

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, OCTOBER 11, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Mitchell, Sherman, Viverette  
Absent: Coleman, Hayslett, LaWrence  
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**

Board President called for a motion to appoint Board member Mitchell as Secretary Pro-Tempore

Motioned/Sherman; Seconded/Viverette - to appoint Mitchell as Secretary Pro-Tempore

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

**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.

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**MR. JIMMY VIVERETTE** greeted those in attendance, and stated that for the last several years, he and other individuals of Ford Heights have donated Bikes for the younger students at Medgar Evers Primary Academic Center during the Christmas Holiday. **MR. VIVERETTE** stated however, this year he would like to do something different. He stated that he would like to give Gift Cards in lieu of bicycles this year. **MR. VIVERETTE** said the criteria of how the gift cards were distributed would be left up to Administration. He stated his goal was to donate **\$1000 to \$1500** dollars in gift cards, as he wanted to be a blessing to students and to let them know that someone cares.

### **AGENDA**

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

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

### **MINUTES**

Motioned/Sherman; Seconded/Viverette - to approve the minutes of ***September 6, 2016 (Public Hearing) and (Regular)***

Roll Call:   Ayes:           Cook, Mitchell, Sherman, Viverette  
              Nays:           None  
              Absent:        Coleman, Hayslett, LaWrence  
              Abstain:     None  
              **4 ayes, 0 nays, 3 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. He then drew members attention to **Items B, and D** of his report. Superintendent Jackson addressed these items in further detail, then informed members that he would entertain any questions at this time. **THERE WERE NONE.** **SUPERINTENDENT JACKSON** then recommended favorable approval of his report as submitted:

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

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

**I. FOR YOUR AUTHORIZATION**

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

**1. SUBSTITUTE TEACHERS**

Authorization is sought to hire the following as Substitute Teachers for the **2016-2017** School Year:

**KISHA BECK**  
**TINA JOHNSON**  
**YOLANDA PERRY**

**2. PARAPROFESSIONAL**

Authorization is sought to hire **ANGELA COLEMAN** as

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**Paraprofessional, Cottage Grove Upper Grade Center for the 2016-2017 School Year.**

**B. ESTIMATED AGGREGATE TAX LEVY FOR 2016 (See reference #1)**

The Truth in Taxation Act (35 ILCS 200/18-55 et:seq.) affects all local government agencies, including school districts, community colleges and home-rule municipalities, which are authorized to levy property taxes. The basic requirement of the law have been reproduced for your information from 2001-2002 State, Local and Federal Financing booklet for Illinois Public Schools.

Once the main requirements contained in the Truth-in-Taxation law is that "At least twenty (20) days prior to the adoption of an aggregate levy, is that the local governing board estimate the dollar amount of the aggregate levy for the current year, exclusive of election costs. The recommended 2016 Calendar Year levy estimate is **\$4,425,000.**

Please keep in mind that this estimate is subject to change as more information becomes available.

**C. APPROVE FISCAL YEAR (FY) ENDING JUNE 30, 2017 AMENDED BUDGET (See reference #2)**

**D. HEATING, VENTILATION AND AIR CONDITIONING (HVAC) CONTRACT (See reference #3)**

Authorization is sought to enter into contract agreement with **Amber HVAC & Mechanical Services Contractor's, Incorporation**, of Alsip, IL replacing Precision Control Systems, for the 2016-2017 School Year.



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**II. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF OCTOBER 3, 2016)**

**MEDGAR EVERS SCHOOL**

|                  |           |                |           |
|------------------|-----------|----------------|-----------|
| <b>PRE-K</b>     | <b>40</b> | <b>KDG</b>     | <b>44</b> |
| <b>GRADE 1</b>   | <b>43</b> | <b>GRADE 2</b> | <b>42</b> |
| <b>GRADE 3</b>   | <b>39</b> | <b>GRADE 4</b> | <b>50</b> |
| <b>TOTAL 258</b> |           |                |           |

**COTTAGE GROVE UPPER GRADE CENTER**

|                  |           |                |           |
|------------------|-----------|----------------|-----------|
| <b>GRADE 5</b>   | <b>38</b> | <b>GRADE 6</b> | <b>41</b> |
| <b>GRADE 7</b>   | <b>36</b> | <b>GRADE 8</b> | <b>47</b> |
| <b>TOTAL 162</b> |           |                |           |

|                       |                        |                    |
|-----------------------|------------------------|--------------------|
| <b>TOTAL DISTRICT</b> | <b>OUT OF DISTRICT</b> | <b>GRAND TOTAL</b> |
| <b>420</b>            | <b>15</b>              | <b>435</b>         |

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

**MEDGAR EVERS:**

|                    |                           |                           |
|--------------------|---------------------------|---------------------------|
| <b>HOME VISITS</b> | <b>TELEPHONE CONTACTS</b> | <b>PARENT CONFERENCES</b> |
| <b>8</b>           | <b>190</b>                | <b>15</b>                 |

**COTTAGE GROVE:**

|                    |                           |                           |
|--------------------|---------------------------|---------------------------|
| <b>HOME VISITS</b> | <b>TELEPHONE CONTACTS</b> | <b>PARENT CONFERENCES</b> |
| <b>11</b>          | <b>153</b>                | <b>0</b>                  |

**Board member Hayslett entered at 5:07 p.m.**

**PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**

**MRS. CORETTA JACKSON informed members that they were in advanced receipt of**

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her report, then inquired if there were any questions. **THERE WERE NONE.** She then asked for approval of her report as submitted:

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

Roll Call: Ayes: Cook, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman, LaWrence  
Abstain: Hayslett  
4 ayes, 0 nays, 2 absent, 1 abstain, 0 present – motion carried.

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for October 11, 2016 in the amount of **\$422,771.72.**

**B. PAYROLL SUMMARY**

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

|                     |                     |
|---------------------|---------------------|
| September 2, 2016   | \$211,418.20        |
| September 16, 2016  | \$211,478.21        |
| September 30, 2016  | <u>\$193,147.58</u> |
| <b>Grand Totals</b> | <b>\$616,043.99</b> |

**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

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- A.    Date:           September 11, 2016 - October 11, 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:           October 2016 thru April 2017  
      Time:           5:30 p.m. - 7:00 p.m. - Practice days  
                      1:00 p.m. - 4:00 p.m. - Game days  
      Place:          Tidye A. Phillips  
      Contact:        Karlton Green  
                      KK & J Youth Organization &  
                      Ford Heights Park District  
      Purpose:        Basketball Practice and Games  
      Cost:           **Request fees to be waived**  
                      **Custodial fee must be paid \$25 per hr**  
                      **Reference #1**
- C.    Date:           Saturday, December 3, 2016  
      Time:           1:00 p.m. - 6:00 p.m.  
      Place:          Medgar Evers  
      Contact:        Coretta Jackson  
      Purpose:        Baby Shower  
      Cost:           **\$150.00 - Custodial Fee**  
                      **Reference #2**

**D.    PETTY CASH**

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

|                          |          |
|--------------------------|----------|
| Office of Superintendent | \$ 82.64 |
| Building & Grounds       | \$188.00 |
| District Office          | \$ 12.45 |



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|                   |                 |
|-------------------|-----------------|
| Federal and State | \$194.08        |
| Cottage Grove     | \$200.00        |
| Medgar Evers      | <u>\$200.00</u> |
| <b>Total</b>      | <b>\$877.17</b> |

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of \$3,464.22.

**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 questions. **THERE WERE NONE.** **MRS. BARNES** then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. AFTER SCHOOL TUTORIALS**

After School Tutorials have begun and our students and parents have really stepped it up this year. At Medgar Evers Primary Academic Center there are 104 students scheduled to attend, and we have received consent for 97 (93.2%) students. At Cottage Grove Upper Grade Center 98 students are scheduled to attend, and we have received consent for all 98 students (100%). I would like to say *KUDOS* to the parents for working with us in our efforts to increase student achievement.

Students will continuously be encouraged to attend After School Tutorials to ensure they have the best learning experiences and opportunities that will help them to have a successful school year.



**B. PROFESSIONAL DEVELOPMENT**

The below listed workshops will be implemented for Early Dismissal during the month of October

- **English Language Arts Professional Development**  
Dr. Kay Dugan will be in District on Tuesday, October 18, 2016 to work with all Instructional Staff and Support Staff. She will work on Reading skills. One of the goals is for our students to be fluent readers and to comprehend at the 9<sup>th</sup> grade level when they graduate from eighth grade. All teachers in the District on a daily basis are helping with this effort, by ensuring our students have a designated time to read independently. Reading is a shared responsibility regardless of the content area. We know that in order for our students to be productive citizens they must know how to read and comprehend.
- **South Cook Math Initiative (SCMI) Professional Development**  
Math teachers at Cottage Grove Upper Grade Center in grades 5 through 8 will continue to work with Dr. Paula Murphy on initiatives that promote a comprehensive strategy for improving mathematics teaching and learning, with an emphasis on strong, instructional leadership that supports high-quality instruction leading to improved student achievement

**C. TEACHER EVALUATIONS**

Pre/Post conferences and the evaluation process have begun. Administrators are conferencing and doing classroom observations with teachers who are in rotation to be evaluated for the 2016 - 2017 school year. Classroom observations include the

implementation of expectations defined in the Ford Heights School District 169 Student Achievement Plan. This plan outlines the sequence of steps that must be taken, as well as, the activities performed to achieve student success. There are three (3) main elements: **specific tasks, time horizon, and monitoring provision.** During grade level and team meetings, the plan is discussed and monitored by Principals and Assistant Principals. When necessary, teachers are required to provide evidence of implementation or completion.

Beginning in the month of October both schools will conduct Focus Walks to monitor if activities are being implemented in the classrooms. Each time a specific focus and staff member(s) will be identified to participate.

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

Building reports were submitted by the following personnel:

**Monique Johnson**, Principal of Medgar Evers P.A.C.  
**Sharon Rivers**, Principal of Cottage Grove U.G.C.  
**Celestine Burrel**, District Wide Attendance Officer

**E. UPCOMING DATES**

**OCTOBER 10, 2016**

There will be no school in observance of Columbus Day

**OCTOBER 17, 2016 - OCTOBER 21, 2016**

Students at Medgar Evers Primary Academic Center will have hearing and vision screenings.

**OCTOBER 18, 2016**

Students will be dismissed at 12:00 p.m. All Administrators,



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Teachers, and Paraprofessionals will participate in Professional Development.

**OCTOBER 21, 2016**

Both schools will conduct Classroom Spelling Bees at first through eighth grade. Winners will advance to the School Wide Spelling Bee at each respective school.

**OCTOBER 21, 2016**

1<sup>st</sup> Quarter Ends

**OCTOBER 24, 2016 - OCTOBER 28, 2016**

Students will participate in activities for **Red Ribbon Week**

**OCTOBER 28, 2016**

Parents will come and meet with their child's teacher to discuss what he/she has been learning the first ten (10) weeks of school. Parents will also receive their child's report card.

**PART D - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** informed members that they were in advanced receipt of her report. Mrs. Stephen then informed members of the success of the Million Father March, and expressed that she had Token Bags to hand out to them, which were the bags handed out the participating Fathers, Uncles, Brothers, Cousins etc. 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. EARLY CHILDHOOD PRE-KINDERGARTEN PROGRAM**

The Early Childhood Pre-Kindergarten Program teachers and students will attend a field experience in October to County Line



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Orchard in Hobart, IN. The field experience will give students the opportunity to learn about the workings of an apple and pumpkin orchard. Topics that students will explore include: photosynthesis, apple and pumpkins harvesting, apple packing, and cider making. Also, students will take part in a math activity and a science experiment and a read aloud that includes close read.

Currently we have 40 students in our Early Childhood Pre-Kindergarten Program with 20 students on the waiting list.

### **B. BIRTH TO THREE YEARS OLD PROGRAM**

Ford Heights School District 169 2016-2017 Birth to Three Year Old Program is up and running. The teacher for the program is Kathleen Chvostal from SPEED SEJA, District 802. The program is held at Medgar Evers Primary Academic Center in room 203. The program meets every Monday for the 2016/2017 school year.

The Birth to Three Year Old Program is for parent and child interactions. The parent and child will be informed and educated about interacting with each other and preparing both for the educational environment beyond three years old.

Children are best served within the context of family. Young children's needs are closely tied to the needs of their family. Both must be met to adequately serve the child. The nurturing, love, and commitment of a family cannot be replaced by any array of services. The best way to support children and meet their needs is to support and build upon the individual strengths of their family.

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### **C. PARENTS MONTHLY MEETINGS**

The Family Workshop Series held each month at Medgar Evers Primary Academic Center in room 218 from 11:00 a.m. until 1:00 p.m., had our first meeting on Friday September 9, 2017 for the 2016/2017 school year. The meeting was well attended and the theme for the September meeting was "Dealing With Bullies-Getting Along With Others. Parents and family members viewed a power-point which provided them with what they needed to know, facts, and the difference between teasing and bullying. A video was viewed titled "Bullying Don't be a Nerd" and parents were given suggestions on what to do if they feel their child is being bullied, and what to do if their child is the bully. Parents were provided additional resources on bullying. Refreshments were provided. Our next meeting is Friday October 14, 2016 on "Sexuality & Young Children: Growing Up Too Fast.

### **D. MILLION FATHER MARCH**

On Thursday, September 15, 2016 Ford Heights School District 169 joined the nation with participating in our second Million Father March. We invited Fathers', guardians, uncles, grandfathers, cousins, and big brothers, to walk, or escort their children or family member to school that day. The fathers were greeted by each building administrator; Mr. John Wade at Medgar Evers Primary Academic Center, and Dr. Sharon Rivers, at Cottage Grove Upper Grade Center. Each father was offered refreshments, and given a token of appreciation. District-wide we had over 90 fathers that participated in the Million Father March. Thank you to each father that participated in the event. The fathers were very pleased to take an active part in their child's educational experience.

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### **E. DISTRICT-WIDE EVACUATION DRILLS**

The district has held three (3) days of the mandatory emergency drills. The emergency drills that have been held are:

- Emergency Evacuation Drill – September 9, 2016
- Bus Evacuation Drill – September 16, 2016
- Tornado Drill – September 23, 2016

All drills went well and some were assisted by Ford Heights Fire Department and the Cook County Sheriff's Department. Our next emergency drill will be held October 20, 2016, and that drill is The Great Shakeout Earthquake Drill.

### **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**

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 demonstrating behaviors that are of concern. Procedures for submitting referrals were reviewed with teachers and administrators. Mr. Aldridge reviewed information about Adverse Childhood Experiences (ACES) with teachers and administrators.



We also discussed the aspects of becoming a trauma sensitive school.

The Director of PPS finalized the Individual Education Program (IEP) meeting schedule for the year.

RtI meetings have taken place to make decisions, using BRI and MAP scores to help determine the appropriate tier placement for our students.

**B. COUNSELING SERVICES**

The Positive Behavior Interventions and Supports (PBIS) theme for the month of September is “Respect”. Lessons for the month were aligned with the PBIS theme. The student district-wide advocate continues to implement the counseling curriculum in accordance with the standards of the American School Counselor Association (ASCA). The goal of the curriculum is to assist students in achieving success based on three domains: Academic Development, Career development and Social /Personal Development.

The district-wide advocate administered the motor screening at Medgar Evers Primary Academic Center during the Kindergarten Child Find.

**C. HEALTH SERVICES**

The PPS Director and Health Coordinator conducted a visit to the residence of parents whose child has not yet complied to mandated medical requirements due by October. Several parents signed proxy consents for Dr. Young, Mrs. Stephen and Mrs. Parham to take their children to be seen at the Cottage Grove Health Center to get

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updated immunizations and physicals. The State of Illinois requires Pre-kindergarten, Kindergarten, sixth and eighth grade students to comply with physical examinations and immunizations by October 15, 2016.

The Illinois State board of Education requires all kindergarten students to have an eye examination. Parents were informed of the mandatory vision examination in their early registration packets, during registration, during open house, and by letter sent through the US mail.

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. New cabinet batteries were replaced as needed.

**D. Monthly Reports (See reference #1-2)**

**Shawn Aldridge**-District-wide Advocate

**Geraldine Parham**- Health Coordinator

**BOARD PRESIDENT COOK** called for **DR. SHARON RIVERS**, Principal Cottage Grove Upper Grade Center and **MS. MONIQUE JOHNSON**, Principal Medgar Evers Primary Academic Center, to give reports of activities/events in their respective buildings.

**PRINCIPAL RIVERS** shared information regarding a Poster Contest by the Village of Ford Heights and at the request of **MS. APRIL THOMPSON** that students be allowed to participate and submit posters. **DR. RIVERS** expressed that the winning poster, would be used as a sticker for the Village.

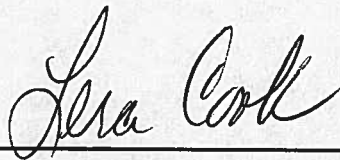
**PRINCIPAL JOHNSON** reminded members that they had received her advanced report, then inquired if there were any questions. **THERE WERE NONE.**

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**ADJOURNMENT: 5:19 p.m.**

Motioned/Viverette; Seconded/Hayslett - to adjourn meeting

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



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LERA COOK, Board President



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VICTORIA HAYSLETT, Secretary