

FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, OCTOBER 7, 2014

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:07 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:

QUESTIONS FROM PUBLIC (3 Minutes)

PASTOR JOHN RICE and **WIFE** addressed members of the Board regarding a clothes, food and toy give-a-way, that he and his wife and other members of their organization were planning sometime during the month of December. He expressed that they wanted to reach out and help residents of Ford Heights and Chicago Heights, who may not have a holiday otherwise. Pastor Rice stated that this event was very close to their hearts, and they wanted to reach as many people as possible during this event. Pastor Rice, gave an approximate date of 5 days or so, before Christmas. He ended by requesting use of the Tidye A. Phillips building for this purpose.

Superintendent Jackson, expressed that rental of Tidye A. Phillips could be arranged, however, Pastor Rice would need to get back to the district with a concrete date.

Minutes of Board of Education
October 7, 2014
Page 2

AGENDA

Motioned/Sherman; Seconded/Mitchell - 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/Cook- to approve the minutes of *Committee Meeting of the Whole - September 5, 2014 (Regular and Closed), Continued Committee Meeting of the Whole - September 6, 2014 (Regular and Closed), Public Hearing - Budget September 9, 2014, September 9, 2014 (Regular and Closed), Public Hearing Concerning Resolution Authorizing Transfer of Monies from Transportation September 9, 2014.*

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

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 stated that he had an **Addendum Report**, regarding a Cyber Virus which had affected the District's email service. Superintendent Jackson spoke to this issue in further details, then asked for favorable approval of his report inclusive of Addendum Report, as submitted:

Minutes of Board of Education

October 7, 2014

Page 3

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

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.

I. FOR YOUR AUTHORIZATION

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

1. APPOINTMENTS

- a. Authorization is sought to appoint ***Kathleen Doherty*** as Pre-Kindergarten Teacher, Medgar Evers Primary Academic Center for the **2014-2015 School Year** **MA, Step 5 - \$44,296** (*See reference #1*)
- b. Authorization is sought to appoint ***Teresa Kovalik*** as Teacher, Medgar Evers Primary Academic Center for the **2014-2015 School Year - BA, Step 4 - \$40,723** (*See reference #2*)
- c. Authorization is sought to appoint ***Brinda Boyd-Farr*** as Teacher's Aide (Pre-kindergarten), Medgar Evers Primary Academic Center, for the **2014-2015 School Year \$23,500** (*See reference #1*)

B. ESTIMATE OF MONIES TO BE RAISED FOR THE 2014 CALENDAR YEAR AGGREGATE TAX LEVY - (See reference #3)

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

Minutes of Board of Education
October 7, 2014
Page 4

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 **2014** Calendar Year levy estimate is **\$4,227,322**

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, 2014)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	46
GRADE 1	47	GRADE 2	44
GRADE 3	44	GRADE 4	42
		TOTAL	283

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	42	Grade 6	40
Grade 7	35	Grade 8	48
		TOTAL	165

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
448	16	464

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
32	244	18

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
18	180	0

B. PERFECT ATTENDANCE 2013-2014 SCHOOL YEAR

The following personnel have achieved perfect attendance for **2013-2014** school year, and to this end the Administration is recommending that these individuals receive the monetary award of \$100 given to employees who achieved this distinction. They are: *Elizabeth Downs, Gloria Lymore, Robert Jackson, Sharon Rivers, Patricia Sanborn-Novickas, Diane Sergeant, Jesse Sherman and Shannon Zenos.*

C. RE-SCHEDULING OF NOVEMBER BOARD MEETING DATE

Members of the Board, as a reminder, due to **November 4, 2014** our regularly scheduled Board of Education meeting date being on an **election day**, this meeting has been moved to **Wednesday, November 5, 2014.**

ADDENDUM REPORT

I. FOR YOUR INFORMATION

A. CYBER VIRUS ATTACK TO DISTRICT'S COMPUTER NETWORK

Members of the Board, please take note that a malicious cyber

Minutes of Board of Education

October 7, 2014

Page 6

virus attack occurred to our Ford Heights School District 169 computer network. The result has been a crippling of our email system, as well as, our ability to access our stored data ("H" drive).

Please take note that I have been informed that any data stored on the "H" drive is recoverable. In the case of our email communications, some may be lost permanently. Mr. Jason Scott, our district technologist, along with outside consultants are working around the clock to recover as much email data that is possible.

To this end, we are requesting that staff continue to remain patient as we work to recover from this cyber virus attack. Currently, I am being informed that an estimated time of repair to the system could be as early as close of business today, or as late as close of business on Thursday, October 9, 2014.

Referenced herewith is a copy of the communication that was distributed to each District staff member today, Tuesday, October 7, 2014.

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 AUTHORIZATION

A. PROFESSIONAL DEVELOPMENT

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

■ TECHNOLOGY PROFESSIONAL DEVELOPMENT

On Wednesday, October 1, 2014, Teachers and Teacher's Aides from Cottage Grove Upper Grade

Center, and Medgar Evers Primary Academic Center, will receive professional development on the Smartboard and Smart Response Clickers. This training will assist with helping Teachers plan lessons that are engaging and interesting for students, by using technology as a tool. This training will also ensure the District is in compliance with the Technology Plan, which was approved by the State.

■ **MATH PROFESSIONAL DEVELOPMENT**

Dr. Lisa Chang will be here on Wednesday, October 1, 2014 to facilitate with the Math teachers grades five (5) through eight (8) at Cottage Grove Upper Grade Center. This training will assist teachers with the Math Common Core State Standards (CCSS), and ensuring that lessons are designed with the rigor needed to aid students on being successful when taking the Partnership for Assessment of Readiness for College and Careers (PARCC).

B. TEACHER EVALUATIONS

Pre-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 2014-2015 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 access. 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.

The first round of evaluations will conclude in December with a second round beginning in January. All teachers have had input as to the date(s) for the evaluation(s).

C. MONTHLY BUILDING REPORTS

Building reports were submitted by the following personnel:

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

D. UPCOMING DATES

OCTOBER 1, 2014

Early Dismissal

OCTOBER 13, 2014

Columbus Day -No School

OCTOBER 15, 2014

Non-Compliance for Immunizations

OCTOBER 20 - 24, 2014

Hearing & Vision Screenings - Medgar Evers P.A.C.

OCTOBER 21, 2014

Early Dismissal

OCTOBER 24, 2014

District-Wide Classroom Spelling Bees

OCTOBER 27, 2014

Red Ribbon Week

OCTOBER 30, 2014

Parent/Teacher Conference-8:00 a.m. - 2:30 p.m.

PART C - FEDERAL/STATE PROGRAMS

Mrs. Stephen began by reminding members that they were in advanced receipt of her report, addressed various items within her report, i.e., Parental Conference, Opening Day, etc., inquired if there were any questions, then asked for acceptance of her report as submitted.

I. FOR YOUR INFORMATION

A. NEW PRE-K CLASSROOM

Great news! Ford Heights School District 169 has opened an additional Pre-K classroom. Our district as of Monday, September 22, 2014 has three (3) Pre-K classrooms. A full classroom of twenty (20) students signed up for the new classroom. Monday, September 22, 2014 was the first day of class for the new Pre-K classroom.

The teacher for the new Pre-K classroom is Mrs. Kathleen Doherty, and the teacher's aide is Brinda Farr Boyd. Dr. Sharifa Townsend, consultant, is working with Mrs. Doherty until the new Pre-K classroom is operational and up to State Standards.

Mr. Johnson, Assistant Principal of Medgar Evers Primary Academic Center, Mrs. Fason, Home School Coordinator, and I will hold our mandatory parent meeting Monday, September 29, 2014. The meeting will be held at Medgar Evers Primary Academic Center starting at 10:00 a.m. and refreshments will be provided.

B. SCHOOL PHYSICALS

We are excited to announce that on Tuesday, September 23, 2014 from 9:00 a.m. until 1:00 p.m. Robert Watkins, M.D, who is a licensed Illinois physician, along with two certified nursing assistants, will be at Cottage Grove Upper Grade Center to administer physical examinations and immunizations for School District 169 students. The District has made arrangements to provide this opportunity at no cost to our parents.

Dr. Watkins will provide physicals to students in grades Pre-K, Kindergarten and Sixth who are in need. Students that want to participate in athletics will also be able to have physicals with a signed consent form from a parent or guardian.

C. PARENT MEETINGS

Please be informed that parent meetings have started. Ford Heights School District 169 has partnered with SPEED School District 802 to provide a parent workshop training series to parents/guardians and

Minutes of Board of Education

October 7, 2014

Page 10

or caregivers of students that attend School District 169. The title of the program is "Parents Raising Safe Kids Program". Participants will be trained by incorporating lectures, group discussions, videos and culminating the workshop series with a special guest presenter (motivational speaker). The Parent Workshop first meeting was held Tuesday, September 23, 2014 at Medgar Evers Primary Academic Center in room 218 from 11:00 a.m. to 1:00 noon, with refreshments provided. See attachment of upcoming Parent Meeting dates and titles.

Thank you, to the many parents that attended our Annual Title One Parental Conference Wednesday, September 10, 2014. The Keynote speaker was Mr. Martin King, Chairman of PUSH Rainbow Coalition. The event was a great success with help and support from Mrs. Barnes, Mrs. Rivers, Ms. Jones, Mrs. Johnson, Mr. Johnson and Mrs. Fason. (Attachments)

Also, please note the Parent Center has officially moved to Medgar Evers Primary Academic Center.

D. SPELLING BEE

Ford Heights School District 169 has once again enrolled in the Scripps National Spelling Bee for the 2014-2015 school year. Students were mailed, and given a copy of the list of words to study for their grade level. Classroom Spelling Bees will be held Friday, October 24, 2014 starting at 8:30 a.m. and ending at 11:00 a.m. The winners of the classroom Spelling Bees will go on to compete in the School wide Spelling Bee Friday, December 5, 2014. Additional Spelling Bee information will be coming.

E. TITLE ONE DIRECTORS CONFERENCE

Tuesday, September 16, 2014 thru Thursday, September 18, 2014 I attended the New Title 1 Directors Conference. The conference is held in Springfield Illinois each year. The breakout sessions attended were very informative and provided me with specific responsibilities of the Title 1 Director. The conference whole group and breakout sessions consisted of:

- Pre-conference session for New Directors

Minutes of Board of Education

October 7, 2014

Page 11

- Pre-conference individual ISBE Technical Assistance
- ISBE Highlights
- Conference Keynote Speaker–Debra Pickering, Marzano Group
- Best Practices from District Title 1 Leaders

The goal of the conference is to ensure that the time spent is motivational, informative and collaborative. The conference is designed to provide the most current information regarding the ever changing rules and requirements, and opportunity to network with other educational professionals who are facing the similar challenges, and an opportunity to develop a face-to-face relationship with the staff from ISBE.

F. MONTHLY BUILDING REPORT *See reference #1)*

Mrs. Nicole Conway-Fason, Home School Coordinator

G. NO CHILD LEFT BEHIND (NCLB) TITLE I

Application for our No Child Left Behind Title I Application, has been approved by the Illinois State Board of Education for the 2014-2015 School Year.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

Mrs. Tamara Young reminded members that they were in advanced receipt of her report. Mrs. Young then thanked Doctors and Nurses who came out to administer physicals and immunizations to Ford Heights School District 169 students. Mrs. Young expressed that the medical personnel would be returning on October 14, 2014 from 9:00 a.m. - 2:00 p.m. to continue.

Superintendent Jackson inquired of Mrs. Young, how many students were not in compliance. Mrs. Young responded that there were twenty (20) students not in compliance. Mrs. Young then inquired, there were any questions. Seeing there were none, Mrs. Young then asked for acceptance of her report as submitted:

I. FOR YOUR INFORMATION

A. PREKINDERGARDEN SCREENING AND CLASS PREPERATION

PPS screened 17 children using the Dial 4 screener to determine the development of the children's cognitive, motor, language capabilities and vision and hearing results. These 17 students have now been enrolled in our third Promise Plus Prekindergarten classroom.

B. HEALTH SERVICES

State of Illinois requires Pre-kindergarten, Kindergarten, sixth and new students to comply with physical examinations and immunizations by October 15, 2014. Parents received notification by mail and by telephone regarding the status of their child's medical requirements. East Side Health Care Clinic was on the premises at Cottage Grove Upper Grade Center on September 23, 2014 to provide physical examinations and sports physicals.

Monthly Automated External Defibrillators (AED) and AED Cabinets maintenance check was conducted in the District Office, Cottage Grove Upper Grade Center, Medgar Evers Primary Academic Center and Tidye A. Phillips schools in the month of September. Plans for the Career/Health Fair are in progress.

C. COUNSELING PROGRAM

The (PBIS) Positive Behavior Interventions and Support theme for the month of September is "Respect". The District-wide Student Advocate aligned the lesson for the month with the monthly (PBIS) theme. The Student 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 the

Minutes of Board of Education

October 7, 2014

Page 13

three Domains: Academic Development, Career Development and Personal/Social Development. The lesson for the month of September was respect. Each lesson takes approximately 20-30 minutes.

The student-wide advocate has been researching information about LINK Unlimited, an organization that provides scholarships and mentoring to high achieving, economically disadvantaged African-American youth from the Chicagoland area. We will continue our partnership with LINK Unlimited, to help our students have more opportunities to choose private high school educations with resources to offset tuition costs.

D. SOCIAL WORK/CASE MANAGEMENT SERVICES/PPS ACTIVITIES

The PPS Director was a presenter at the Title I Parental Conference. She presented information to parents on the parent portal of Power School. Parents had the opportunity to learn how to navigate through the system and ask questions.

Kindergarten Child Find was conducted at Medgar Evers Primary Academic Center on September 17th and 18th of 2014.

Problem solving for both Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center began this month. Mr. Aldridge the District-wide Student Advocate went over the procedures for submitting referrals. Teachers also were asked to discuss any potential students that they will bring referrals for in the near future.

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

Shawn Aldridge - District-wide Student Advocate

Geraldine Parham - Health Coordinator

PART E - BUSINESS AFFAIRS

Mrs. Coretta Jackson reminded members that they were in advanced receipt of her report. Mrs. Jackson 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, Hayslett, Mitchell, Sherman, Viverette
 Nays: None
 Absent: LaWrence
 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 July 8, 2014 in the amount of \$469,719.34

B. PAYROLL SUMMARY

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

September 05, 2014	\$209,559.13
September 19, 2014	<u>\$220,378.79</u>
Grand Total	\$429,937.92

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

Minutes of Board of Education

October 7, 2014

Page 15

- A. Date: October 7, 2014 - November 11, 2014
Time: 12:00 p.m.-3:00 p.m./7:00 p.m.-8:00 p.m.
Place: Tidye A. Phillips
Contact: Steve McGhee
Glory Be To God Ministry
Purpose: Religious Purposes
Cost: **\$75.00-Sunday/\$25.00-Friday**

- B. Date: October 7, 2014 - November 11, 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
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:

Building & Grounds	\$118.49
District Office	\$ 46.38
PPS	\$150.06
Cottage Grove	\$200.00
Medgar Evers	<u>\$118.45</u>
Total	\$633.38

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$2,797.00.**

Minutes of Board of Education

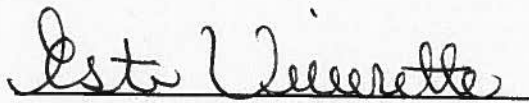
October 7, 2014

Page 16

Superintendent Jackson then called for remarks from Principals' Monique Johnson, and Sharon Rivers. Both Principals addressed activities/events that had taken place in respective buildings. Both Principals had token gifts that they passed out to members of the Board, relating to "school spirit".

ADJOURNMENT - 5:32 p.m.

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



Ester Viverette, Board President



Lera Cook, Board Secretary