

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, SEPTEMBER 8, 2015**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:00 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 T. Jackson, Superintendent
Mrs. Coretta Jackson, Business Manager
Mrs. Tamara Young, Director of Pupil Personnel Services
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: **None**

PUBLIC HEARING CONCERNING RESOLUTION AUTHORIZING THE TRANSFER OF MONIES FROM THE TRANSPORTATION FUND TO THE EDUCATIONAL FUND AND TO THE OPERATIONS AND MAINTENANCE FUND (2015)

Public Hearing Concerning Resolution Authorizing the Transfer of Monies From the Transportation Fund to the Educational Fund and to the Operations and Maintenance Fund (2015), was called to order by President Cook - **5:00 p.m.**

Mrs. Coretta Jackson addressed the above by explaining the need for such in greater details, then asked if there were any questions.

President Cook asked if there were any questions? There were none.

CLOSE OF PUBLIC HEARING: Motioned/Sherman; Seconded/Viverette - to close Public Hearing - 5:04 p.m.

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

**Minutes of Board of Education
September 8, 2015
Page 2**

Abstain: None
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**PUBLIC HEARING FOR THE FORD HEIGHTS SCHOOL DISTRICT BOARD OF
EDUCATION 169 FISCAL YEAR BUDGET BEGINNING JULY 1, 2015 ENDING
JUNE 30,2016.**

Public Hearing was called to order by President Cook - 5:05 p.m. Mrs. Coretta Jackson expounded on the Budget, then asked if there were any questions.

Board President Cook inquired if there were any questions. There were none. Board President then called for a motion to end Public Hearing.

CLOSED PUBLIC HEARING: 5:08 p.m.

Motioned/Sherman; Seconded/Viverette - to close Public Hearing - 5:08 p.m.

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

QUESTIONS FROM PUBLIC (2 Minutes)

Board President Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience. There were none.

AGENDA

Motioned/Hayslett; Seconded/Sherman - 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.

**Minutes of the Board of Education
September 8, 2015
Page 3**

MINUTES

Motioned/Mitchell; Seconded/Viverette - to approve the minutes of :

August 11, 2015 (Regular), Minutes of the Committee Meeting of the Whole
August 7, 2015 (Regular), Minutes of the Committee Meeting of the Whole
August 7, 2015 (Closed), Minutes of the Committee Meeting of the Whole-
August 8, 2015 (Regular), Minutes of the Committee Meeting of the Whole
August 8, 2015 (Closed)

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.

CORRESPONDENCE

MRS. KATHLEEN DOHERTY & MRS. JOYCE MCEWEN

PART A - REPORT OF THE SUPERINTENDENT

Before addressing his report, Superintendent Jackson informed members that signatures from all would be needed at the end of Board meeting. He then proceeded to remind members of the Board that they were in advanced receipt of his report. Superintendent Jackson informed members that there was an **Addendum Report**, and proceeded to address item(s) of Addendum Report. He then spoke to the enrollment and teacher employment report. Superintendent Jackson ended by asking if there were any questions. There were none, therefore, Superintendent Jackson asked for favorable approval of his report as submitted:

Motioned/Viverette; Seconded/Sherman - to approve **Part A - Administration Report** , inclusive of **Addendum Report** as submitted:

**Minutes of the Board of Education
September 8, 2015
Page 4**

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

I. FOR YOUR AUTHORIZATION

A. APPROVAL OF BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016 (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, 2015** and ending **June 30, 2016 (Reference #2)**
2. Certification of Resolution and Minutes of the Meeting of the Board held on the **ninth** day of **September 2015**, 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 **2015-2016 (Reference #3)**
3. Resolution Adopting the Budget of Ford Heights School District 169, Cook County, Illinois, for the **Fiscal Year 2015-2016 (Reference #4)**

C. APPROVAL OF RESOLUTION AUTHORIZING THE TRANSFER OF MONIES FROM THE TRANSPORTATION FUND TO THE EDUCATIONAL FUND AND TO THE OPERATIONS AND MAINTENANCE FUND (2015) (See reference #5)

D. 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 **Monday, September 28, 2015** and ending **Tuesday, December 8, 2015**.

MEDGAR EVERS:

COTTAGE GROVE:

KINDERGARTEN:

J. ROBERTS

FIFTH GRADE:

A. HOEKSTRA LA/READING
C. PURDY MATHEMATICS

FIRST GRADE:

C. JONES

SIXTH GRADE:

D. SERGEANT LA/READING
R. POTTER MATHEMATICS

SECOND GRADE:

S. ZENOS

SEVENTH GRADE:

C. FRANKLIN LA/READING
T. BUSHA MATHEMATICS

THIRD GRADE:

S. SEARS

EIGHTH GRADE:

J. KINNAMAN LA/READING
A. HAYSLETT MATHEMATICS

FOURTH GRADE:

V. FALCONER
A. ARMSTRONG

SUBSTITUTE TEACHER

L. WATTS

SUBSTITUTE TEACHER

D. RICHARDSON 5-8

CLERK:

N. WILLIAMS

CLERK:

B. HARRIS

BUILDING COORDINATOR

JOHN WADE

BUILDING COORDINATOR

CHANTEL JONES

PRINCIPAL

MONIQUE JOHNSON

PRINCIPAL

SHARON P. RIVERS

2. LETTER OF RESIGNATION (*See reference #6*)

Ms. Lisa Wallace, Teacher Aide - Cottage Grove Upper Grade Center, has submitted a Letter of Resignation, effective Friday, September 25, 2015.

**Minutes of the Board of Education
September 8, 2015
Page 6**

E. AUTHORIZATION TO SUBMIT APPLICATION FOR RECOGNITION OF SCHOOLS 2015-2016 (Reference #7)

Based on a review by the Illinois State Board of Education (ISBE) and recommendations from the applicable regional superintendent of schools, each public school district and school in Illinois is given an annual recognition status. Such status is a general indication of the extent to which the district and/or school complies with provisions of the Illinois School Code and its implementing regulations.

**F. AUTHORIZE APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT - COTTAGE GROVE UPPER GRADE CENTER - (Reference #8)
\$21,462**

**G. AUTHORIZE APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT - MEDGAR EVERS PRIMARY ACADEMIC CENTER - (Reference #9)
\$49,750**

II. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF SEPTEMBER 2, 2015)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	35
GRADE 1	40	GRADE 2	45
GRADE 3	44	GRADE 4	42
		TOTAL	266

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	38	GRADE 6	38
GRADE 7	44	GRADE 8	32
		TOTAL	152

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
418	15	433

REPORT OF CONTACTS (ATTENDANCE OFFICERS)

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
36	0	0

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
29	32	0

B. EMPLOYEE INFORMATION SYSTEMS (EIS) ADMINISTRATOR AND TEACHER AND BENEFITS REPORT - SCHOOL YEAR 2015

As required by statute, this information is posted on our District Website.

ADDENDUM REPORT:

I. FOR YOUR AUTHORIZATION

A. PERSONNEL

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

AFTER SCHOOL TUTORIALS

Authorization is being sought to hire the following staff for After School Tutorials beginning **Monday, September 28, 2015** and ending **Tuesday, December 8, 2015**.

MEDGAR EVERS:

FOURTH GRADE:

R. RANSON (REPLACING A. ARMSTRONG)

INSTRUCTIONAL AIDE:

B. FARR

PART B - CURRICULUM AND STAFF DEVELOPMENT

Mrs. Marilyn Barnes reminded members that they were in advanced receipt of her report, then asked for acceptance of report as submitted:

I. FOR YOUR INFORMATION

A. AFTER SCHOOL TUTORIALS

We are in the process of planning for After School Tutorials. We have distributed the applications to teachers and to this end, are administering the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) to kindergarten through eighth grade students in an effort to identify students who will attend. We will extend our regular school day during After School Tutorials to ensure our students are provided with additional support in areas (Reading and/or Math) where more assistance is needed.

Students will continuously be encouraged to attend to ensure they have the best learning experiences and opportunities that will help them to have a successful school year.

B. INSTITUTE DAY(S) SUMMATION

Institute Days for all was a three day event. It consisted of a wealth of information. Staff was informed of the expectations for the 2015-2016 school year. Teachers received Math Awards for Outstanding Performance in the area of Mathematics, there was Recognition of staff District-Wide for years of service, a Sexual Harassment Training, and trainings that were specific to each respective department. On the final day, staff participated in team building at Lucky Strike Chicago.

This year's Institutes Days proved to be enjoyable for all.

C. ASSESSMENTS

Students in grades pre-kindergarten through eighth grades are being administered various assessments during this time. Data

collected from each assessment is extremely important because it will give teachers a sense of where their students are and will assist them with their efforts as they plan instruction. Teachers will also be able to recommend students in kindergarten through eighth grades for After School Tutorials to ensure students have every opportunity to receive additional support. Finally such formative assessments will give teachers information where students started, and as the year goes on, the teacher will be able to see if students are making growth when students are assessed again.

D. MONTHLY BUILDING REPORTS (See references #1-2)

Building reports were submitted by the following personnel:

Monique Johnson, Principal of Medgar Evers P.A.C.

Sharon Rivers, Principal of Cottage Grove U.G.C.

Celestine Burrell, Attendance Officer of Medgar Evers P.A.C.

E. UPCOMING DATES

SEPTEMBER 1 - 4, 2015

Teachers will be finishing the final assessments for students in grades pre-kindergarten through eighth.

SEPTEMBER 7, 2015

Schools will be closed in observance of Labor Day.

SEPTEMBER 8-11, 2015

Students in kindergarten through second grade will be administered the Phonics Assessment at Medgar Evers Primary Academic Center. This assessment gives teachers a sense of mastery of the Foundational Skills, which are necessary to be successful with decoding words and becoming good readers.

SEPTEMBER 15, 2015

Students will be dismissed early for instructional staff to receive professional development in the area of Literacy.

SEPTEMBER 25, 2015

Both schools will mail home Progress Reports to parents to inform them of their child(ren) progress during the first five (5) weeks of school. Parents are also able to access the Parent Portal through PowerSchool to see their child(ren) grades in real time 24 hours a day.

Teachers at Cottage Grove Upper Grade Center will receive training from Chicago Office on technology from 12:45 p.m. until 2:45 p.m. his training will assist teachers in enhancing instruction inside of the classroom while using their Smart Boards.

PART C - FEDERAL STATE PROGRAMS

Mrs. Stephanie Stephen reminded members that they were in advanced receipt of her report, then asked for acceptance as submitted:

I. FOR YOUR INFORMATION

A. EARLY CHILDHOOD - PRE-KINDERGARTEN PROGRAM

I am pleased to report that our Pre-Kindergarten Program is up and running smoothly. The district has three(3) classrooms for the 2015-2016 school year, with sixty (60) students enrolled. Please note that a fourth class waiting list has been established and we have eighteen (18) students on that list.

The classroom teachers and paraprofessional's for the 2015-2016 school year are:

Mrs. Johnetta Gordon - Mrs. Nicole Fason
Mrs. Kathleen Doherty - Mr. Clyde Taylor and Ms. Toni Anderson
Mrs. Swiyahha Butler - Mrs. Brinda Farr

Pre-Kindergarten teachers have been provided Professional Development by our consultant ***Dr. Shariffa Townsend.***

This school year will be an exciting time for our Pre-Kindergartners. Field experiences will be taken monthly, and parents will be able to participate. Teachers have planned engaging lessons through play,

Minutes of the Board of Education
September 8, 2015
Page 11

and teachers are assessing students to know where they are. The assessment tools that teachers are using are the Teaching Strategies Gold and Brigiance.

As always, you are welcome to visit the Pre-Kindergarten Program.

B. PRE-KINDERGARTEN PARENT MEETING

Our annual Pre-Kindergarten Orientation Parent Meeting was held Thursday, August 20, 2015 at Medgar Evers Primary Academic

Center at 10:00 a.m. The meeting agenda items consisted of:

- Welcome & Introduction
- Pre-K Program Overview
- Teachers Presentation
- Attendance
- Bus/Pickup
- Student Lunch Forms
- Immunizations
- Parent Participation/Workshops
- Student Handbook
- Q & A Session

The Pre-Kindergarten Orientation Parent Meeting was well attended with refreshments provided by the District. Each parent in attendance received the Parent/Student Handbook for the 2015-2016 school year.

C. BIRTH TO THREE YEAR OLD PROGRAM

Ford Heights School District 169 has partnered with SPEED SEJA, District 802 to start our Birth to Three Years Old Program. The program will be held at Medgar Evers Primary Academic Center, and starts Monday, September 7, 2015 and will be held two days a week on Monday's and Friday's.

The Birth to Three Year Old Program is for the parent and child. The parent and child will be informed and educated about interacting with each other and preparing both for the educational environment beyond three years old. Children's greatest resource is their family. Children are best served within the context of family. Young

Minutes of the Board of Education
September 8, 2015
Page 12

children's needs are closely tied to the needs of their family. Both must be met to adequately serve the child. The nurturing, love, and commitment of a family cannot be replaced by any array of services.

The best way to support children and meet their needs is to support and build upon the individual strengths of their family.

D. PARENTS MONTHLY MEETINGS

The District again this school year will host monthly Parent Meetings. We plan again to partner with SPEED 602 School District to support us in this endeavor. The Parent Meetings were very successful and provided support for our parents. The dates of Parent Meetings for the 2015-2016 school year are as follows:

Tuesday, September 5, 2015
Wednesday, October 21, 2015
Wednesday, November 18, 2015
Wednesday, December 6, 2015
Wednesday, January 20, 2016
Wednesday, February 17, 2016
Wednesday, March 23, 2016
Wednesday, April 20, 2016
Wednesday, May 17, 2016

E. MILLION FATHER MARCH

On Tuesday, September 15, 2015 Ford Heights School District 169 will join the nation with participating in a Million Father March. All male parents, guardians, uncles, grandfathers, cousins, big brothers will be invited to join us with escorting our children to school that day. The event is led by the Black Star Project.

This is also a way we can recognize our men in the community for the support they provide to our students. (See attached flyer)

F. MONTHLY BUILDING REPORT

A report was submitted by *Nicole Conway Fason*, Home School Coordinator.

PART D - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION

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

I. FOR YOUR INFORMATION

A. PROBLEM SOLVING

The Pupil Personnel Department (PPS) set up dates to meet with teachers and administrators at Cottage Grove and Medger Evers to give them information on students who are in the special education program to go over testing modifications and 504 plans. During this meeting, the teachers will be given their students' accommodations and modifications for classroom assessments, assignments, district assessments, and state assessments.

The district-wide student advocate began to meet with the students who are on the watch list in an effort to give them the support they will need to be successful at Cottage Grove Upper Grade Center he has placed them into check in check out . He has also identified students who will participate in group sessions.

B. STAFF INSTITUTE

The PPS team actively prepared for the school year during the teacher institute days. Dates and times were scheduled for all meetings in this fiscal year: IEP, reevaluations, committee meetings for Career Health Fair, and National Junior Honor Society (review). Planning was implemented for Peace Circle, watch list schedule and individual and group counseling services. The action plan for the year was reviewed and programs for career builder was reviewed and scheduled. There was also a review of Easy IEP.

Minutes of Board of Education

September 8, 2015

Page 14

All of the PPS staff members participated in the team building exercises at Lucky Strike.

C. HEALTH SERVICES

Health services were provided to students at Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center. Mrs. Parham managed and went over 504 information with the teachers. She also created safety plans and medical accommodations as needed.

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 DISTRICT-WIDE STUDENT ADVOCATE

Counseling services are being provided to students for 45 minutes. Check in and Checkout services have been implemented. Check in connect services are underway. Arrangements are being made for monthly meetings. Community service projects are being investigated for potential participation.

E. TRAINING

Mrs. Young participated in the meeting of the whole Board training regarding NWEA test results and moving the district forward.

F. MONTHLY REPORTS (See references #1-2)

Shawn Aldridge- District-Wide Student Advocate

Geraldine Parham- Health Coordinator

Minutes of Board of Education

September 8, 2015

Page 15

PART E - BUSINESS AFFAIRS

Mrs. Coretta Jackson reminded members that they were in advanced receipt of her report, then inquired if there were any questions. There were none. Mrs. Jackson then asked for approval of her report as submitted:

Motioned/LaWrence; Seconded/Sherman - to approve Part E- Business Affairs Report as submitted:

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

I. FOR YOUR AUTHORIZATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for August 11, 2015 in the amount of **\$362,847.17.**

B. PAYROLL SUMMARY

The following is the payroll summary for the month of July 2015 as detailed below:

August 07, 2015	\$109,455.89
August 21, 2015	\$223,551.85
August 24, 2015	<u>\$ 991.66</u>
Grand Total	\$333,999.40

C. BUILDING RENTAL

Authorization is requested for the use of the following facilities:

- A. Date: September 9, 2015 - October 7, 2015
 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**
- B. Date: October 3, 2015
 Time: 4:00 p.m. - 7:00 p.m.
 Place: Tidye A. Phillips
 Contact: Natasha Viverette
 Purpose: Baby Shower
 Cost: **\$175.00-Building/\$100-Custodian**
 Reference #1
- C. Date: October 4, 2015
 Time: 2:00 p.m. - 7:00 p.m.
 Place: Tidye A. Phillips
 Contact: Tracy Cole
 Purpose: Birthday Party
 Cost: **\$175.00 - Building/ \$125.00 -Custodian**
 Reference #2
- D. Date: October 10, 2015
 Time: 3:00 p.m. - 7:00 p.m.

**Minutes of Board of Education
September 8, 2015
Page 17**

Place: Tidye A. Phillips
Contact: Latoria Viverette
Purpose: Baby Shower
Cost: **\$175.00 - Building/ \$125.00 -Custodian
Reference #3**

E. Date: November 1, 2015
Time: 12:00 p.m. - 8:00 p.m.
Place: Tidye A. Phillips
Contact: Cherita Coleman
Purpose: Baby Shower
Cost: **\$175.00 - Building/ \$200.00 -Custodian
Reference #4**

D. PETTY CASH

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

Building & Grounds	\$ 22.65
District Office	\$250.46
PPS	\$150.49
Cottage Grove	\$200.00
Medgar Evers	<u>\$107.00</u>
Total	\$730.60

E. IMPREST FUND

Authorization is requested to replenish Imprest Fund in the amount of **\$7,866.96.**

ADJOURNMENT - 5:30 p.m.

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

Minutes of Board of Education

September 8, 2015

Page 18

Building Principals Ms. Monique Johnson, and Mrs. Sharon Rivers each were given the floor to address the current and past events in each respective building.

Both Principals addressed their Open House and the various activities, etc. in place for Open House. These ladies also addressed the Million Father March held, September 15, 2015 and the success of this event. Each principal expounded on how the fathers were greeted in their respective buildings.

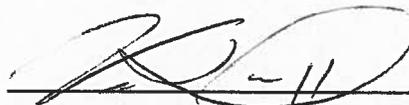
ADJOURNMENT - 5:30 p.m.

Motioned/Viverette; Seconded/Hayslett- to adjourn meeting - 5:30 p.m.

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



Lera Cook, Board President



Victoria Hayslett, Board Secretary