

**FORD HEIGHTS SCHOOL DISTRICT 169  
MINUTES OF BOARD MEETING HELD  
TUESDAY, JUNE 6, 2023**

The meeting was called to order by presiding officer, President Jose Louis Sherman  
- at 10:05 a.m.

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

Upon roll call the following members were present:

Present: Cook, Gray, LaWrence, Mitchell, Sherman, Viverette  
Absent: Coleman  
Also Present: Dr. Gregory T. Jackson, Superintendent of Schools  
Mrs. Coretta D. Jackson, Assistant Superintendent of  
Business Administration & Operations  
Dr. Sharon P. Rivers, Assistant Superintendent of Curriculum  
& Instruction  
Mrs. Vivian Carter, Administrative Assistant  
Mrs. Gloria Lymore (via phone)  
Legal Counsel Mr. William Gleason

**QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)**

**None**

Board President called for a motion to adopt the Agenda.

**AGENDA**

Motioned/LaWrence; Seconded/Viverette - to approve the Agenda

Roll Call: Ayes: Cook, Gray, LaWrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**MINUTES**

President Sherman called for a motion to approve the minutes of **May 2, 2023 (Regular)** and **May 2, 2023 (RE-ORGANIZATION OF SCHOOL BOARD)**

Motioned/Mitchell; Seconded/Gray - to approve the minutes of **May 2, 2023 (Regular)** and **May 2, 2023 (RE-ORGANIZATION OF SCHOOL BOARD)**

**Minutes of Board of Education**  
**June 6, 2023**  
**Page 2**

Roll Call: Ayes: Cook, Gray, LaWrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**CORRESPONDENCE**

**None**

**SUPERINTENDENT JACKSON** reminded members that they were in advanced receipt of his report and informed members there was an Addendum Report as well. **SUPERINTENDENT JACKSON** briefly addressed and expounded on some items in his report and his **ADDENDUM REPORT**, then ended by asking for favorable approval of his report as submitted.

Motioned/Mitchell; Seconded/Viverette - to approve **PART A - REPORT OF THE SUPERINTENDENT REPORT, inclusive of ADDENDUM REPORT** as submitted:

Roll Call: Ayes: Cook, Gray, LaWrence, Mitchell, Sherman, Viverette  
Nays: None  
Absent: Coleman  
Abstain: None  
6 ayes, 0 nays, 1 absent, 0 abstain, 0 present – motion carried.

**I. CLOSED SESSION**

- A.** That pursuant to the Open Meetings Act Section 2(c)(1), Section 2(c)(10) and Section 2(c)(11) the Ford Heights School District 169 (FHSD 169) Board of Education goes into Closed Session to discuss the employment, compensation, and/performance of a specific employee of FHSD 169 and or matters regarding students. Any items needing approval will be voted on during open session.  
**(POSSIBLE ACTION)**

**II. FOR YOUR AUTHORIZATION**

- A. PERSONNEL** *(Pending receipt of all personnel required documents and Illinois State Police and FBI criminal background clearance)*

1. RESCIND APPOINTMENTS

- a. Authorization is sought to rescind the appointment of **Ms. JOYCE LATHAM**, as Teacher – Medgar Evers Primary Academic Center for the **2023-2024** School Year.
- b. Authorization is sought to rescind the appointment of **Ms. ROBYN ARTIS**, as Substitute Teacher – Cottage Grove Upper Grade Center for the **2023-2024** School Year.

2. APPOINTMENTS

- a. Authorization is sought to appoint **Ms. CHEYENNE WILSON**, as *Administrative Assistant*, effective **July 1, 2023**, for the **2023-2024 School Year - \$45,000.00**
- b. Authorization is sought to appoint **Ms. TIFFANY LESHORE**, as *Teacher*, Cottage Grove Upper Grade Center effective **2023-2024 School Year - MA Step 10 - \$52,417.00**

3. APPROVAL OF ADDENDA FOR SUPERINTENDENT’S EMPLOYMENT CONTRACT

Authorization is sought for approval of Addenda for the Superintendent's Employment Contract

4. SALARY INCREASES - 2023-2024 SCHOOL YEAR

Authorization is sought to increase the salary of the following personnel by a range of zero percent (0%) to four percent (4%) for the **2023-2024** School Year.

**+** BUILDING ADMINISTRATIVE ASSISTANTS

- (1) TWELVE (12) MONTH LONG BUILDING ADMINISTRATIVE ASSISTANT – MEDGAR EVERS**
- (2) TWELVE (12) MONTH BUILDING ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL – COTTAGE GROVE**

**✚ AUXILIARY PERSONNEL**

- (1) PARENT COORDINATOR**

**✚ CENTRAL OFFICE EMPLOYEES**

- (1) EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**
- (2) ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**
- (3) ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION**
- (4) PAYROLL COORDINATOR/FEDERAL STATE**

**✚ PUPIL PERSONNEL SERVICES**

- (1) SCHOOL NURSE**
- (2) DISTRICT-WIDE STUDENT ADVOCATE**
- (3) SOCIAL WORKER**

**✚ ADMINISTRATORS**

- (1) ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS**
- (2) ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION**
- (3) BUILDING PRINCIPALS (2)**
- (4) ASSISTANT PRINCIPALS (2)**

**5. AUTHORIZATION TO HIRE SUMMER SCHOOL PERSONNEL**

Authorization is sought to hire the following personnel for Summer School (to be paid from ESSER (Elementary & Secondary School Emergency Fund)).

**PATRICE LANDFAIR**

6. APPROVE ONE YEAR CONTRACT EXTENSION FOR DLM SCHOOL BUS LINES, INC.

Authorization is sought for a motion to approve contract extension for DLM Bus Lines services for **REGULAR EDUCATION, SPECIAL EDUCATION, AND OUT OF DISTRICT SPECIAL EDUCATION** for one additional year (commencing **2025-2026 School Year.**) Effective the **2023-2024** School Year, a **5%** increase is requested by DLM.

B. APPROVE FISCAL YEAR (FY) ENDING JUNE 30, 2024, TENTATIVE BUDGET  
*(See reference #1)*

C. AUTHORIZE HEALTH, DENTAL, LIFE AND VISION INSURANCE CONTRACTS

**BLUE CROSS/BLUE SHIELD:** Our Health carrier will continue to be Blue Cross/Blue Shield.

Authorization is sought to approve contract with **BLUE CROSS/BLUE SHIELD** for the **2023-2024** School Year. **Premium Percentage Increase 16.35%**

Premium amount **\$720,998.00** yearly.

**DENTAL CARE:** Our Dental carrier will continue to be **DELTA DENTAL.**

Authorization is sought to approve contract with **DELTA DENTAL** for the **2023-2024** School Year. Premium Percentage Increase **0%.**

Premium amount **\$28,483.00** yearly.

**LIFE INSURANCE CARRIER: MET LIFE (METROPOLITAN LIFE INSURANCE COMPANY):** Met Life Insurance will continue to be our carrier.

Authorization is sought to approve contract with **MET LIFE** for the **2023-2024** School Year. **Premium Percentage Increase %**

Premium Amount **\$9,780.00** yearly.

**Minutes of Board of Education**  
**June 6, 2023**  
**Page 6**

**ARGUS VISION:** Argus Vision will continue to be our carrier.

Authorization is sought to approve contract with **ARGUS VISION** for the **2023-2024** School Year. **Premium Percentage Increase 0%**. Premium Amount **\$6,087.00** yearly.

**D. LITTLE DIVA'S SUMMER PROGRAM**

Authorize continuation of Lil Diva's Summer Program to be held on Monday, Tuesday, and Wednesday, beginning **Monday, June 12, 2023, and ending Wednesday, June 28, 2023**. There will be three (3) program supervisors: Mrs. Lera Cook, Mrs. Ester Viverette, and Ms. Jessica Gray.

Stipends of **\$1,000** each will be paid. Associated expenses will be those necessary for the running of the program.

**E. SUMMER YOUTH RECREATIONAL PROGRAM**

For the past fifteen (15) years, we have conducted the Ford Heights School District 169 Summer Youth Recreational Program, for the purpose of providing activities for our students during the summer months.

Program to be begin on **Monday, Tuesday, and Wednesday, beginning Monday, June 12, 2023, and ending Wednesday, June 28, 2023**. Three (3) Program Supervisors will receive stipends of **\$1,000** each. They are: Mr. James Coleman, Mr. Joe Louis Sherman, and Mr. Mark Mitchell.

**F. DISCIPLINE CONSULTANT FY 2023-2024**

Authorize the continuation of Discipline Consultant, Mr. Samuel J. LaWrence, III for FY 2023-2024. The stipend to be paid **\$1,000**.

**III. FOR YOUR INFORMATION**

**A. MONTHLY ENROLLMENT (As of May 23, 2023)**

**MEDGAR EVERS PRIMARY ACADEMIC CENTER**

Minutes of Board of Education  
June 6, 2023  
Page 7

|         |    |              |            |
|---------|----|--------------|------------|
| PRE-K   | 60 | KDG          | 50         |
| GRADE 1 | 51 | GRADE 2      | 41         |
| GRADE 3 | 46 | Grade 4      | 42         |
|         |    | <b>TOTAL</b> | <b>290</b> |

|   |    |              |            |
|---|----|--------------|------------|
| <b>COTTAGE GROVE UPPER GRADE CENTER</b> |    |              |            |
| GRADE 5                                 | 36 | GRADE 6      | 32         |
| GRADE 7                                 | 39 | GRADE 8      | 38         |
|   |    | <b>TOTAL</b> | <b>145</b> |

|                       |                        |                    |
|-----------------------|------------------------|--------------------|
| <b>TOTAL DISTRICT</b> | <b>OUT OF DISTRICT</b> | <b>GRAND TOTAL</b> |
| <b>435</b>            | <b>13</b>              | <b>448</b>         |

**REPORT OF CONTACTS (ATTENDANCE OFFICER)**

**MEDGAR EVERS:**

|             |                    |                    |
|-------------|--------------------|--------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 7           | 600                | 2                  |

**COTTAGE GROVE:**

|             |                    |                    |
|-------------|--------------------|--------------------|
| HOME VISITS | TELEPHONE CONTACTS | PARENT CONFERENCES |
| 2           | 225                | 5                  |

**ADDENDUM REPORT**

**I. FOR YOUR AUTHORIZATION**

**A. PERSONNEL**

a. **SUBSTITUTE TEACHERS**

Authorization is sought to hire the following as **Substitute Teachers** for the **2023-2024** School Year. They are:

***Michelle Borishade  
Felicia Dixon  
Tony Hampton  
Patrice Landfair  
Brenda Robinson  
Gwendolyn Shanks  
Sonia Smith***

**B. AUDIT ENGAGEMENT**

Authorize and approve Audit Engagement for external auditing services by Miller Cooper & Co., LTD, of Downers Grove, IL. Audit fee **\$31,500**.

**C. DIGITAL SIGNAGE AND PROJECTOR**

Authorize purchase and installation of twelve (12) Digital Signage and one (1) Projector for Cottage Grove Upper Grade Center and Medgar Evers Primary Academic Center, for a contract price of **\$70,258.90** (USD) to Infinity Technology of Oaklawn, IL.

**PART B – ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION AND OPERATIONS**

**MRS. CORETTA JACKSON** reminded members that they were in advanced receipt of her report then went into several details regarding the Tentative Budget Fiscal Year (FY) Ending June 30, 2024. Mrs. Jackson inquired if there were any questions. **THERE WERE NONE**. She ended by asking for favorable approval of her report as submitted:

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

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

**I. FOR YOUR INFORMATION**

**A. ACCOUNTS PAYABLE**

Authorization is requested to pay Accounts Payable bills for June 6, 2023, in the amount of **\$554,266,79**



**B. PAYROLL SUMMARY**

The following is the payroll summary for the month February 2023 as detailed below:

|              |                     |
|--------------|---------------------|
| May 05, 2023 | \$212,745.64        |
| May 19, 2023 | <u>\$253,511.89</u> |
| <b>Total</b> | <b>\$466,257.53</b> |

**C. PETTY CASH**

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

|                       |                 |
|-----------------------|-----------------|
| Superintendent Office | \$ 74.00        |
| Building & Grounds    | \$ 43.57        |
| Business Office       | \$ 47.55        |
| Medgar Evers          | <u>\$115.00</u> |
| <b>Total</b>          | <b>\$280.12</b> |

Board member James Coleman entered at **10:14 a.m.**

**PART C - ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION**

**DR. SHARON P. RIVERS** expressed to members that they were in advanced receipt of her report. **DR. RIVERS** was asked to address the Summer Enrichment Program by Superintendent Jackson. **DR. RIVERS** expressed how excited administration and staff were about this program, as students would have a choice of three (3) different clubs to participate in, whereas, during the regular school year, only one (1) could be selected due to the time frame. She stated students were showing up at 7:30 a.m. and the program's start time is 8:30 a.m., and that was a testament to how excited students participating are. **DR. RIVERS** talked about the surprising number of students signing up for Band and the Math Club. She then inquired if there were any questions. **THERE WERE NONE.** She then asked for acceptance of report as submitted:

Motioned/Cook; Seconded/Mitchell - to accept **PART C - ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION** as submitted.

**Minutes of Board of Education**

**June 6, 2023**

**Page 10**

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

**PART C-CURRICULUM AND INSTRUCTION**

**I. FOR YOUR INFORMATION**

**A. EARLY REGISTRATION FOR 2023-2024 SCHOOL YEAR**

Early registration continues with a push towards our goal of securing 80% of students registered for the 2023-2024 school year. There are 3 options to register: PowerSchool online portal, by telephone, or in person. Second mailing will take place on Friday, May 5, 2023.

**B. SUMMER ENRICHMENT PROGRAM**

The 2023 Summer Enrichment Academy is designed to serve children who are gifted, talented, and/or creative in a supportive academic and social setting. The four-week Summer Enrichment Academy will allow children in grades 3<sup>rd</sup> through 7<sup>th</sup> to select from a variety of sessions that are available which offer high interest, hands-on, brains-on activities. This will include STEAM activities and Story Maker. The summer program will run for four weeks, four days each week at Cottage Grove Upper Grade Center.

**C. FEDERAL and STATE PROGRAM GRANTS**

Grant management is the processes and methods the district employs to write and oversee grants. It encompasses every part of a grant's lifecycle, from pre-award research through post-award grant closeout. Prior to the start of the writing cycle, the Consolidated Plan is completed serving as the organizational structure to coordinate our work. Authorization is requested to

submit Federal Consolidated District Plan for 2023-2024 and is inclusive of the following Grants:

- Title I, Part A            Improving Basic Programs
- Title I, Part A            School Improvement Part 1003(a)
- Title II, Part A            Preparing, Training and Recruiting High Quality Teachers, Principals, & Other School Leaders
  
- Title IV, Part B            Rural and Low-Income Schools
- IDEA, Part B              Flow-Through
- IDEA, Part B              Preschool

**D. GRAND CANYON UNIVERSITY PARTNERSHIP**

Grand Canyon University is an accredited, Division I school which offers an online, personalized degree program which offers flexible scheduling.

District 169 has partnered with GCU in a workforce development grow from within program titled Participants in Learning, Leading and Serving (PLLS) program. Online grow from within program starts classes every week. The cohort design required ten (10) participants to begin the program. Below is a snapshot of the program:

- Onsite and Online, personalized degree program
  - Bachelors, Masters, and Doctorial
- Flexible schedules
- Scholarship opportunities
- Access to GCU's Canyon Professional Development services and applicable discounts
- Complimentary, certification and licensure test preparation workshops
- College visitation program

**E. PROGRAMS ON SCHEDULE FOR MAY 2023**

**Minutes of Board of Education**

**June 6, 2023**

**Page 12**

- May 1<sup>st</sup> – 5<sup>th</sup> – Spirt Week at Cottage Grove
- May 4<sup>th</sup> – District Honors Celebration
- May 5<sup>th</sup> – Progress Reports Mailed Home
- May 5<sup>th</sup> – Early Registration Packets Mailed Home
- May 8<sup>th</sup> – 12<sup>th</sup> – Teacher Appreciation Week
- May 10<sup>th</sup> – Nurse Appreciation Day
- May 11<sup>th</sup> – Prekindergarten Transition
- May 12<sup>th</sup> – Prekindergarten Luncheon
- May 12<sup>th</sup> – Parent Meeting
- May 15<sup>th</sup> – 19<sup>th</sup> Spirit Week at Medgar Evers
- May 17<sup>th</sup> – Cottage Grove Commencement Ceremony
- May 24<sup>th</sup> – Halfway There Ceremony Medgar Evers

**F. MONTHLY BUILDING REPORTS (See references #1-3)**

Building reports were submitted by the following personnel:

- ✚ Ms. Monique Johnson, Principal of Medgar Evers P.A.C.
- ✚ Dr. Sharon P. Rivers, Principal of Cottage Grove U.G.C.
- ✚ Ms. Celestine Burrell, District-wide Attendance Office

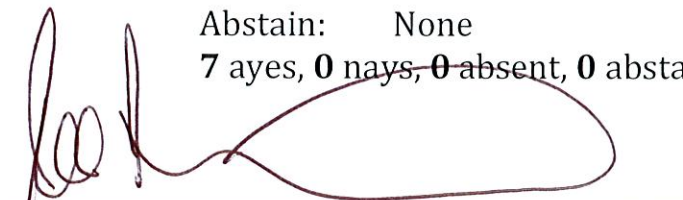
If you have any questions or require additional information, please ask. Thank you.

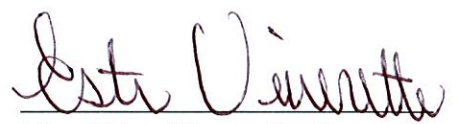
At this juncture, President Pro-Tempore Sherman called for a motion to adjourn.

**ADJOURNMENT: 10:20 a.m.**

Motioned/Cook; Seconded/Viverette - to adjourn meeting.

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

  
Mr. Joe Louis Sherman, President

  
Mrs. Ester Viverette, Secretary