

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, OCTOBER 8, 2013**

The meeting was called to order by presiding officer Mrs. Ester Viverette – **5:05 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Lawrence, Mitchell, Sherman, Viverette  
Absent: Coleman, Hayslett  
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: Raymond Hauser

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

**QUESTIONS FROM PUBLIC (3 Minutes)**

**Mr. Mark Franklin** of the **East Heights Small Fry** organization, stood to say that he just wanted to ascertain the status of his prior request for use of one of the school district's facility. He stated no monies were needed, just space to go forth with his program. Mr. Franklin ended by addressing being a role model for students and kids in his program.

Superintendent Jackson, informed Mr. Franklin, that he had an answer for him at the end of the Board meeting.

**Mr. Shanel Sherman**, stated that he would like to know the status of a previous request for space/facility.

Superintendent Jackson, expressed to Mr. Sherman that someone would be getting back to him before the next week.

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**AGENDA**

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

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

**MINUTES**

Motioned/Cook; Seconded/Mitchell- to approve the minutes of ***September, 10, 2013***

Roll Call:   Ayes:       Coleman, Cook, Hayslett, Mitchell, Viverette  
              Nays:       None  
              Absent:     Lawrence, Sherman,  
              Abstain:   None  
              5 ayes, 0 nays, 2 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, then asked if there were any questions. There were none. Superintendent Jackson, then yielded the floor to **PRINCIPAL MARILYN BARNES** and **PRINCIPAL STEPHANIE STEPHEN**.

**PRINCIPAL BARNES** and **PRINCIPAL STEPHEN** expressed that they were entering a **recommendation** that uniforms for the **next school year of 2014-2015** for students be changed. The Principal's had student models to showcase uniforms for members of the Board of Education, and those in attendance. At the end of

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showcase, the Principals took a "verbal" poll of which uniform members of the Board preferred. The two choices were Burgandy & Navy, or Burgandy & Khaki. **The consensus was for Burgandy (tops) and Khaki (bottoms).**

Superintendent Jackson thanked students who showcased uniforms and their parents for allowing them to attend and do so. At this juncture, Superintendent Jackson gave the floor over to Attorney Raymond Hauser.

**ATTORNEY HAUSER** proceeded to address "Closed Session" Item A - **COLLECTIVE BARGAINING NEGOTIATIONS IEA/NEA FORD HEIGHTS SCHOOL DISTRICT 169 AND TEACHERS UNION**. Attorney Hauser ended his address by recommending approval of Item A.

Motioned/Cook; Seconded/Mitchell - to approve the report of the Superintendent, inclusive of **CLOSED SESSION** Item as follows:

### I. **CLOSED SESSION**

#### A. COLLECTIVE BARGAINING NEGOTIATIONS IEA/NEA FORD HEIGHTS SCHOOL DISTRICT 169 AND TEACHERS UNION

### II. **FOR YOUR AUTHORIZATION**

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

##### 1. LETTER OF INTENT TO RETIRE *(See reference #1)*

**Ms. Mary Stennis**, Director of Food Services, Medgar Evers Primary Academic Center, has submitted a Letter of Intent to Retire, to be effective **June 30, 2015**.

##### 2. CANCELLATION OF ALTERNATIVE CERTIFICATION STUDENT TEACHER CONTRACT

Ford Heights School District #169's Administration has elected to cancel the Alternative Certification Student Teacher Contract of **Ms. Sarah Gaffney**, Alternative Certification Student Teacher, Medgar Evers Primary Academic Center, effective immediately.

**3. APPROVE 6% RETIREMENT INCREASE (See reference #2)**

Approve one (1) time Retirement Increase for **Mrs. Joyce McEwen**, Assistant Superintendent, who will be retiring June 30, 2014.

**4. APPROVE NEGOTIATED SALARY AGREEMENT BETWEEN BOARD OF EDUCATION OF FORD HEIGHTS SCHOOL DISTRICT 169 COOK COUNTY, ILLINOIS AND DISTRICT 169 EDUCATION ASSOCIATION IEA/NEA 2013-2014, 2014-2015 at 2.5% and 3.0% RESPECTIVELY. (See reference #3)**

**B. APPROVAL OF ADOPTION OF OPERATIONAL SERVICES SAFETY PROGRAM - INTEGRATED PEST MANAGEMENT POLICY - 4.161 (See reference #4)**

Approval of Operational Services Safety Program Integrated **Pest Management Policy** (IPM) procedures to control structural and landscape pests by using a minimum of pesticides.

An IPM program consists of a cycle of inspecting, identifying, monitoring, evaluating and choosing the appropriate method of control for pest populations.

**C. ESTIMATED AGGREGATE TAX LEVY FOR 2013 (See reference #5)**

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 2013 Calendar Year levy estimate is **\$4,150,895**.

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

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

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF OCTOBER 3, 2013)  
MEDGAR EVERS SCHOOL**

|                |           |                |            |
|----------------|-----------|----------------|------------|
| <b>PRE-K</b>   | <b>39</b> | <b>KDG</b>     | <b>37</b>  |
| <b>GRADE 1</b> | <b>48</b> | <b>GRADE 2</b> | <b>40</b>  |
| <b>GRADE 3</b> | <b>42</b> | <b>GRADE 4</b> | <b>42</b>  |
|                |           | <b>TOTAL</b>   | <b>248</b> |

**COTTAGE GROVE UPPER GRADE CENTER**

|                |           |                |            |
|----------------|-----------|----------------|------------|
| <b>Grade 5</b> | <b>37</b> | <b>Grade 6</b> | <b>40</b>  |
| <b>Grade 7</b> | <b>46</b> | <b>Grade 8</b> | <b>42</b>  |
|                |           | <b>TOTAL</b>   | <b>165</b> |

|                       |                        |                    |
|-----------------------|------------------------|--------------------|
| <b>TOTAL DISTRICT</b> | <b>OUT OF DISTRICT</b> | <b>GRAND TOTAL</b> |
| <b>413</b>            | <b>20</b>              | <b>433</b>         |

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

**MEDGAR EVERS:**

|                    |                           |                           |
|--------------------|---------------------------|---------------------------|
| <b>HOME VISITS</b> | <b>TELEPHONE CONTACTS</b> | <b>PARENT CONFERENCES</b> |
| <b>18</b>          | <b>203</b>                | <b>33</b>                 |

**COTTAGE GROVE:**

|                    |                           |                           |
|--------------------|---------------------------|---------------------------|
| <b>HOME VISITS</b> | <b>TELEPHONE CONTACTS</b> | <b>PARENT CONFERENCES</b> |
| <b>4</b>           | <b>197</b>                | <b>4</b>                  |

**B. PERFECT ATTENDANCE 2012-2013 SCHOOL YEAR**

The following personnel have achieved perfect attendance for 2012-2013 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: *Coretta Jackson, Shannon Zenos, Robert Jackson, and Jacqueline Rush.*

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent expressed to members that they were in advanced receipt of her report, but she wanted to bring their attention to **PART I, ITEM A** of her report, then asked for **approval**, and **acceptance** of remainder of her report as written:

Motioned/Cook; Seconded/Mitchell - to approve **Part B - CURRICULUM AND STAFF DEVELOPMENT, Part I, Item A** as follows:

**I. FOR YOUR AUTHORIZATION**

**A. PROFESSIONAL DEVELOPMENT 2013-2014**

Authorization is sought to approve the hire of the following consultants for Professional Development. Consultants will be paid from Title I Grants.

|                             |                 |   |
|-----------------------------|-----------------|---|
| <b>DR. LISA CHANG</b>       | <b>\$15,000</b> | Math  |
| <b>*DR. TERESA HILL</b>     | <b>\$ 2,000</b> | Data Analysis   |
| <b>DR. KAY DUGAN</b>        | <b>\$18,000</b> | Reading/Language Arts &<br>Administrative Monitoring<br>in relations to Common Core |
| <b>*MR. REGINALD WRIGHT</b> | <b>\$10,000</b> | Teaching Math through Music<br>(working with students)                              |

\* Contingent upon available Title I funds.

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

**II. FOR YOUR INFORMATION**

**A. PROFESSIONAL DEVELOPMENT**

The below listed workshops were implemented during Early Dismissals.

■ **Northwestern Evaluation Association (NWEA) Skills Pointer**

The Skills Pointer Assessment is a software used to go deeper in assessing pre-identified students whose scores on the NWEA Measurement of Progress (MAP) results indicate that the student(s) are not at grade level either in Reading or in Math. The Skills Pointer assessment identifies the skills that are weak or missing which contributes to the students(s) performing less than grade Level. Resources are then recommended and can be used for intervening and improving student(s) academic performance.

A webinar training with follow-up information was given to teachers Tuesday, October 2, 2013 during the Early Dismissal. This training was for Instructional Staff including Paraprofessionals who provide instruction and support for grades Three through Eight for Language Arts, Social Studies, Science, and Special Education. The Director of Pupil Personnel Services, the District Guidance Counselor, the Principal and Assistant Principal for the Cottage Grove Upper Grade Center attended, as did the Principal of the Medgar Primary Academic Center. The Building Administrators will reinforce the training and do follow-up support as the year progresses.

■ **MATH TRAINING**

Dr. Lisa Chang, consultant for Math, worked with the Math teachers in grades Five through Eight at the Cottage Grove Upper Grade Center. She revisited the results of the Common Core Assessments for the State of Illinois as discussed in an

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Article from the Chicago Tribune. She put into perspective the results found in the State and that of the Ford Heights School District 169 and the fact that the cut score requirements move 13 to 30 points higher than the score requirements in 2012-2013. She further reminded the Math teachers that they had prepared an alignment between the ISAT Learning Standards and the Common Core State Standards which other schools/district were either completing or were in the same position as Ford Heights. She discussed the rationale for the spiraling for the implementation of concepts and skills and the pacing strategies recommended. Demonstrations of some concepts and skills were made with the teachers and administrators' participation.

Questions were solicited and responses provided. A needs assessment survey was given to the Math participants so that the workshops to come would be better tailored to the needs of the Teachers.

A Math workshop for administrators was provided following the teachers' workshop. This workshop was to provide an understanding as to what they needed to observe in the classes. Pacing, process of instruction from hands-on activities of students, a combination of hands on activities and pencil/paper work and finally written work that was to be solved using strategies taught.

- **WORKSHOP ACTIVITIES FOR GRADES PRE-KINDERGARTEN THROUGH SECOND, MUSIC TEACHER, AND THE PHYSICAL EDUCATION TEACHER AT MEDGAR, AND THE ART TEACHER AT COTTAGE GROVE** Each grade level and/or subject area teacher had Goals, objectives and expected outcomes to obtain during Early Dismissal.

Pre-Kindergarten was to work on aligning the Creative Curriculum with the rating scale for the Early Childhood Learning Standards and ECERS. This included the arrangement of the classroom furniture, level of posted



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reading materials for students, a mixture of math, science and social students reading materials and activities for student access, and the activities for the all centers, Units and lessons.

Grades Kindergarten through Second were to review results from NWEA for skills and concepts that needed instruction and/or additional support, where the skills were developed or taught within the reading or Math series , and what interventions would be utilized.

Music and Physical Education Teachers were to begin to prepare a structure for the development of a curriculum guide for their area of teaching. They were to obtain information for curriculum requirements for their content area, begin to look at what other school districts are using as their written curriculum and how curriculums are including Common Core Standards for Reading, Writing and Math in the area of Music and Physical Education.

### **B. TEACHER EVALUATIONS**

Pre-conferences and the Evaluations process have begun. Administrators are conferencing and doing classroom observations with teachers. Classroom observations include the implementation of what was presented in workshop trainings during Early Dismissals, and Institute Days and discussions from Grade Level or subject area team meetings.

This round of Evaluations will conclude in December with a second round to begin in January. All teachers have had input as to the dates for the Evaluations.

### **C. MONTHLY BUILDING REPORTS (See references #1-4)**

Building reports were submitted by the following personnel:

***Marilyn Barnes***, PRINCIPAL, MEDGAR EVERS P.A.C.

***Nicole Conway***, HOME SCHOOL COORDINATOR

***Stephanie Stephen***, PRINCIPAL, COTTAGE GROVE U.G.C.  
***Celestine Burrel***, ATTENDANCE OFFICER, MEDGAR EVERS P.A.C.

**D. UPCOMING DATES**

**OCTOBER 1, 2013**

***After School Begins***

**OCTOBER 14, 2013**

***Columbus Day - School Closed***

**OCTOBER 18, 2013**

***First Report Card Distribution***

**OCTOBER 18, 2013**

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

**OCTOBER 21, 2013**

***Hearing and Vision Screening***

**OCTOBER 21-25, 2013**

***Red Ribbon Week***

**OCTOBER 30, 2013**

***District-Wide Family Read Night at Medgar Evers Primary***  
***5:00 p.m. - 7:00 p.m.***

**PART C - PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION**

Mrs. Tamara Young informed members that they were in advanced receipt of her report, inquired if there were any questions, then asked for acceptance of report as written:

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**I. FOR YOUR INFORMATION**

**A. ILLINOIS RTI/NWEA (MAP)**

Meetings have taken place in regards to updating the RTI process. The team is beginning to place students according to their academic progress and is using the MAP scores to facilitate placement for our students. On September 24<sup>th</sup> NWEA facilitated a district-wide professional development at our Teacher Institute. The facilitator demonstrated to teachers how to interpret and utilize MAP scores to develop interventions and lesson plans to drive instruction.

**B. HEALTH SERVICES**

The State of Illinois requires Pre-kindergarten, Kindergarten, Sixth and Eighth grade students to comply with physical examinations and immunizations by October 15, 2013. East Side Health Care Clinic was on the premises at Medgar Evers Primary Academic Center on September 5, 2013 and Cottage Grove Upper Grade Center on September 12, 2013 to provide physical examinations and sports physicals.

Monthly Automated External Defibrillators (AED) and AED Cabinets maintenance check as 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 Positive Behavior Interventions and Support (PBIS) theme for

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the month of September is "Positive Attitude." The counselor continues to implement the counseling curriculum in accordance with the standards of the American School Counselor Association I (ASCA). The goal of the curriculum is to assist students in achieving success based on the three ASCA Domains: Academic Development, Career Development and Personal/Social Development. The lesson for the month of September was having a positive attitude. Each lesson takes approximately 20 - 30 minutes.

The counselor has been following up with a representative from 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 cost.

**D. SOCIAL WORK/CASE MANAGEMENT SERVICES**

Kindergarten Child Find was conducted at Medgar Evers Primary Academic Center on September 18, 2013 and carried over to September 19, 2013. This year we had a collection of four Spanish speaking students who were provided an interpreter during the screening process.

The social worker along with the psychologist has been facilitating a Character Education Program at Medgar Evers Primary Academic Center for each class from grades Kindergarten through Fourth.

The social worker has been working with the sixth grade team to facilitate positive behavior interventions across the sixth grade core.

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- E. MONTHLY REPORTS** - Departmental reports were submitted by the following: (See references#1-4)

|                                 |                            |
|---------------------------------|----------------------------|
| <i><b>Millicent Griffin</b></i> | Social Worker/Case Manager |
| <i><b>Fanesta Hitchcock</b></i> | Psychologist               |
| <i><b>Latasha Wright</b></i>    | Counselor                  |
| <i><b>Geraldine Parham</b></i>  | 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, however, Mrs. Jackson gave a brief overview of estimated monies to be raised via Aggregate Tax Levy, then asked for approval of her report as written:

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 September 2013 in the amount of \$293,566.69.

- B. PAYROLL SUMMARY**

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

|                     |                     |
|---------------------|---------------------|
| September 6, 2013   | \$207,572.16        |
| September 20, 2013  | <u>\$218,952.76</u> |
| <b>Grand Totals</b> | <b>\$426,524.92</b> |

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**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

- A.    Date:           September 11, 2013 - October 8, 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  
      Purpose:       Religious Purposes  
      Cost:           **\$75.00-Sunday/\$25.00-Friday**
- B.    Date:           September 11, 2013 - October 8, 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  
                      Beyond The Veil Kingdom Ministries  
      Purpose:       Religious Purposes  
      Cost:           **\$75.00-Sunday/\$25.00-Thursday**
- C.    Date:           Saturday, November 2, 2013  
      Time:           1:00 p.m.-4:00 p.m.  
      Place:          Tidye A. Phillips Gym  
      Contact:        James Coleman  
      Purpose:       In door Carnival/Magic Show  
      Cost:           **\$175.00 - Gym**  
                      **\$125.00 - Custodian**  
                      **Reference #1**

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D.    Date:            Saturday, November 9, 2013  
      Time:            1:00 p.m.-5:00 p.m.  
      Place:           Medgar Evers Cafeteria  
      Contact:         Angela Franklin  
      Purpose:         Parents 55th Anniversary Celebration  
      Cost:            **\$100.00 - Cafeteria**  
                      **\$125.00 - Custodian**  
                      **Reference #2**

E.    Date:            Saturday, November 29, 2013  
      Time:            4:00 p.m.-9:00 p.m.  
      Place:           Cottage Grove Auditorium  
      Contact:         James Coleman  
      Purpose:         Talent Show  
      Cost:            **\$100.00 - Cafeteria**  
                      **\$125.00 - Custodian**  
                      **Reference #3**

**D.    PETTY CASH**

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

|                    |                 |
|--------------------|-----------------|
| Building & Grounds | \$ 26.74        |
| District Office    | \$128.60        |
| PPS                | \$ 49.97        |
| Cottage Grove      | \$199.54        |
| Medgar Evers       | <u>\$200.00</u> |
| <b>Total</b>       | <b>\$604.85</b> |

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***E. IMPREST FUND***

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

**Reference #4**

Roll Call: Ayes: Coleman, Cook, Hayslett, Mitchell, Viverette

Nays: None

Absent: Lawrence, Sherman,

Abstain: None

**5 ayes, 0 nays, 2 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