

**FORD HEIGHTS SCHOOL DISTRICT 169**  
**MINUTES OF BOARD MEETING HELD**  
**TUESDAY, AUGUST 9, 2016**

The meeting was called to order by presiding officer Mrs. Lera Cook – **5:01 p.m.**

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

Upon roll call the following members were present:

Present: Cook, Hayslett, LaWrence, Sherman, Viverette  
Absent: Coleman, Mitchell  
Also Present: Dr. Gregory T. Jackson, Superintendent  
Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations  
Mrs. Marilyn Barnes, Director of Curriculum & Instruction  
Mrs. Stephanie Stephen, Director of Federal/State Programs  
Dr. Tamara Young, Director of Pupil Personnel Services  
Ms. Monique Johnson, Principal Medgar Evers PAC  
Dr. Sharon Rivers, Principal, Cottage Grove U.G.C.

Legal Counsel: **None**

**QUESTIONS FROM PUBLIC (2 Minutes)**

Board President Cook greeted and thanked all in attendance, then inquired if there were any comments from the audience.

**AGENDA**

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

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

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**MINUTES**

Motioned/Sherman; Seconded/Viverette - to approve the minutes of **July 5, 2016 (Regular), July 15, 2016 (Special), July 15, 2016 (Closed), July 16, 2016 (Special)**

Roll Call: Ayes: Cook, Hayslett, LaWrence, Sherman, Viverette  
Nays: None  
Absent: Coleman, Mitchell  
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, and recommended favorable approval of his report as submitted. He then informed members that there was an Addendum to his report and proceeded to address items listed in **ADDENDUM REPORT**.

Superintendent Jackson stated that before Board President Cook moved forward with the meeting, he wanted to make members aware of the death of Attorney John Izzo's father, and that a condolence had been sent to he and his family on behalf of the Board of Education. Superintendent Jackson, also informed members that his Administrative Assistant Mrs. Gloria Lymore was ill and in the hospital, and to please pray for her recovery. Superintendent Jackson once again recommended favorable approval of his report as submitted:

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**I. FOR YOUR AUTHORIZATION**

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

**1. LETTERS OF RESIGNATION**

- a. ***Mrs. Tara Busha***, Science Teacher Cottage Grove Upper Grade Center has submitted a Letter of Resignation to be effective immediately.
- b. ***Ms. Cheryl Franklin***, Language Arts Teacher Cottage Grove Upper Grade Center has submitted a Letter of Resignation to be effective immediately.

**2. TEACHERS**

- a. Authorization is sought to hire ***Ms. Dory Belton***, Science Teacher Cottage Grove Upper Grade Center, for the **2016-2017** School Year (replacing ***Tara Busha***) - **MA+30, Step 4**
- b. Authorization is sought to hire **MRS. LATRICIA WALKER**, Language Arts Cottage Grove Upper Grade Center, for the **2016-2017** School Year (replacing ***Angelique DeMatteo Hoekstra***) - **MA+15, Step 14**
- c. Authorization is sought to hire **MS. MICHELLE KOLER**, Language Arts Cottage Grove Upper Grade Center, for the **2016-2017** School Year (replacing ***Cheryl Franklin***) **MA, Step 6**

**B. APPROVE TERMS OF LEASE AGREEMENT BETWEEN FORD HEIGHTS SCHOOL DISTRICT 169 AND SPEED 802 FOR RENTAL OF CLASSROOM SPACE (See reference #1)**

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**Speed 802** has asked to enter into a Lease Agreement with Ford Heights School District 169 for the use of two (2) classrooms which will house up to a maximum between the two (2) classrooms of 26 students, located in the **Medgar Evers Primary Academic Center** for the **2016-2017** School Year.

### C. RESOLUTIONS

#### 1. TRANSFER OF MONIES *(See reference #2)*

- a. RESOLUTION AUTHORIZING LOAN FROM WORKING CASH FUND TO DEBT SERVICES FUND (2016)
- b. RESOLUTION AUTHORIZING LOAN FROM WORKING CASH FUND TO TORT IMMUNITY FUND (2016)
- c. RESOLUTION AUTHORIZING PERMANENT INTER-FUND TRANSFER FOR CAPITAL PROJECTS PURPOSES (2016)

#### 2. TAXABLE GENERAL OBLIGATION SCHOOL BONDS RESOLUTION FOR SERIES 2016 *(See reference #3)*

Approval of RESOLUTION providing for the issue of Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2016, of School District #169, Cook County, Illinois, for school purposes, the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, authorizing the deposit of said taxes levied to pay said bonds directly into a designated escrow account, if necessary, and the sale of said bonds to the purchaser thereof.

#### 3. RESOLUTION TO ADOPT REVISED BOARD POLICY AND PROCEDURES REGULATING THE REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES FOR MEMBERS OF THE BOARD OF EDUCATION AND ITS EMPLOYEES *(See reference #4)*



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Approval of a Resolution to Adopt a Revised Board Policy and Procedures Regulating the Reimbursement of Travel, Meal, and Lodging Expenses for Members of the Board of Education and its Employees.

**II. FOR YOUR INFORMATION**

**A. DISTRICT-WIDE INSTITUTE DAYS**

Members are to be reminded that District-wide Institute Days will be held **WEDNESDAY, AUGUST, 10 THRU FRIDAY, AUGUST 12, 2016** at the Cottage Grove Upper Grade Center.

Each day will begin with a continental breakfast for staff beginning at **7:30 A.M.**, Lunch will be served **WEDNESDAY** and **THURSDAY** beginning at **11:30 a.m. -12:30 p.m.** Institute Days will culminate **FRIDAY, AUGUST 12, 2016.**

Board President, **LERA COOK**, will welcome employees back to the start of the **2016-2017** School Term, on behalf of the Board of Education. All members of the Board are welcomed and encouraged to come and be a part of this Annual event.

**ADDENDUM REPORT:**

**I. FOR YOUR AUTHORIZATION**

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

**1. LETTERS OF RESIGNATION**

- a. **Mr. Delton Pierce**, Instructional Aide - Cottage Grove Upper Grade Center, has submitted a Letter of Resignation to be effective immediately.

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- b. **Mr. Clyde Taylor**, Instructional Aide - Medgar Evers Primary Academic Center, has submitted a Letter of Resignation to be effective immediately.
- c. **Ms. Gail Mitchell**, Food Service Helper - Medgar Evers Primary Academic Center, has submitted a Letter of Resignation to be effective immediately.

2. **FOOD SERVICE HELPER**

Authorization is sought to hire **Ms. Patricia Mitchell**, Food Service Helper - Medgar Evers Primary Academic Center, for the **2016-2017** School Year (replacing Ms. Gail Mitchell).

At this juncture, Board President Cook called for a separate motion to approve **Part A - Administration - TRANSFER OF MONIES**

- a. **RESOLUTION AUTHORIZING LOAN FROM WORKING CASH FUND TO DEBT SERVICES FUND (2016)**
- b. **RESOLUTION AUTHORIZING LOAN FROM WORKING CASH FUND TO TORT IMMUNITY FUND (2016)**
- c. **RESOLUTION AUTHORIZING PERMANENT INTER-FUND TRANSFER FOR CAPITAL PROJECTS PURPOSES (2016)**

Motioned/Sherman; Seconded/Viverette - to approve **Part A - Administration Report - TRANSFER OF MONIES:**

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

5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

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Board President Cook, then called for a motion to approve **Part A - Administration Report - TAXABLE GENERAL OBLIGATION SCHOOL BONDS RESOLUTION FOR SERIES 2016**

**TAXABLE GENERAL OBLIGATION SCHOOL BONDS RESOLUTION FOR SERIES 2016**

Approval of **RESOLUTION** providing for the issue of Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2016, of School District #169, Cook County, Illinois, for school purposes, the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, authorizing the deposit of said taxes levied to pay said bonds directly into a designated escrow account, if necessary, and the sale of said bonds to the purchaser thereof.

Motioned/Sherman; Seconded/Viverette - to approve **Part A - Administration Report: TAXABLE GENERAL OBLIGATION SCHOOL BONDS RESOLUTION FOR SERIES 2016**

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

Board President Cook, then called for a motion to approve **Part A - Administration Report - RESOLUTION TO ADOPT REVISED BOARD POLICY AND PROCEDURES REGULATING THE REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES FOR MEMBERS OF THE BOARD OF EDUCATION AND ITS EMPLOYEES**

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Motioned/Sherman; Seconded/Viverette - to approve **Part A - Administration Report: RESOLUTION TO ADOPT REVISED BOARD POLICY AND PROCEDURES REGULATING THE REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES FOR MEMBERS OF THE BOARD OF EDUCATION AND ITS EMPLOYEES**

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

Board President Cook then called for a motion to accept the remainder of **Part A - Administration Report inclusive of ADDENDUM REPORT.**

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

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

**PART B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**

Mrs. Coretta Jackson informed members that they were in advanced receipt of her report, then inquired if there were any questions. There were none.

Motioned/Sherman; Seconded/Viverette - to approve **Part B - ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS** as submitted:

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



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Absent: Coleman, Mitchell  
Abstain: None  
5 ayes, 0 nays, 2 absent, 0 abstain, 0 present – motion carried.

**I. FOR YOUR AUTHORIZATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for August 9, 2016 in the amount of **\$380,422.23.**

**B. PAYROLL SUMMARY**

The following is the payroll summary for the month of July 2016 as detailed below:

July 8, 2016	\$103,899.50
July 26, 2016	<u>\$113,864.57</u>
<b>Total</b>	<b>\$217,764.07</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: August 8, 2016 - September 6, 2016  
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-Wednesday**

B. Date: Saturday, September 3, 2016  
Time: 12:00 p.m.-6:00 p.m.  
Place: Tidye A. Phillips  
Contact: Brian Conway  
Purpose: Baby Shower  
Cost: **\$175.00-Building/\$200.00-Custodian**

**D. PETTY CASH**

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

District Office	\$ 252.30
Business Office	\$ 200.00
Building and Grounds	\$ 90.80
PPS	\$ 195.49
Medgar Evers	\$ 200.00
Cottage Grove	<u>\$ 200.00</u>
<b>Total</b>	<b>\$1,013.53</b>

**E. IMPREST FUND**

Authorization is requested to replenish Imprest Fund in the amount of \$4,718.39.

**PART C - CURRICULUM AND INSTRUCTION**

**MRS. MARILYN BARNES** reminded members of the Board that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** Mrs. Barnes then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. DR.'S MING AND LISA CHANG AWARDS**

The annual Dr.'s Ming and Lisa Chang Awards are generally given to three outstanding teachers for their accomplishments in the area of Math. Two (2) awards are given at Medgar Evers Primary Academic Center. One (1) for grade spans kindergarten through second, and one (1) for third through fourth. The third award is given to one (1) outstanding Math teacher at Cottage Grove Upper Grade Center, for fifth through eighth grades.

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In addition to student achievement, the following criterion was established for consideration, as well. The criterion is as follows:

- Principal's Recommendation/Class Observations
- Attendance/Participation of Math Education Professional Development Activities including after school Math Workshops
- Minimum of two (2) years of full-time service to Ford Heights School District 169
- An individual can only receive recognition twice within two consecutive years.

The first teacher at Medgar Evers Primary Academic Center who is being recommended for the Chang Math Award is **Ms. Shannon Zenos**, second grade teacher. Ms. Shannon had **95%** of her students to meet or exceed their Projected Growth Goal on the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in the area of Math.

The second teacher who is being recommended for the Chang Math Award at Medgar Evers Primary Academic Center is **Ms. Verletta Falconer**, who previously was a fourth grade teacher. Ms. Falconer had **55.6%** of her students to meet or exceed their Projected Growth Goal on the NWEA MAP in the area of Math. Ms. Falconer will teacher first grade for the 2016-2017 school year.

The final award goes to **Ms. Cynthia Purdy and Mr. Robert Potter**, both Math teachers at Cottage Grove Upper Grade Center. Ms. Purdy and Mr. Potter shared the responsibility of teaching the fifth grade students on last year. A total of **52.6%** of the fifth grade students met or exceed their Projected Growth Goal on the NWEA MAP.

In addition to the three (3) aforementioned outstanding teachers, again on this year, we will honor a teacher(s) who have shown

improvement in students' achievement in the area of Math. This award has been titled "***Most Improvement Award.***" This honor goes to the following two teachers: ***Ms. Carletta Jones and Ms. Lena Watts***, who were both first grade teachers on last school year at Medgar Evers Primary Academic Center. Ms. Jones had **62.5%** of her students to meet or exceed their Projected Growth Goal on the NWEA MAP, and Ms. Watts had **88.9%** of her students to meet or exceed their Projected Growth Goal on the NWEA MAP.

A huge kudos and congratulations to each of the teachers for a job well done!

**B. INSTITUTE DAYS**

We have finalized our upcoming Institute Days beginning on Wednesday, August 10, 2016 through Friday, August 12, 2016. We have three wonderful days in-store for everyone. All staff will receive professional development directly related to their daily job responsibilities, as well as, annual State mandates that all staff must receive. We will culminate on the third day with team building at Lucky Strike Chicago. Our 2016-2017 theme is: ***Anchored in Excellence.*** For the last several years, our theme has been centered on excellence, and this year we did not fall short with continuing our tradition.

**C. STUDENTS FIRST DAY OF SCHOOL**

The first day of school for students will be on Monday, August 15, 2016. This will be a full attendance day, which will begin at 7:30 a.m. with breakfast and instruction at 8:00 a.m. Students will be dismissed at 2:30 p.m. At each respective school there will be a Positive Behavior Interventions and Supports (PBIS) kick-off for students. Students will learn what is expected of them throughout the building and on daily basis. Our students are taught the four (4) Bees: **Be Safe, Be Respectful, Be a Leader, and to Be Responsible.** Each of these expectations is reinforced during the school year.



**D. UPCOMING DATES**

**AUGUST 3-4, 2016**

Registration will be held at Medgar Evers Primary Academic Center in the gymnasium for new enrollees to the District and returning non-registered students. Parents of students who registered during Early Registration will need to return to complete lunch applications during the Registration dates, as well.

**AUGUST 10-12, 2016**

Institute Days

**AUGUST 15, 2016**

First Student Attendance Day (8:00 a.m. – 2:30 p.m.)

**AUGUST 22, 2016 – SEPTEMBER 2, 2016**

Upon students returning to school in August and for the first two weeks of September, teachers will administer assessments. These assessments are vital because teachers use the results for lesson planning, placing students into small groups, and to gauge a sense of how to meet students' individual needs in the classroom.

**The following assessments will be administered:**

Students in grades kindergarten through eighth will be administered the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) in Reading and Math.

Students in grades second through eighth will be administered the Jerry Johns Basic Reading Inventory (BRI).

Students in first grade will be administered the Developmental Reading Assessment (DRA).

Students in grades kindergarten through second will be administered a Phonics Assessment.

**AUGUST 23, 2016**

**Open House** will be held at Cottage Grover Upper Grade Center from 4:00 p.m. – 6:00 p.m.

**AUGUST 24, 2016**

**Open House** will be held at Medgar Evers Primary Academic Center from 4:00 p.m. – 6:00 p.m.

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

Building reports were submitted by the following personnel:

Ms. Monique Johnson, Principal of Medgar Evers P.A.C.  
Dr. Sharon Rivers, Principal of Cottage Grove U.G.C.

**PART D - FEDERAL STATE PROGRAMS**

**MRS. STEPHANIE STEPHEN** reminded members of the Board that they were in advanced receipt of her report. Mrs. Stephen expressed to members that a table of scheduled Drill dates were available for their viewing purpose, so in case they were to see a fire truck(s) at the schools, it would probably be due to a pre-scheduled date. Mrs. Stephen then inquired if there were any questions. **THERE WERE NONE.** Mrs. Stephen then asked for acceptance of her report as submitted:

**I. FOR YOUR INFORMATION**

**A. TITLE I AND TITLE II FEDERAL GRANTS**

Illinois State Board of Education (ISBE) has released the Federal No Child Left Behind/Every Student Succeed Act (NCLB/ESSA) Title I and Title II grants for the **2016-2017** school year. Our district will apply for the grants as we have in past.

**B. 2016-2017 REGISTRATION**

**2016-2017 registration will be held Wednesday, August 3, 2016 from 9:00 a.m. – 5:00 p.m. and Thursday, August 4, 2016 from**

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**10:00 a.m. – 3:00 p.m. at Medgar Evers Primary Academic Center. Parents will be able to go to our website to get a copy of the registration form and complete the form early. All parents that register their children will receive school supplies, be put in a raffle for student uniforms and provided refreshments.**

In addition, Ford Heights School District 169 and Cottage Grove Medical Clinic have partnered together to provide all students entering into Prekindergarten, Kindergarten, Sixth Grade and students that want to participate in sports at Cottage Grove Upper Grade Center, with immunizations and physicals on the days of registration.

Flyers will be distributed, ROBO calls will be made. Administration and attendance officers will visit homes to inform parents of our 2016 registration.

**C. 2016-2017 EARLY CHILDHOOD PRE-KINDERGRNEN PROGRAM**

The Early Childhood Pre-Kindergarten classrooms for the 2016-2017 school year are filled to the States required maximum, with 20 students for each class. This school year our district will only have two (2) classrooms and there are seven (7) students on the waiting list.

All Early Childhood Pre-Kindergarten parents will be invited to attend a mandatory meeting Friday, August 5, 2016 at Medgar Evers Primary Academic Center. Parents will be given the Early Childhood Pre-kindergarten Parent Handbook. Discussions will be held regarding the program and parents will be able to ask

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questions and make suggestions about the program. Refreshments will be served.

During registration parents that register their children for our Pre-Kindergarten Program will be put on a waiting list.

**PART E - PUPIL PERSONNEL SERVICES AND SPECIAL EDUCATION**

Dr. Tamara Young reminded members of the Board that they were in advanced receipt of her report. Dr. Young inquired if there were any questions, **THERE WERE NONE**. She then asked for acceptance of her report as submitted.

**I. FOR YOUR INFORMATION**

**A. Preparation for the 2016-2017 School Year**

The Pupil Personnel Service (PPS) department has been working on the preparation for registration. Registration packets have been sent out to those students who have not yet registered for the upcoming school year. All out of district special education students have been registered except for one student. Parents of the special education student population came to the PPS office during summer hours to return all registration forms. Parents of homeless students have provided updated information during the summer months. A new list is being created as we continue to get updated information on the status of all of our homeless students.

The PPS Director has been collaborating with the district Health Coordinator in developing the 2016-2017 fiscal calendar, 504's, and safety plans.

The PPS Director has been working with the Director of State and Federal Programs, and the Health Collaboration Team in an effort to be proactive with identifying students who are in the network at Cottage Grove Cook County Health and Hospital Clinic. We have



been working with this team to assure that our students have the physicals, sports physicals, and immunizations that are necessary for them to participate in the educational setting and on sports teams.

Meetings are taking place to transition special education students into least restrictive environment programs to best meet the academic and social emotional needs of the students.

Preparation for registration, opening of schools and mandated training have been taking place.

**B. Administrator's Academy**

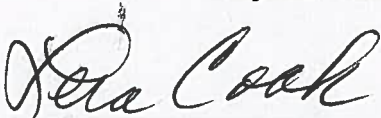
On July 26<sup>th</sup> the Director of PPS along with other administrators in the district attended an Administrator Academy on Implementing Schools Discipline Reform: Strategies for Systematic Change at SPEED 802.

Board President Cook called for Dr. Sharon Rivers, Principal Cottage Grove Upper Grade Center and Ms. Monique Johnson, Principal Medgar Evers Primary Academic Center, to give reports of activities/events in their respective buildings.

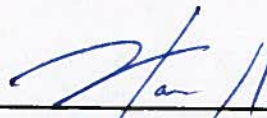
**ADJOURNMENT - 5:15**

Motioned/Sherman; Seconded/Viverette - to adjourn meeting

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



**Lera Cook, Board President**



**Victoria Hayslett, Secretary**