

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD OF EDUCATION**  
**TUESDAY, SEPTEMBER 10, 2013**

The meeting was called to order by presiding officer, Mrs. Ester Viverette - 5:22 p.m.

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

Upon roll call the following members were present:

Present: Cook, Hayslett, Lawrence, Mitchell, Sherman, Viverette  
Absent: Coleman  
Also, Present: Dr. Gregory Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant Superintendent  
Mrs. Tamara Young, 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.  
Mrs. Sharon Rivers, Assistant Principal, Cottage Grove U.G.C.

Legal Counsel: Attorney's Joel DeTella and Raymond Hauser, Sraga Hauser, Attorneys at Law, LLC

**QUESTIONS FROM PUBLIC (3 Minutes)**

**NONE**

**AGENDA**

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

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





stated that he would entertain any questions from the Board. There were none. Superintendent Jackson then asked for a favorable approval of his report, inclusive of the addendum as follows:

Motioned/Cook; Seconded/Sherman - to approve the report of the Superintendent, inclusive of the addendum as follows:

## II. FOR YOUR AUTHORIZATION

### A. APPROVAL OF BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014

*(Reference #1)*

### B. APPROVAL OF RESOLUTIONS

1. Chief Fiscal Officer's Estimate of Revenues Anticipated to be Received by Ford Heights School District 169, Cook County, Illinois for the Fiscal Year Beginning **July 1, 2013** and ending **June 30, 2014** *(Reference #2)*
2. Certification of Resolution and Minutes of the Meeting of the Board held on the **tenth** day of **September 2013**, insofar as same relates to the adoption of a Resolution entitled: Resolution Adopting the Budget of Ford Heights School District 169, Cook County, Illinois for Fiscal Year **2013-2014** *(Reference #3)*
3. Resolution Adopting the Budget of Ford Heights School District 169, Cook County, Illinois, for the **Fiscal Year 2013-2014** *(Reference #4)*

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

1. AFTER SCHOOL TUTORIALS

Authorization is being sought to hire the following staff for  
After School Tutorials beginning **Tuesday, October 1, 2013** and  
ending **Monday, December 9, 2013**.

**MEDGAR EVERS PAC:**

**COTTAGE GROVE UGC:**

**FIRST GRADE:**

GLORIA ANDERSON

**FIFTH GRADE:**

COURTNEY BROOKINS      LA  
DIANE RICHARDSON      Math

**SECOND GRADE:**

SHANNON ZENOS

**SIXTH GRADE:**

JASON KINNAMAN      LA  
ROBERT POTTER      Math

**THIRD GRADE:**

MONIQUE JOHNSON

**SEVENTH GRADE:**

CHAD NELSON      LA  
ANTHONY URBAN      Math

**FOURTH GRADE:**

SANDRA SEARS  
**COORDINATOR**

**EIGHTH GRADE:**

CHERYL FRANKLIN      LA  
ANGELA HAYSLETT      Math IRMA

**MEDIA CENTER**

MARIAN WASHINGTON

**COORDINATOR**

SHARON RIVERS

**2. SUBSTITUTE TEACHER**

Authorization is sought to appoint **Wendell Franklin** as a substitute teacher for the **2013-2014** School Year.

**D. PROPOSED FIRST READING OPERATIONAL SERVICES SAFETY PROGRAM - INTEGRATED PEST MANAGEMENT POLICY - 4.161 (See reference #5)**

Consideration of **FIRST READ** 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.

**E. APPLICATION FOR RECOGNITION OF SCHOOLS 2013-2014 (See reference #6)**

Application for Recognition of Schools **2013-2014** application for Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center.

**F. APPROVE CONTRACT WITH PEARSON FOR POWER SCHOOL STUDENT INFORMATION SYSTEM (See reference #7)**

Approve contract for purchase of software with Pearson - Power School Student Information System, replacing ETI Student Information Management System, presently used.

Roll Call: Ayes: Coleman, Cook, Hayslett, Lawrence, Mitchell,  
Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None

7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - voice vote motion carried.

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (AS OF SEPTEMBER 5, 2013)**

MEDGAR EVERS SCHOOL

PRE-K	40	KDG	40		
GRADE 1	46	GRADE 2	39		
GRADE 3	42	GRADE 4	42	TOTAL	249

COTTAGE GROVE UPPER GRADE CENTER

Grade 5	37	Grade 6	40		
Grade 7	47	Grade 8	42	TOTAL	166

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
415	19	434

**REPORT OF CONTACTS (ATTENDANCE OFFICERS)**

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
36	137	52

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
25	112	0

Roll Call: Ayes: Coleman, Cook, Hayslett, Lawrence, Mitchell,  
 Sherman, Viverette  
 Nays: None  
 Absent: None

Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - voice vote motion carried.

## **ADDENDUM**

### **FOR YOUR AUTHORIZATION**

#### **A. PERSONNEL**

##### **APPOINTMENT (PENDING RECEIPT OF ALL PERSONNEL REQUIRED DOCUMENTS)**

#### **1. Third (3<sup>rd</sup>) Grade Teacher – Medgar Evers Primary Academic Center – 2013-2014**

Authorization is sought to appoint Mrs. Kelly O'Keefe as a Third (3<sup>rd</sup>) Grade Teacher at the Medgar Evers Primary Academic Center, effective Monday, September 16, 2013. The rate of pay will be MA + 15 – Step 5. (\$44,960) for Fiscal Year (FY) 2013-2014. Mrs. O'Keefe will fill the position of Ms. Monique Johnson.

#### **2. REVISION OF AFTER SCHOOL TUTORIAL APPOINTMENTS – MEDGAR EVERS PRIMARY ACADEMIC CENTER – TUESDAY, OCTOBER 1, 2013 THROUGH MONDAY, DECEMBER 9, 2013.**

**First (1<sup>st</sup>) Grade  
Mrs. Gloria Anderson  
Third (3<sup>rd</sup>) Grade  
Mrs. Kelly O'Keefe  
Coordinator  
Ms. Monique Johnson**

**Second (2<sup>nd</sup>) Grade  
Ms. Shannon Zenos  
Fourth (4<sup>th</sup>) Grade  
Mrs. Sandra Sears**



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

Mrs. Joyce McEwen expressed to members that they were in advance receipt of her report and asked for acceptance as follows:

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

#### **A. INSTITUTE DAY(S) SUMMATION**

Institute Days for all staff was a three day event. It consisted of a wealth of information concerning Common Core Standards (CCSS), expectations for 2013-2014, Awards for Outstanding Performance of students in Math on the Illinois Standards Achievement Tests (ISAT), Honorable Mentions for teachers whose students performed well, either on the ISAT or on the Iowa Test of Basic Skills (ITBS), Recognition of teachers for years of service, and finally, a team building activity on the last day of the Institute.

The criteria for the Drs.' Ming and Lisa Chang Awards or Honorable Mention Recognition are as follows:

Scores from the ISAT in Math (1 award for the combined grades of 3<sup>rd</sup> and 4<sup>th</sup>; and 1 award for the combined grades of 5<sup>th</sup> through 8<sup>th</sup>)

Principal's input and classroom observations  
ITBS Scores for grades Kindergarten through  
Second Grade (Honorable Mention)

Recommendations from Dr. Lisa Chang  
Minimum of two years of full-time teaching in Ford Heights  
School District 169

**THE DRS.' MING AND LISA CHANG AWARDEES WERE:**

Medgar Evers: Tamika Thomas (3<sup>rd</sup> and 4<sup>th</sup> Grades)  
Cottage Grove: Angela Hayslett (5<sup>th</sup> through 8<sup>th</sup> Grades)

**HONORABLE MENTION AWARDEES WERE:**

Cottage Grove: Cynthia Purdy — (ISAT)  
Robert Potter — (ISAT)

The Awards for Recognition for Years of Service were given for 5, 10, 15, 20, and 25 years of service, with special recognition given to Mrs. Joyce McEwen. The awardees were as follows:

Cynthia Purdy	5 years
Damaus Viverette	5 years
Diane Sergeant	10 years
Jessie Sherman	10 years
Robyn Washington	10 years
Willie Franklin	15 years
Tammy Gray	15 years
Lena Watts-Drake	15 years
Sandra Sears	25 years
Joyce McEwen	38/49 years

**B. AFTER SCHOOL TUTORIALS**

After School Tutorials for the 2013-2014 school year will begin on **Monday, October 1, 2013** and ending **Thursday, December 9, 2013**. Students will be in attendance 3 days per week from 2:30p.m. - 4:30 p.m. The number of students per classroom is a minimum of twelve (12) per teacher. Notices will be sent to parents with pertinent information as it relates to After School Tutorials.

Student selection will begin after the Board of Education has approved recommended teachers. Staff will be paid from No Child Left Behind Title I funds.

**C. NEW ASSESSMENTS**

This month teachers and students at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center, were introduced and involved in two(2) new assessments. These assessments are the Basic Reading Inventory (BRI) and the Northwest Evaluation Association (NWEA)— Measurement of Academic Progress (MAP) for Reading and Math.

1. **BASIC READING INVENTORY (BRI)**

The initial use and assessment results from the BRI is to determine how fluent a student is in reading words and sentences. (Fluency meaning the quickness in the recognition of a word as the student reads and how smoothly the student reads the written word(s) and sentence(s).) The BRI is based on grade levels and is an individualized hand scored assessment in which each teacher of reading, assesses an individual student and scores the student's response to a word list(s) and reading passage(s) by grade level. When a student reads fluently at his/her grade level on the initial assessment, the assessment stops. It is at that level that instruction is considered as appropriate for that student in terms of fluency.

2. **THE NORTHWEST EVALUATION ASSOCIATION (NWEA)  
MEASUREMENT OF ACADEMIC PROGRESS (MAP) FOR READING AND  
MATH**

The NEWA-MAP is an on-line individualized assessment which scores each students response to instruction provided on line and questions provided by each individual student. This assessment software adjusts the grade level (level of difficulty of questions) up or down based on the student's responses to questions provided for the student. The software identifies in a written report, where the student best functions for instruction and provides information as to grade level in reading, the instructional level at which a child is to be taught and learning gaps of the student.

Both assessments will be completed by August 30, 2013.

Medgar Evers Primary Academic Center will have an additional new assessment for students. This assessment will be for grades Kindergarten through Second. The assessments will be in the area of Phonics. Phonics is a very critical area of learning in reading at this grade level. Phonics assists in the strategies for word attack skills, reading fluently and in spelling. Students will be assessed the week of September 3 through 6, 2013.

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

Monthly Building Reports have been submitted by the following personnel:

***Marilyn Barnes***, Principal  
***Stephanie Stephen***, Principal  
***Nicole Conway-Fason***, Home School Coordinator  
***Celestine Burrel*** - Attendance Officer

**E. UPCOMING DATES TO REMEMBER**

Institute Day — NWEA — MAP Training - Reading, Understanding  
and Using Reports

*September 4, 2013*

Dr. Chang - Math at Medgar Evers

*September 12, 2013*

Parent Meeting - TAPS 11:00 a.m.

*September 17, 2013*

English Language Arts Common Core Standards - All Teachers and  
Administrators

*September 19, 2013*

Parent Book Club Meeting - TAPS- 11:00 a.m.

*September 25-27, 2013*

ECRA Writing Assessment

*October 1, 2013*

After School Begins for Students- 2:30 p.m.

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

Mrs. Tamara Young informed members that they were in advanced receipt of her report, then asked for favorable acceptance as follows:

### **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 give them information on students who are in the special education

program. During this meeting, the teachers were also given their students' accommodations and modifications for classroom assessments, assignments, district assessments, and state assessments.

The PPS team met with the administrative team over at Medgar Ever Primary Academic Center to discuss the character education lesson plans and packets. The PPS team met with the administrative team and teachers at Medgar to introduce the character education program that will be implemented during the 2013-2014 school year.

**B. Staff Institute**

The PPS team participated in the teacher institute days. The school counselor along with the school psychologist and director participated in the Northwest Evaluation Association (NWEA) staff development workshop.

**C. Health Services**

The Cottage Grove Health Center was available to provide physicals and immunizations at their health facility on August 7 and 8 for our district students. Information regarding the Cook County Health and Hospitals system back to school health fair was provided to student to take home. Services being offered are school physicals, dental, vision and hearing. 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 August.

**D. Monthly Reports (See references #1-4)**

**Millicent Griffin**-Social Worker/Case Manager  
**Fanesta Hitchcock**- Psychologist

**Latasha Wright**- 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, then inquired if there were any questions. There were none, where upon Mrs. Jackson asked for approval of her report as follows:

Motioned/Sherman; Seconded/Mitchell – to approve Part D – Business Affairs Report.

**FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for September 2013 in the amount of **\$377,581.33.**

**B. PAYROLL SUMMARY**

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

August 9, 2013	\$108,551.53
August 23, 2013	\$208,555.57
August 26, 2013	<u>\$ 131.17</u>
<b>Grand Totals</b>	<b>\$317,238.27</b>

**C. BUILDING RENTAL**

Authorization is requested for the use of the following facilities:

1. Date: September 10, 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

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- Contact: Steve & Vanessa McGhee  
Glory Be To God Ministry  
Purpose: Religious Purposes  
Cost: **\$75.00-Sunday/\$25.00-Friday**
2. Date: September 10, 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**
3. Date: Saturday, September 14, 2013  
Time: 3:00 p.m.-9:00 p.m.  
Place: Tidye Phillips Field(East side of building)  
Contact: Marcus Woodward  
Purpose: Birthday Celebration  
Cost: **No cost**  
**Reference #1**
4. Date: Saturday, October 26, 2013 or  
Saturday, October 19, 2013  
Time: 1:00 p.m.-9:00 p.m.  
Place: Cottage Grove Auditorium  
Contact: Dr. Mike Wilkins, Sr.  
Purpose: A Stage Play  
Cost: **\$250.00 - Auditorium**  
**\$225.00 - Custodian**  
**Reference #2**
5. Date: Saturday, September 28, 2012  
Time: 2:00 p.m.-6:00 p.m.  
Place: Tidye A. Phillips Gymnasium  
Contact: Jennifer Johnson  
Purpose: Birthday Party



