

## FORD HEIGHTS SCHOOL DISTRICT 169

### MINUTES OF BOARD OF EDUCATION/PUBLIC BUDGET HEARING HELD TUESDAY, SEPTEMBER 6, 2011

The meeting was called to order by presiding officer, Mr. Joe Sherman - 5:00 p.m.

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

Upon roll call the following members were present:

Present: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette

Absent: None

Also, Present: Dr. Gregory Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant Superintendent  
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: Attorney Raymond Hauser

#### PUBLIC BUDGET HEARING:

President Sherman entered into Public Hearing @ 5:00 p.m., and called for a roll call.

Present: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette

Absent: None

Also, Present: Dr. Gregory Jackson, Superintendent  
Mrs. Joyce McEwen, Assistant Superintendent  
Mrs. Tamara Young, Interim Director of PPS  
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: Attorney Raymond Hauser

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Mrs. Coretta Jackson, Coordinator of Business Affairs presented Budget for Fiscal Year Beginning July 1, 2011 and ending June 30, 2012. Mrs. Jackson inquired if there were any questions. There were none, and Board President entered a motion to end Public Hearing - 5:05 p.m.

Motioned/Viverette; Seconded/Coleman to end Public Hearing - 5:05 p.m.

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - voice vote motion carried.

**CONVENE REGULAR MEETING**

**QUESTIONS FROM PUBLIC (3 Minutes)**

**NONE**

**AGENDA**

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

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - motion carried.

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**MINUTES**

Motioned/Cook; Seconded/Patterson-Thompson - to approve the minutes of *August 9, 2011 (Regular)*.

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - motion carried.

**CORRESPONDENCE**

NONE

**I. CLOSED SESSION**

**THE APPOINTMENT, EMPLOYMENT, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF  
SPECIFIC EMPLOYEES**

*Members of the Board determined there would be no need to enter into a Closed Session.*

**PART A - REPORT OF THE SUPERINTENDENT**

Superintendent Jackson reminded members of the Board that they were in advanced receipt of his report, and stated that he would entertain any questions. There were none. Superintendent Jackson then asked for favorable approval of his report as follows:

Motioned/Coleman; Seconded/Griffin - to approve the report of the Superintendent as follows:

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**II. FOR YOUR AUTHORIZATION**

**A. APPROVAL OF BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012 (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, 2011 and ending June 30, 2012 (Reference #2)
2. Certification of Resolution and Minutes of the Meeting of the Board held on the sixth day of September 2011, 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 2011-2012 (Reference #3)
3. Resolution Adopting the Budget of Ford Heights School District 169, Cook County, Illinois, for the Fiscal Year 2011-2012 (Reference #4)

**C. PERSONNEL**

**1. ADMINISTRATIVE PERSONNEL**

**MOTION TO APPROVE SUPERINTENDENT'S CONTRACT FOR DR. GREGORY T. JACKSON (2011-2016)**

**2. AFTER SCHOOL TUTORIALS (*Pending receipt of all personnel required documents*)**

Authorization is being sought to hire the following staff for After School Tutorials beginning Monday, October 3, 2011 and ending Friday, December 15, 2011.

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**MEDGAR EVERS:  
KINDERGARTEN:**

Mrs. Johnetta Gordon

**COTTAGE GROVE:  
FIFTH GRADE:**

Mrs. Diane Sergeant, Language  
Arts/Reading

**AFTER SCHOOL TUTORIALS *(Continued)***

**MEDGAR EVERS:**

Mrs. Jennifer Roberts

**COTTAGE GROVE:**

Ms. Cynthia Purdy, Math

**FIRST GRADE:**

Ms. Carletta Jones  
Ms. Shannon Zenos

**SIXTH GRADE:**

Mrs. Eliabeth Happ Fischer  
Language Arts/Reading

**SECOND GRADE:**

Ms. Susan Tutorow

Mr. Robert Potter, Math

**THIRD GRADE:**

Ms. Triketa Washington  
Mrs. Geraldine Joubert

Ms. Robyn Washington  
Language Arts/Reading

Math - TO BE DETERMINED(TBD)

**FOURTH GRADE**

Mrs. Ann Marie Armstrong

**EIGHTH GRADE:**

Ms. Monique Travis  
Language Arts/Reading

**DESIGN COACH**

Mrs. Monique Johnson-Bibbs

Math - TO BE DETERMINED(TBD)

**DESIGN TEAM MEMBER:**

**COORDINATOR:**

Ms. Chantel Jones

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Dr. Irma Plaxico

COORDINATOR:

PARA-PROFESSIONAL

Mrs. Sharon Rivers

Ms. Izella Tooks

CLERK

MEDIA CENTER

Ms. Cheryl Franklin

Ms. Jacqueline Rush

CLERK

Ms. Barbara Harris

**3. APPOINTMENTS *(Pending receipt of all personnel required documents)***

- a. ***Kinisha Griffin*** as Parent Center Secretary - Tidye A. Phillips Parent Center, effective September 12, 2011-2012 - **\$19,500.00**
- b. ***Gail Mitchell*** as Food Service Worker - Medgar Evers Primary Academic Center, effective September 12, 2011-2012 - **\$18,218.00**

**D. POLICY REVISION - OPERATIONAL SERVICES - FISCAL MANAGEMENT - EXPENDITURES - CONTRACTS/COMPETITIVE BIDDING - 4.60 (See reference #5)**

Authorization is sought to approve the revision to Policy Number 4.60, Operational Services - Fiscal Management - Expenditures - Contracts/Competitive Bidding.

**E. AGREEMENT BETWEEN THE FORD HEIGHTS SCHOOL DISTRICT NO. 169 AND THE GOVERNORS STATE UNIVERSITY'S METROPOLITAN INSTITUTE FOR LEADERSHIP IN EDUCATION (MILE) - PRINCIPAL MENTORING PROGRAM**

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Authorization is sought to enter into an agreement with The Metropolitan Institute for Leadership in Education/College of Education/Governors State University (hereinafter Principal "Mentoring Provider"). The agreement will remain in effect for the 2011-2012 school year. The Mentoring Provider agrees to provide a mentor for each principal and assistant principal. The District shall be required to pay a fee of \$2,500.00 for each participating principal in the District for mentoring services. **(See reference #6)**

The recommended participants are Mrs. Marilyn Barnes, Principal, Center; Dr. Irma Plaxico, Assistant Principal, Medgar Evers Primary Academic Center; Mrs. Stephanie Stephen, Principal, and Mrs. Sharon Rivers, Assistant Principal, Cottage Grove Upper Grade Center.

<p><b>PRINCIPAL MENTORING PROGRAM:</b></p> <p>The Metropolitan Institute for Leadership in Education at Governors State University offers an enriching, effective Principal Mentoring Program. The program provides extensive professional development opportunities, knowledge of and experience with successful turnaround leadership initiatives, and the advice and support of a professional mentor.</p>	<p><b>MILE'S PRINCIPAL MENTORING PROGRAM KEY POINTS:</b></p> <ul style="list-style-type: none"> <li>* Promotes common professional language</li> <li>* Encourages honest dialogue</li> <li>* Promotes self-assessment</li> <li>* Requires reflective development</li> <li>* Provides opportunities to measure growth</li> <li>* Empowers principals</li> <li>* Develops research-based practice</li> <li>* Promotes organizational skills and focus</li> </ul>
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**F. APPLICATION FOR RECOGNITION OF SCHOOLS 2011-2012 (See reference #7)**

Authorization is sought for approval of the 2011-2012 application for Recognition of Schools for Medgar Evers Primary Academic Center and Cottage Grove Upper Grade Center.

III. FOR YOUR INFORMATION

A. SRAGA HAUSER, LLC, PRIORITY BRIEFING - NEW TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS (See reference #8)

For the first time, three new provisions of law have placed requirements on school board members to obtain professional training as part of their public duties.

The Governor signed into law P.A. 97-504 (week of August 25, 2011), which will require that all board members (including incumbents) complete an elective training course on compliance with the Open Meetings Act. The training is offered online through the Public Access Counselor of the Illinois Attorney General's Office. Incumbent board members have to complete the course no later than January 1, 2013, one year after the effective date of the law.

B. MONTHLY ENROLLMENT (AS OF AUGUST 30, 2011)

MEDGAR EVERS SCHOOL

PREKINDERGARTEN	40	GRADE 3	44
KINDERGARTEN	47	GRADE 4	36
GRADE 1	47	<b>TOTAL</b>	<b>257</b>
GRADE 2	43		

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	47	GRADE 7	46
GRADE 6	44	GRADE 8	41
		<b>TOTAL</b>	<b>178</b>

<u>TOTAL DISTRICT</u>	<u>OUT OF DISTRICT</u>	<u>GRAND TOTAL</u>
435	10	445



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**REPORT OF CONTACTS (ATTENDANCE OFFICER):**

**MEDGAR EVERS:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>22</b>	<b>74</b>	<b>12</b>

**COTTAGE GROVE:**

<b>HOME VISITS</b>	<b>TELEPHONE CONTACTS</b>	<b>PARENT CONFERENCES</b>
<b>163</b>	<b>57</b>	<b>0</b>

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson, Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - motion carried.

**PART B - CURRICULUM AND STAFF DEVELOPMENT**

Mrs. Joyce McEwen, Assistant Superintendent informed members of the Board that they were in advance receipt of her report, and items were informational only, then asked for acceptance as follows:

**I. FOR YOUR INFORMATION**

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

Institute Day(s) proved to be a tremendous success! Staff was in full attendance for all three days, where a wealth of information, as well as, expectations for the 2011-2012 school year were shared with District personnel. Awards were handed out to recipients of the Dr.'s Ming and Lisa Chang Math Awards, and the names of ***Honorable Mentions*** and their accomplishments were read.

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The closing Team Building exercises at the Windy City Fieldhouse were awesomely entertaining and fun for all, culminating in a cookout with great food provided.

The challenge for next year will be to come up with something as innovative as the last two years have been. We look forward to the next school year!

**B. DIAL SCREENING FOR PRE-KINDERGARTEN**

The Pre-Kindergarten staff will be trained by the Pupil Personnel Staff during the month of September in how to administer the Dial Screening tool for pre-kindergarten students.

The DIAL-3 is an individually administered developmental screening test designed to identify young children in need of further diagnostic assessment. It is designed for children from the ages 3 years and 0 months through 6 years and 11 months.

**C. AFTER SCHOOL TUTORIALS**

After School Tutorials will begin Monday, October 3, 2011, and ending on Thursday, December 15, 2011. Students will be in attendance 3 days per week from 2:30 p.m. - 4:30 p.m. The number of students per classroom is a minimum of ten (10) and a maximum of fifteen (15) per teacher.

Current research and innovative studies have produced evidence that tutoring works! In addition, research has found that tutoring results in improvement in reading comprehension, word recognition, and student attitudes toward reading. More specifically, surveys of targeted groups of students who are tutored in reading have shown significant improvement in motivation to read, self confidence as readers, and their views of their control over their reading abilities.

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In the tutoring setting, students are fully engaged in the learning process and the bond they can form with their tutor can provide a warm, supportive relationship within which instruction occurs best. During these tutoring sessions tutors identify the strengths and weaknesses of each student's pre-reading/reading performance and encourage the continuation of productive pre-reading/reading behaviors.

### **D. SCIENCE FAIR PREPARATION**

Ms. Leta Chesser, Science teacher at Cottage Grove Upper Grade Center will be working with students during After School Tutorials in preparation of the Science Fair that will be held in January.

For many elementary students, science projects can be a difficult undertaking. Science fair project topics are not usually delegated to students by the teacher, which can have the effect of making project objectives seem unclear to some students. Nevertheless, with planning and preparation, elementary students can design science fair projects appropriate to their grade level.

### **E. MONTHLY BUILDING REPORTS (See reference #1-3)**

Building reports were submitted by the following personnel:

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

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

***Stephanie Stephen***, PRINCIPAL COTTAGE GROVE U.G.C.

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

Assistant Superintendent Joyce McEwen, presented Part C - Pupil Personnel Services & Special Education, in the absence of Mrs. Tamara Young, Interim Director. Mrs. McEwen informed members of the Board that items were informational and asked for acceptance as follows:

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**I. FOR YOUR INFORMATION**

**A. DISTRICT ACTION PLAN**

The Pupil Personnel Department (PPS) has been working diligently to implement the sections of the District Action Plan that pertain to the PPS department. Several meetings were conducted with building leadership, and PPS personnel 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, and worked on a training schedule for teachers so that interventions can began by the date specified in the District Action Plan.

Ms. Rouls have been working diligently with the PBIS internal coaches to create the PBIS/RTI calendar. Ms. Rouls and Dr. Plaxico had a brief training with Dr. Kounce on their roles as external and internal coaches and the process of the PBIS program. The kick-off for both staff and students took place the first week of school. Ms. Rouls along with the internal coaches have been following the PBIS rubric and planning for upcoming events and boosters.

**B. STAFF INSTITUTE**

The PPS staff under the leadership of Ms. Griffin conducted training on the DIAL-4 with the Pre-K teachers, Dr. Plaxico, Mrs. Fason and other staff member who will be participating in the 2011-2012 Child Find.

**C. HEALTH SERVICES**

The Cook County Health Department provided physicals and dental examinations to students who were in need of services during registration on August 3<sup>rd</sup>, 2011. A list was generated to district principals in regards to students who have food allergies and medical problems. The Food Service Department received a list as well.

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

**Millicent Griffin** - Social Worker/Case Manager  
**Edward Palmisano** - Psychologist  
**Sharon Rouls** - 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, whereupon Mrs. Jackson asked for approval of her report as follows:

Motioned/Viverette; Seconded/Griffin - to approve Part D - Business Operations Report.

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for September 2011 in the amount of **\$812,033.97**.

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of August 2011 as detailed below:

August 12, 2011	\$161,660.46
August 26, 2011	<u>\$187,045.04</u>
<b>Grand Totals</b>	<b>\$348,705.50</b>

**C. BUILDING RENTAL(S)**

Authorization is requested for the use of the following facilities:

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- A.** Date: September 6, 2011 - October 11, 2011  
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 6, 2011 - October 11, 2011  
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: Friday, November 25, 2011  
Time: 5:00 p.m.-10:00 p.m.  
Place: Cottage Grove (Willie Davis Auditorium)  
Contact: Marcus Coleman  
Purpose: Talent Show/Stage play Auditions  
Cost: **\$250.00 - Auditorium  
\$150.00 - Custodian  
Reference #1**

**D. PETTY CASH**

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

P.P.S.	\$100.18
Building & Grounds	\$117.18
District Office	\$239.67
Medgar Evers	<u>\$184.82</u>
<b>Total</b>	<b>\$641.85</b>

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**E. IMPREST FUND**


Authorization is requested to replenish Imprest Fund in the amount of **\$5,389.24.**

**Reference #2**

Roll Call: Ayes: Coleman, Cook, Griffin, Mitchell, Patterson-Thompson,  
Sherman, Viverette  
Nays: None  
Absent: None  
Abstain: None  
7 ayes, 0 nays, 0 absent, 0 abstain, 0 present - motion carried.

**ADJOURNMENT- 5:08 p.m.**

Motioned/Viverette; Seconded/Griffin - to adjourn meeting - voice vote motion carried.

  
\_\_\_\_\_  
Joe Sherman, Board President

  
\_\_\_\_\_  
Lera Cook, Board Secretary