, to be effective November 1, 2013.

2. APPOINTMENT

Ms. Daryl Allen, Pre-kindergarten Teacher, Medgar Evers Primary Academic Center, **BA Step 5 - \$41,533** (replacing Barbara Johnson), effective October 25, 2013.

3. AFTER SCHOOL TUTORIALS

Authorization is being sought to hire the following staff for After School Tutorials beginning **Tuesday, October 1, 2013** and ending **Monday, December 9, 2013**.

MEDGAR EVERS PAC:

BARBARA HART	Tutor
IZELLA TOOKS	Aide
ANGELA HAYWARD	Clerk

COTTAGE GROVE UGC:

NANCY HERSCHBERGER	Design Team - Math
CHANTEL JONES	Design Team - L.Arts
BARBARA HARRIS	Clerk

B. ADOPTION OF RESOLUTIONS AND CERTIFICATIONS - 2013 TAX LEVY
(See reference #2)

- 1. Certification of Compliance with Truth Intaxation Law (Exhibit 1)**
- 2. Certificate of Tax Levy (Exhibit II)**
- 3. Resolution to Levy 2013 Taxes for Certain Purposes (Exhibit III)**
- 4. Resolution to Instruct County Clerk How to Apportion 2013 Tax Levy Extension Reductions (Exhibit IV)**
- 5. Resolution to Request Application of Loss and Cost Factor to 2013 Levies (Exhibit V)**

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

4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF OCTOBER 30, 2013)

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	38
GRADE 1	49	GRADE 2	40
GRADE 3	43	GRADE 4	42
		TOTAL	252

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	42	Grade 6	39
Grade 7	46	Grade 8	43
		TOTAL	170

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
422	23	445

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
13	260	19

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
10	233	15

B. ANNUAL INVESTMENT REPORT

Enclosed please find a copy of the Annual Investment Report of the Bloom Township School Treasurer's Office. The report details the investment performance and composition of the pooled funds' portfolio for the fiscal year ending June 30, 2013.

ADDENDUM REPORT OF THE SUPERINTENDENT

I. APPROVAL OF MINUTES OF SPECIAL MEETING OF THE BOARD

Thursday, October 3, 2013 (Regular and Closed)

PART B - CURRICULUM AND STAFF DEVELOPMENT

Assistant Superintendent McEwen, stated that the board was in advanced receipt of her report and asked for acceptance as written. Mrs. Joyce McEwen, Assistant Superintendent reiterated that Mrs. Stephen and Mrs. Rivers had some good news to share, then turned the floor over to the ladies.

Mrs. Stephen and Mrs. Rivers, shared that the District would be hosting IESA Girl and Boys Basketball Regional and Sectional's, as well as, IESA Volleyball Regional and Sectionals. They gave appropriate dates for each. They then addressed the "Little Dipper" Championship which will be held during the month of December, and informed members that this event would be co-sponsored by District 206. They gave other details about where the constellation game would be held and the number of teams participating.

I. FOR YOUR AUTHORIZATION

A. FAMILY READ NIGHT

The District-Wide Family Read Night which was originally scheduled to be held, **Wednesday, October 30, 2013**, has been rescheduled for **Thursday, April 17, 2013**.

B. CLASSROOM OBSERVATIONS

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

Building reports were submitted by the following personnel:

Marilyn Barnes, PRINCIPAL	Medgar Evers PAC
Stephanie Stephen, PRINCIPAL	Cottage Grove UGC
Celestine Burrel, ATTENDANCE OFFICER	Medgar Evers PAC

D. UPCOMING DATES

NOVEMBER 6, 2013

Early Dismissal - Students dismissed at 12:00 p.m.

NOVEMBER 8, 2013

Lockdown Drill at 10:00 a.m.

NOVEMBER 11, 2013

Veterans Day - SCHOOL CLOSED

NOVEMBER 19, 2013

Early Dismissal- Students dismissed at 12:00 p.m.

NOVEMBER 22, 2013

Progress Reports go Out

NOVEMBER 27, 2013

Thanksgiving Break Begins - School will resume December 2, 2013

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Tamara Young informed members that they were in advanced receipt of her report, expressed that the Pupil Personnel Department were collecting perishable goods for the National Junior Honor Society, and would be collecting until November 22, 2013, at which time goods would be given to an organization previously chosen. She then inquired if there were any questions, then asked for acceptance of report as written:

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING

The Pupil Personnel Department (PPS) met with the teachers and administrators at Cottage Grove and Medger Evers to discuss behavior and academic issues regarding students who have been referred for support. Three students at Cottage have been identified as needing more behavior management support. These three students are participating in a social skills/school behavior group facilitated by Ms. Hitchcock and Ms. Griffin.

The Character Education Program at Medgar Evers Primary Academic Center continues to move forward. This program, initiated by the case manager, teaches/deals with the traits of honesty, relationship support being a good friend, and other issues that are relevant to students of today's society. The teachers receive packets and activities to facilitate the lessons on Wednesday morning. Teachers have been asked to recommend students that would benefit from Tier II level of Response to Intervention (RtI).

Administrators and PPS members met and finalized the Individual Education Program (IEP) meeting schedule for the year.

Administrators, PPS team and, SPEED behavior interventionist participated in the Positive Behavior Intervention and Support (PBIS) District Leadership Team (DLT) meeting.

Minutes of Board of Education

November 5, 2013

Page 9

RtI meetings are being facilitated to make decisions, using BRI and MAP scores to help determine the appropriate tier placement for our students.

B. COUNSELING SERVICES

The counselor met with the National Junior Honor Society on October 15 to discuss upcoming service projects. In November each building will hold a food drive where the goods will go to Respond Now located in Chicago Heights. The counselor attended the monthly External Coaches meeting on October 17 where she received pertinent information that she will share with the internal coaches regarding the PBIS program.

C. HEALTH SERVICES

The attendance officers for both Cottage and Medgar conducted a visit to the residence of parents whose child was non-compliant with mandated medical requirements in October. The State of Illinois requires Pre-kindergarten, Kindergarten, sixth and eighth grade students to comply with physical examinations and immunizations by October 15, 2013.

Monthly Automated External Defibrillator's (AED) maintenance was conducted in the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center, and Tiyde A. Phillips School in the month of October. Expired AED pads were replaced in October.

D. Monthly Reports

Millicent Griffin-Social Worker/Case Manager

Fanesta Hitchcock- Psychologist

Latasha Wright- Counselor

Geraldine Parham- Health Coordinator

PART D - BUSINESS AFFAIRS

Mrs. Coretta Jackson, Coordinator of Business Affairs, reminded members of the Board that they were in advanced receipt of her report. Mrs. Jackson informed members that all Tax Levy documents had been prepared according to the law, and all documents had been submitted to proper authorities, inquired if there were any questions, then asked for favorable approval as follows:

Motioned/Cook; Seconded/Mitchell- to approve Part D- Business Affairs Report

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for November 5, 2013 in the amount of **\$347,471.47.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of October 2013 as detailed below:

October 4, 2013	\$218,319.25
October 18, 2013	<u>\$231,864.15</u>
Total	\$450,183.40

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, 2013 - December 10, 2013
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

**REPORT OF THE SUPERINTENDENT
NOVEMBER 5, 2013
PAGE 11**

Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Friday**

B. Date: November 5, 2013 - December 10, 2013
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: Saturday, December 21, 2013
Time: 1:00 p.m. - 4:00 .m.
Place: Tidye A. Phillips
Contact: Althea Benson
Kingdom Grand Lodge
Purpose: Christmas Dinner for homeless
Cost: **\$175.00-Gym/\$125.00-Custodian
(Reference #1)**

D. PETTY CASH

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

District Office	\$305.89
Building & Grounds	\$ 99.49
Medgar Evers	\$194.63
Cottage Grove	<u>\$200.00</u>
Total	\$800.01

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$7,770.62**. (Reference #2)

**REPORT OF THE SUPERINTENDENT
NOVEMBER 5, 2013
PAGE 12**

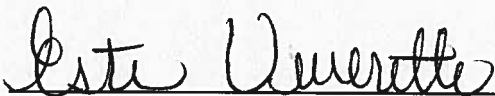
Roll Call: Ayes: Cook, Lawrence, Mitchell, Viverette
Nays: None
Absent: Coleman, Hayslett, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present - motion carried.

10. NEXT REGULAR BOARD MEETING

Tuesday, December 10, 2013

11. ADJOURNMENT - 5:23 p.m.

Motioned/Cook; Seconded/Mitchell - to adjourn meeting - voice vote motion carried.



Ester Viverette, Board President



Lera Cook, Board Secretary