

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD TUESDAY, OCTOBER 11, 2011

The meeting was called to order by presiding officer Mr. Joe Sherman - 6:06 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Griffin, Patterson-Thompson, Sherman
Viverette
Absent: Mitchell
Also Present: Dr. Gregory T. Jackson, Superintendent
Mrs. Joyce McEwen, Assistant Superintendent
Mrs. Coretta Jackson, Coordinator of Business Affairs
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)

Mr. Shawn Taylor, greeted members of the Board, then proceeded to expound upon the organization of which he was a part of. He talked about what the organization was about and what they were trying to accomplish, and asked that the Board of Education, for a monetary donation for this organization. He ended his comments by thanking members of the Board for listening, and then proceeded to pass out flyers.

AGENDA

Motioned/Griffin; Seconded/Patterson-Thompson - to approve the agenda.

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

Minutes of October 11, 2011
Page 2

MINUTES

Motioned/Cook; Seconded/Viverette - to approve the minutes of ***September 6, 2011 (Regular/Public Budget Meeting)***.

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

CORRESPONDENCE

There was none, however, Superintendent made members of the Board aware that a monetary donation had been sent to designated location, as requested by the family in lieu of flowers, in honor of the passing of Attorney Raymond Hauser's father.

PART A - REPORT OF THE SUPERINTENDENT

Superintendent Jackson, reminded members of the Board that they were in advanced receipt of his report. He then addressed the Addendum Report item and asked for favorable approval of report inclusive of Addendum Report as follows:

Motioned/Viverette; Seconded/Griffin - to approve the report of the Superintendent, inclusive of Addendum Report as follows:

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

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

a. *Lisa Wallace*, for After School Detention - Cottage

Minutes of October 11, 2011
Page 3

Grove Upper Grade Center, beginning Monday, September 26, 2011 and ending Friday, May 11, 2012.

- b. **Jason Kinnaman**, filling the position of 7th grade math teacher for After School Tutorials, Cottage Grove Upper Grade Center.
- c. **Shawn Neubauer**, filling the position of 8th grade math teacher for After School Tutorials, Cottage Grove Upper Grade Center.

2. PERSONNEL

RESCIND LETTER OF INTENT TO RETIRE

Authorization to rescind Letter of Intent to Retire for **Mrs. Joyce McEwen**, Assistant Superintendent, effective immediately.

3. LANE CHANGE/SALARY ADJUSTMENT

Lane Change/Salary Adjustment (*Pending receipt of all personnel required documents*)

Sandra Settlemirse, teacher Medgar Evers Primary Academic Center, from MA Step B to MA +15, Step B - **\$79,626**.

4. PERFECT ATTENDANCE FOR 2010-2011

The following personnel have achieved perfect attendance for the 2010-2011 school year, and to this end the Administration is recommending that these individuals receive the monetary award of \$100.00, given to employees who achieve this distinction.

Robert Jackson
Tina Johnson

Cynthia Purdy
Shannon Zenos

B. ESTIMATED AGGREGATE TAX LEVY FOR 2011 (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.

One of 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 cost. The recommended **2011** Calendar Year levy estimate is **\$3,600.000**.

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

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF OCTOBER 4, 2011)

MEDGAR EVERS SCHOOL

| | | | |
|----------------|-----------|----------------|------------------|
| PRE-K | 40 | GRADE 3 | 45 |
| KDG. | 47 | GRADE 4 | <u>34</u> |
| GRADE 1 | 52 | TOTAL | 262 |
| GRADE 2 | 44 | | |

COTTAGE GROVE UPPER GRADE CENTER

| | | | |
|----------------|-----------|----------------|------------------|
| GRADE 5 | 50 | GRADE 7 | 46 |
| GRADE 6 | 43 | GRADE 8 | <u>39</u> |
| | | TOTAL | 178 |

Minutes of October 11, 2011

Page 5

| | | |
|-----------------------|------------------------|--------------------|
| <u>TOTAL DISTRICT</u> | <u>OUT OF DISTRICT</u> | <u>GRAND TOTAL</u> |
| 440 | 9 | 449 |

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

| | | |
|-------------|--------------------|--------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 11 | 182 | 29 |

COTTAGE GROVE:

| | | |
|-------------|--------------------|--------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 0 | 178 | 75 |

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson-Thompson, Sherman, Viverette
Nays: None
Absent: Mitchell
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 addressed items in her report and expressed that items were informational only. She then explained that Ms. Jacqueline Rush would be doing a brief overview of the K-8 Curriculum for Keyboarding.

Superintendent Jackson, spoke to several reasons why he was a champion for keyboarding for our students, then gave the floor over to Ms. Rush.

Ms. Rush began her presentation by commending Superintendent Jackson for his vision that Keyboarding be an integral part of the curriculum of Ford Heights School District #169.

Ms. Rush then outlined in detail the focus of the keyboarding curriculum and how it would be implemented per grade level. She stated that "Keyboarding is a motor skill and that it was a matter of training fingers to respond correctly and quickly to press the correct key -- where you keep doing it over and over again until it becomes habit. Ms. Rush explained that her emphasis was on proper form

Minutes of October 11, 2011

Page 6

not speed, meaning that her students are expected to have their hands on home row keys, to use the proper finger for each letter, to have their wrists flat and their thumbs on the space bar. And they are expected to know where the keys are without looking. Ms. Rush acknowledged that goals were set relative to each exercise and grade level.

Ms. Rush presented an excellent curriculum that was age/grade appropriate. She gave examples of the type of work, projects, and activities that had been taking place, and that would eventually take place.

Superintendent Jackson, Board members Sherman and Coleman, expressed that Ms. Rush had done an excellent job, and Board member Coleman, expressed that the implementation of keyboarding was overdue and needed.

Mrs. McEwen reminded members of the Board that they were in advance receipt of her report and asked for acceptance as follows:

I. FOR YOUR INFORMATION

A. GAGGLE.NET

The school district is in the process of providing email accounts for our students, which is allowed at a discount rate through ERATE.

Gaggle Net is dedicated to providing safe email accounts for students. The tools we provide allow schools to finally feel secure when giving their students email access.

With Gaggle Net teachers control what can be written and who can correspond with the students. Messages with inappropriate words are automatically re-routed to the teacher's account. This allows the teacher to decide whether or not the student gets to see the message.

This network can also serve as an avenue of interaction between the student and his teacher(s), allowing for electronic submission of work and distribution of class information.

B. NEW EVALUATION SYSTEMS PROVIDE ILLINOIS EDUCATORS GREATER SUPPORT

Research shows that most current evaluations are subjective and don't point out strengths and opportunities for professional growth. The 2010 Performance Evaluation Reform Act calls for the transformation of current evaluation systems and the inclusion of student academic growth. Local school districts will work collaboratively to determine what type of evaluation system fits best. Educators will be trained in the new systems, which will be phased in across Illinois between now and 2016.

State law requires school districts to create and implement performance evaluation systems to measure teachers' and principals' skills while factoring in student academic growth. Over the next five years, district administrators and teachers' union representatives will have the ability to work together to develop their own measures or decide to use all or part of the state's default/optional model.

The new, more objective systems will clearly define professional excellence, using observation and evidence to rate teachers in one of the four categories:

Excellent

Proficient

Needs Improvement

Unsatisfactory

BENEFITS:

Improved evaluation systems have the potential to offer teachers a clearer picture of what's happening in their classrooms. Effectively implemented, these systems will provide more opportunities for educators to reflect on their practice, receive constructive feedback, and expand opportunities for professional growth. Hand in hand with new evaluation systems, districts will be expected to strengthen their professional development offerings so that

Minutes of October 11, 2011

Page 8

educators get the support they need to help their students improve. The ultimate goal of this evaluation reform is ensuring that every child in Illinois has an outstanding teacher and principal.

C. FCC FORM 470 "DESCRIPTION OF SERVICES REQUESTED AND CERTIFICATION FORM"

The District will begin the process of submitting the FCC Form 470, which is the first form that must be filed by a school or library in the E-rate application process. Its primary purpose is to briefly describe the applicant, provide a point of contact, and *indicate any new telecommunications and technology services that the applicant will be seeking*. Much of the information requested is designed to be useful to, and to be made available to potential vendors.

Specific discount requests will be made on a second form, FCC Form 471, which should be filed before the end of the application window period for the next funding year.

D. NO CHILD LEFT BEHIND (NCLB) - REORGANIZATION

School districts across Illinois are struggling to comply with the federal mandates set out in the No Child Left Behind Act of 2001 (NCLB). Educators are voicing growing concern over the federal law's impact and the rising number of schools facing sanctions.

More than 23,000 schools, a quarter of all public schools, failed to meet their NCLB test targets this year. Growing numbers will face the now-familiar NCLB sanctions of student transfers and supplemental tutoring. Many schools also face penalties of "restructuring." That means state or private takeover, or other major reorganization.

Critics of NCLB cite lack of funding to meet mandates, vagueness in the 1100-page legislation and questions as to whether the law has actually fostered improved student achievement.

All 50 states have introduced legislation rejecting all or part of NCLB. Several have filed lawsuits against it.

More than 10,000 schools have been put on NCLB's infamous list of "schools in need of improvement" and face sanctions that

address neither their needs nor their challenges. Thousands more will be added to the list in the next few years as increasing numbers of schools fail to reach “adequate yearly progress” (APY) test targets. This year more than a quarter of all public schools (nearly 23,000) failed to reach AYP. Missing AYP two years in a row guarantees a school a spot on the “needs improvement” list.

To this end, there is a re-organization in process of the No Child Left Behind Act, and as nothing has been settled at this time, no one knows what will happen or when something will happen, but there will be some changes made.

E. KEYBOARDING AND DIGITAL LITERACY - KINDERGARTEN THRU EIGHTH GRADE

The District 169 Keyboarding is set up on a continuum for use with students K-8. The guide includes skills/objectives that support Common Core State Standards for Production and Distribution of Writing - Standard 6: Use technology including the internet to produce and publish writing and to interact and collaborate with others.

Instructional lessons are comprised of on-line resources and teacher made lessons. Lessons are either interactive or self-directed by the student. Lessons are based in four areas: Basic Computer Knowledge, Keyboarding, Word Processing and Internet Usage.

F. OPEN HOUSE

Cottage Grove Upper Grade Center held their Open House on Wednesday, September 7, 2011 during the hours of 4:00 p.m. - 6:00 p.m. A total of **65 parents (36%)** attended. Parents were greeted by faculty, administrators and staff.

Medgar Evers Primary Academic Center held its Open House on Wednesday, September 14, 2011. A total of **130 parents** attended the Open House. Parents were greeted by faculty, administrators

and staff, and were very pleased and excited about the new updated computers in the Media Center. Various information was shared with parents during their time at the Open House.

G. MONTHLY BUILDING REPORTS (See reference #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.

Board member Mitchell walked in - 6:31 p.m.

PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Mrs. Joyce McEwen, presented on behalf of 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:

PART C: PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING MEETINGS

The Pupil Personnel Services Team conducted a problem solving team meeting at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. The staff was reminded about the purpose and the procedures of the Problem Solving Team meetings and system. During the PST meeting students were discussed and identified as having academic and behavior concerns. RTI interventions have started at all tiers.

Minutes of October 11, 2011

Page 11

B. HEALTH SERVICES

As of September 19, 2011, the following students remain in noncompliance status are as follows: Pre-Kindergarten 4-students, Kindergarten 14-students, Sixth Grade 16-students, 34 total students. Monthly Automated External Defibrillator (AED) check was conducted on September 8, 2011 in the District Office, Cottage Grove School, Medgar Evers Pac, and Tiyde A. Phillips.

C. Counseling Program

Crisis Interventions were conducted on three different occasions for students at Cottage Grove and Medgar Evers. Ms. Rouls met with Mrs. Bady to review the Title I form and discuss procedures for testing. A counseling curriculum has been developed by Ms. Rouls and will begin implementation across all grade levels. The curriculum is reflective of the standards from the American School

Counselor Association (ASCA) and the Illinois School Counselor Association (ISCA). Ms. Rouls has developed a partnership with the Educational Talent Search –Second Chance (ETSSC). This program sponsors a college tour during spring break and they are looking to take a qualified Cottage Grove Upper Grade Center student on the tour. A representative from Link Unlimited, an organization that provides scholarships and mentoring to high achieving, economically disadvantaged African –American youth from the Chicago area, is scheduled to meet with the 8th graders on Friday, September 30, 2011.

D. Staff Development

Ms. Rouls attended an ACT workshop on Friday, September 23, 2011 that covered College/Career Readiness. Ms. Rouls will attend a PBIS External Coach’s training on Thursday, September 29, 2011.

Ms. Griffin attended a professional development workshop at SPEED on “Teaching Tools for Challenging Behaviors”.

E. Kindergarten and Pre-Kindergarten Screening

On September 21 and 28 a Kindergarten and Pre-Kindergarten screening will be conducted at Medgar Evers Primary Academic Center to capture the children who were not screened at last year's Child Find.

F. Monthly Reports -Departmental reports were submitted by the following

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

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for October 2011 in the amount of **\$329,801.50**.

B. PAYROLL SUMMARY

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

| | |
|---------------------|---------------------|
| September 9, 2011 | \$183,693.30 |
| September 23, 2011 | <u>\$177,857.42</u> |
| Grand Totals | \$361,550.72 |

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

A. Date: October 11, 2011 - November 8, 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: October 11, 2011 - November 8, 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
Cost: **\$75.00-Sunday/\$25.00-Thursday**

D. PETTY CASH

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

| | |
|--------------------|-----------------|
| P.P.S. | \$ 69.45 |
| Building & Grounds | \$ 26.26 |
| District Office | \$ 83.46 |
| Cottage Grove | \$200.00 |
| Medgar Evers | <u>\$200.00</u> |
| Total | \$579.17 |

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$13,657.00.**

Reference #1

F. APPROVAL OF AIA CONTRACT FOR ARCHITECTURAL SERVICES AND FEES WITH RIDGELAND ASSOCIATES ARCHITECT DESIGNER AND PLANNER

Approve AIA Contract, Services and Fees with Ridgeland Associates

