

**FORD HEIGHTS SCHOOL DISTRICT 169**

**MINUTES OF BOARD MEETING HELD WEDNESDAY, SEPTEMBER 7, 2010**

The meeting was called to order by presiding officer, Mr. James Coleman - 5:08 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Griffin, Patterson, Sherman, Viverette  
Absent: Jones  
Also, Present: Mr. Gregory Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant Superintendent  
Mrs. Sheila Pickens, Director of Pupil Personnel Services  
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:

**AGENDA**

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

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

**MINUTES**

Motioned/Viverette; Seconded/Patterson - to approve the minutes of **August 10, 2010 (Regular)**

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman,  
Viverette  
Nays: None  
Absent: Jones  
Abstain: None

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Abstain: None

6 ayes, 0 nays, 1 absent, 0 abstain - voice vote motion carried.

### CORRESPONDENCE

From Mrs. Mary Elizabeth Elmore and Family, The Hauser Family and Mrs. Ester and Robyn Washington.

### QUESTIONS FROM PUBLIC (3 MINUTES)

**Ms. JOHNSON**, stated that she was a part of the Put Illinois To Work Program, wanted to bring to members of the Board's attention, a issue she experienced with a member of the Board. Ms. Johnson stated that she felt, this particular Board member made disparaging comments to herself and a few other workers, and felt that this was inappropriate.

Ms. Johnson made several other remarks, and also was accompanied by a corroborating co-worker who verified some of the statements alleged to have been made by Board member Griffin. She alleged that Board member Griffin was rude, bossey and threatening to herself and to other "Put Illinois to Work" workers. Ms. Johnson ended by stating that members should be conscious of their behavior and demeanor in and out of Board meetings.

To this end, Board Vice President, Mr. Joe Sherman, expressed on behalf of all Board members, that he was sorry this issue had taken place. Mr. Sherman acknowledged to Ms. Johnson, that all of the "**Put Illinois To Work**" workers, were greatly appreciated and have been doing a wonderful job this entire summer, and hoped that the Program would be extended.

**Ms. KYRA BARNES**, spoke to members of the Board and Superintendent Jackson, regarding how she witnessed approximately thirty (30) students from Cottage Grove, cross in the middle of the highway. She stated the students absolutely ignored the crossing guard and were a distraction to traffic. Ms. Barnes thought that this matter should be looked into, as it is a potentially dangerous situation waiting to happen.

**SUPERINTENDENT, JACKSON** stated that this matter would be looked into, and that Building Principals, would be reiterating to students, where to cross . Superintendent Jackson, thanked parent for bringing to attention of Board.

**BOARD MEMBER COOK**, made parent aware that as she passed by earlier during

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the day, the Police were there assisting students in crossing the highway.

**MR. SHAUN TAYLOR**, wanted to know that even though he had a child in a private school, outside of the city of Ford Heights, who was in need of Speech therapy, if the school would be able to provide those services.

Mrs. Sheila Pickens, Director of Pupil Personnel Services gave a verbal response to this question.

**MS. TAMARA HICKS**, a parent of a Medgar Evers Primary Academic Center, gave an emotional plea for academic assistance for her child, who Ms. Hicks stated, is struggling and falling behind in studies.

**SUPERINTENDENT JACKSON**, advised Ms. Hicks to meet with Principal Barnes, so that a plan of action could be put in place to address the needs of her daughter.

**BOARD VICE PRESIDENT SHERMAN**, congratulated members of the Board on their certifications as "Board Members" recognized by the State.

### **LIL' DIVA PRESENTATION**

Mrs. Lera Cook, Mrs. April Patterson, and Mrs. Ester Viverette - participated as a team in the above presentation. The ladies presented a powerpoint to those in attendance, showcasing the program and the events which took place during the summer.

Members Cook, Patterson and Viverette, thanked the Board for their support of their second year, sponsoring the Lil' Diva Program.

### **PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson called members of the Board's attention to the fact that they had received his advanced report, but brought to the Board's attention Addendum Report Item C - with a brief explanation. Superintendent also reminded members of the Board of the upcoming K-9 searches, then he asked for a favorable approval of the report as follows:

**I. FOR YOUR AUTHORIZATION**

**A. APPROVAL OF BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011  
(Reference #1)**

**B. APPROVAL OF RESOLUTIONS**

1. Chief Fiscal Officer's Estimate of Revenue Anticipated to be Received by Ford Heights School District 169, Cook County, Illinois for Fiscal Year Beginning July 1, 2010 and ending June 30, 2011- (**Reference #2**)
2. Certification of Resolution and Minutes  
(**Reference #3**)
3. Resolution Adopting the Budget for Ford Heights School District 169, Cook County, Illinois, for the Fiscal Year 2010-2011 - (**Reference #4**)

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

Authorization is being sought to hire the following teachers for After School Tutorials beginning October 4, 2010 and ending December 16, 2010.

**MEDGAR EVERS:**

**KINDERGARTEN:**

Jennifer Roberts

**FIRST GRADE:**

Carletta Jones

Shannon Zenos

**SECOND GRADE:**

Susan Tutorow

**THIRD GRADE:**

Geraldine Joubert

Triqueta Washington

**COTTAGE GROVE:**

**FIFTH GRADE:**

Diane Sergeant - L.A.

Cynthia Purdy - Math

**SIXTH GRADE**

Elizabeth Happ - L.A.

Diane Walters - Math

**SEVENTH GRADE:**

Robyn Washington - L.A.

**T.B.D.** Math

**FOURTH GRADE:**

Ann Armstrong

**EIGHT GRADE:**

Chantel Jones - L.A.  
Angela Hayslett - Math

**DESIGN TEAM MEMBER:**

Monique Johnson-Bibbs

**DESIGN TEAM MEMBER:**

Sharon Rivers

**COORDINATOR:**

Anne Summers

**COORDINATOR:**

Howard Coleman

**CLERK**

Celestine Burrel

**MEDIA CENTER/LRC**

Jacqueline Rush

**CLERK**

Barbara Harris

**D. DISTRICTWIDE BUILDING RECEPTIONIST**

Mrs. Tina McMichael's as Building Receptionist, at Medgar Evers Primary Academic Center, effective Thursday, September 2, 2010, as a 10 ½ month employee, at a salary of \$35,000 per year.

**E. LETTER OF RESIGNATION (See reference #5)**

Ms. Latoria Viverette has submitted a Letter of Resignation, effective Thursday, August 19, 2010.

Ms. Viverette expressed that she has enjoyed working with the District and wishes everyone well.

**II. FOR YOUR INFORMATION**

**A. SAFETY AND SECURITY GUIDELINES (See reference #8)**

Included with your report is for the first time a comprehensive Safety and Security Guidelines for both of our academic centers (Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center).

The guidelines provide procedures and directions as it relates to Administrative Teams, Building Safety Teams, Building Safety Councils, Crisis Intervention Teams, Faculty and Staff

responsibilities related to External Security, Entrance Procedures, Exit Procedures, Corridor Supervision, Early Dismissals of students, Suspicion of Unauthorized Activities.

The guidelines provide for what to do in the event school personnel encounters weapons, drugs, procedures involving Canine Searches, Video Surveillance, Random Metal Detector Searches, Emergency Conditions, Alarm Systems for Emergencies, Operational Guidelines for Principals or Persons in Charge, School Emergency Plans and Sample Letters to Parents, which describe what parents can expect in the event of an emergency or crisis.

Members of the Board are to be aware that three (3) emergency mock drills will be conducted during the course of this school year, as well as, in the future. Currently the dates planned for our three (3) mock drills will be a specific date and specific time during the months of September, January and April. I have included copies of letters to parents advising of dates for drills and thus minimizing any concerns they may have.

Should members of the Board have questions regarding this Safety and Security Manual, please do not hesitate to ask.

**B. TURNAROUND LEADERSHIP ADVISORY BOARD**

Members of the Board, your Superintendent would like to inform you that I have been appointed to become a member of the Governors State Turnaround Leadership Advisory Board.

The Advisory Board provides insight, professional advice and feedback to South Suburban school districts, who are participating in the Teacher Quality Partnership Grant, awarded recently to Governors State University. The Advisory Board members are comprised of educational leaders throughout the South Suburbs, whose school districts have been deemed turnaround school districts.

**C. MONTHLY ENROLLMENT (AS OF SEPTEMBER 3, 2010)**

**MEDGAR EVERS SCHOOL**

**PREKINDERGARTEN**

**40**

**GRADE 3**

**46**

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KINDERGARTEN	47	GRADE 4	57
GRADE 1	52		
GRADE 2	50	TOTAL	292

## COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	58	GRADE 7	52
GRADE 6	48	GRADE 8	56
		TOTAL	214

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
506	10	516

## REPORT OF CONTACTS (ATTENDANCE OFFICER)

### MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
22	42	18

### COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
23	18	0

## D. ILLINOIS ASSOCIATION OF SCHOOL BOARDS (*See reference #6*)

The following Board members have become Illinois Association of School Boards Leadership Academy members. This achievement exemplifies the life long learning they hope all board members model for their students and community. You will note that Board President James Coleman received this recognition last year.

### Those individuals are:

LERA COOK	JOHNNY GRIFFIN	APRIL PATTERSON
JOE SHERMAN	ESTER VIVERETTE	

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**E. UNITED STATES DEPARTMENT OF EDUCATION JOBS FUND PROGRAM - \$249,517.04 STIMULUS GRANT (See reference #7)**

Members of the Board, you will recall at our Meeting of the Whole, last Friday, August 27, 2010, I shared with you that our Business Manager, Mrs. Coretta Jackson, and I were planning to forward on to you notice of our district's scheduled Job Stimulus Grant of \$249,517.04.

Under the provisions given, these funds may be used to pay the salaries of teachers and other employees who provide school level education and related services.

Mrs. Jackson recommends, and I concur, that these funds be used to offset our current projected deficit of \$639,934.00, by funding cost of ongoing salaries between the Education Fund and Operation and Maintenance Fund, both of which reflect significant deficits.

Please refer to Mrs. Jackson's memorandum to me, which provides extensive details surrounding the distribution and use of the United States Department of Education Jobs Fund Program grant.

Should you have any questions, please ask and I will be happy to answer them.

**F. 2010 ILLINOIS SCHOOL CODE AND 11<sup>TH</sup> EDITION ILLINOIS SCHOOL LAW SURVEY**

Members of the Board, these are the latest editions of the 2010 Illinois School Code and 11<sup>th</sup> Edition Illinois School Law Survey. Please retain for your personal use and reference. The Code and Survey books will be given to you at this Tuesday's regularly scheduled meeting of the Board.

Roll Call: Ayes: Coleman, Cook, Griffin, Patterson, Sherman, Viverette  
Nays: None  
Absent: Jones



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Abstain: None

6 ayes, 0 nays, 1 absent, 0 abstain - voice vote motion carried.

## **PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent, reminded members of the Board that they were in advanced receipt of her report. Mrs. McEwen, reminded members of the Board of the upcoming Open House dates and times for Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center.

### **I. FOR YOUR INFORMATION**

#### **A. LITERACY ACTION PLAN**

We are in the process of implementing an Action Plan focused on Literacy. All teachers will be working towards Reading, Writing and where appropriate, Mathematics regardless of the subject area they teach.

The reason behind such is that all subjects involve Reading, Writing and to some extent Mathematics, and therefore; we believe that teachers will need to work together to assist students in applying these skills where needed.

#### **B. STRATEGIES FOR GUIDED READING**

Training has begun on Developing strategies for Guided Reading for Pre-Kindergarten through Eighth Grades, along with classroom observations to ascertain how strategies are progressing and being applied.

#### **C. SUPPORT AND/OR GUIDANCE IN THE CLASSROOM**

During the last school year we began with a *clinical model* for teachers needing support and/or guidance in classroom management.

This year, classroom observations will be made by Administrators and the Assistant Superintendent, in an effort to ensure that the plans developed are being implemented. An Observation Form will also be utilized to assist in the monitoring process.

**D. ACTION PLAN FOR MATHEMATICS**

Dr. Lisa Chang will be working with Administrators and Design Team Coaches to develop and monitor a Plan of Action in the area of Mathematics to ensure training provided, is maintained and being implemented with integrity.

**E. INSTITUTE DAY EVALUATIONS**

Per Mrs. Vivian Carter, Institute Day Evaluation ratings for **all presenters received** the highest rating of the number 5, for the majority. For the Keynote Speaker a total of 64 evaluations were returned, with 60 giving the highest rate of 5, 6 gave the rating of 4, in various areas. These 4's were not straight across the board as the 5's were.

Presenter for Day 2, received 39 evaluations of which 4 evaluations rated the presenter with 3's. Again this was not across the board, but for a specific area.

Presenters of Safety Manual received a total of 55 evaluations, of which 10 ratings were 4's and 5 were rated as 3's.

I believe that this is proof that all the presenters came with their "A game", delivered and scored magnificently with our personnel.

We can only look forward to next year's Institute Days to try and duplicate the apparent success of this year's Institute Days.

**F. MONTHLY BUILDING REPORTS {See reference #1-1B}**

Building reports were submitted by the following personnel:

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

***Nicole Conway Fason***, HOME/SCHOOL COORDINATOR

***Stephanie Stephen***, PRINCIPAL COTTAGE GROVE UPPER GRADE CENTER

**G. MONTHLY INCENTIVE/PERFECT ATTENDANCE/HONOR ROLL REPORT**

***(See reference #2)***

Monthly report was submitted by the following:

- ***Celestine Burrel***, Medgar Evers Primary Academic Center

**PART C - PUPIL PERSONNEL SERVICES**

Mrs. Sheila Pickens informed members of the Board that they were in advanced receipt of her report as follows:

**I. FOR YOUR INFORMATION**

**A. DISTRICT ACTION PLAN**

The Pupil Personnel Services Department (PPS) has been working diligently to implement the sections of the District Action Plan that pertain to the department. To this end, several meetings were conducted with building leadership, PPS personnel and design team members to identify students in need of interventions, assign teachers to groups of students for instruction at each tier, identify and match Instructional materials to student needs, order appropriate materials that the district currently does not own, and work on developing a training schedule for teachers so that interventions can began by date specified in the District Action Plan.

Mrs. Alexander is now performing as the district external coach for both buildings and PBIS teams. In keeping with the calendar of the Action Plan, staff kick-offs for Medgar and Cottage Grove were conducted on August 16th. Cool Tools were developed at both buildings and plans for the initiation of student boosters have begun.

**B. STUDENTS WITH MEDICAL CONDITIONS**

A 504 meeting was held with the eighth grade teachers, food service staff and physical education staff. Grade level meetings are being conducted with teachers to appraise them of students with medical conditions and to prepare them to respond appropriately in an emergency.

**C. STAFF INSTITUTE**

During the institute a presentation was developed and presented to district staff on the Response To Intervention (RTI) plans for 2010.

In addition, the new Ford Heights RTI District Manual was shared. Each individual received a manual and a thorough examination of the contents of the manual was provided.

- D. **MONTHLY REPORTS** - Departmental reports were submitted by the following (*See reference #1-1C*)

**Tamara Young** – Social Worker/Case Manager

**Edward Palmisano** – Psychologist

**Kameyal Alexander** – Counselor

**Geraldine Parham** - Nurse

**PART D - BUSINESS OPERATIONS**

Mrs. Corretta Jackson, reminded members of the Board that they were in advanced receipt of her report and asked for favorable approval of report as written:

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

*Authorization is requested to pay Accounts Payable bills for September 7, 2010 in the amount of **\$372,399.11**.*

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of August 2010 as detailed below:

August 13, 2010	<b><u>\$185,470.45</u></b>
August 27, 2010	<b><u>\$198,514.69</u></b>
<b>Sub Total</b>	<b><u>\$383,985.14</u></b>

**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:	September 7, 2010 - October 5, 2010
Time:	12:00 p.m.-3:00 p.m./7:00 p.m.-8:00 p.m.

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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 7, 2010-October 5, 2010  
Time: 9:30 a.m.-11:00 a.m./7:00 p.m.-8:00 p.m.  
Place: Tidye A. Phillips  
Contact: Shawn Aldridge  
Purpose: Religious Purposes  
Cost: **\$75.00-Sunday/\$25.00-Thursday**

C. Date: October 9, 2010  
Time: 6:00 p.m.-9:00 p.m.  
Place: Tidye A. Phillips  
Contact: Natasha Freeman  
Positive Reactions  
Purpose: Sock Hop for Youth  
Cost: **\$275.00**

**Certificate of Insurance Required**

D. Date: October 30, 2010  
Time: 5:00 p.m.-9:00 p.m.  
Place: Cottage Grove Auditorium  
Contact: Natasha Freeman  
Positive Reactions  
Purpose: Youth Talent Show  
Cost: **\$375.00**

**Certificate of Insurance Required**

**D. PETTY CASH**

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

Building & Grounds	\$ 19.67
District Office	\$ 31.96

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P.P.S.	\$145.43
Medgar Evers	\$195.59
Cottage Grove	<u>\$ 82.04</u>
<b>Total</b>	<b>\$474.69</b>

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

**ADJOURNMENT - 5:49 p.m.**

Motioned/ Sherman: Seconded/Patterson - to adjourn meeting - voice vote motion carried.

  
James Coleman, Board President

  
Ester Viverette, Board Secretary