

**FORD HEIGHTS SCHOOL DISTRICT 169
MINUTES OF BOARD MEETING HELD
TUESDAY, OCTOBER 11, 2022**

The meeting was called to order by presiding officer, President Pro Tempore – Mitchell – at **10:03 a.m.**

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

Upon roll call the following members were present:

Present: Gray, Mitchell, LaWrence, Viverette (**Pro-Tempore Secretary**)
Absent: Coleman, Cook, Sherman
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
Legal Counsel William (Bill) Gleason, Petrarca, Gleason, Boyle & Izzo, LLC

QUESTIONS/COMMENTS FROM PUBLIC (2 Minutes)

None

AGENDA

Motioned/Gray; Seconded/Viverette - to approve the agenda

Roll Call: Ayes: Gray, Mitchell, LaWrence, Viverette
Nays: None
Absent: Coleman, Cook, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

MINUTES

President Pro Tempore Mitchell called for a motion to approve the minutes of September 6, 2022, **PUBLIC HEARING** and September 6, 2022, Regular

Motioned/Gray; Seconded/Viverette- to approve the minutes September 6, 2022, **PUBLIC HEARING** and September 6, 2022, Regular

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Roll Call: Ayes: Gray, Mitchell, LaWrence, Viverette
Nays: None
Absent: Coleman, Cook, Sherman
Abstain: None
4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

CORRESPONDENCE

NONE

DR. GREGORY T. JACKSON reminded members of the Board that they were in advanced receipt of his report and that there was an **ADDENDUM** to his report, as well as an **ADDENDUM** Report to Part B – Assistant Superintendent of Business Administration & Operations.

SUPERINTENDENT JACKSON began by introducing to members an audience member in attendance and explained that as a part of her sought after degree as a school social worker, she was to attend a Board of Education meeting to observe. Dr. Jackson went on to express that the individual was a Districtwide Social Worker Intern with the district.

SUPERINTENDENT JACKSON then briefly addressed the **ADDENDUM** to this report having to do with Special Education Board Policies and the **ADDENDUM** to Part B – Assistant Superintendent of Business Administration & Operations

DR. JACKSON then went on to thank Mrs. Coretta Jackson, Assistant Superintendent of Business Administration & Operations, for a job well done in the coordination of the Rooftop Project on Monday, October 10, 2022. Superintendent Jackson stated the operation ran like a well-oiled machine. He also thanked her supporting staff of Mr. Damaus Viverette and Mr. Lee Franklin.

SUPERINTENDENT JACKSON briefly discussed the hiccup prior to this event as it related to alleged permit issues and had Attorney Gleason explain some things as well. A few questions and answers followed between board members, Superintendent and Attorney Gleason during this exchange.

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DR. JACKSON then inquired if there were any questions. There were none. Superintendent Jackson then asked for favorable approval of his report as submitted.

Motioned/Gray; Seconded/Cook - to approve **PART A - REPORT OF THE SUPERINTENDENT** as submitted **inclusive** of **ADDENDUM REPORT OF SUPERINTENDENT AND ADDENDUM REPORT of Part B** – Assistant Superintendent of Administration & Operations:

Roll Call: Ayes: Gray, LaWrence, Mitchell, Viverette
Nays: None
Absent: Coleman, Cook, Sherman
Abstain: None
4 ayes, 0 nays, 3 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. LETTER OF INTENT TO RETIRE

MRS. VIVIAN CARTER, Administrative Assistant District Office, has submitted a **LETTER OF INTENT TO RETIRE**, **effective** at the end of December 2023.

2. APPOINTMENTS

- a. Authorization is sought to appoint **Ms. SHAHEEDAH SHAREEF**, as *Substitute Teacher*, Cottage Grove Upper Grade Center, **effective, September 13, 2022**, for the 2022-2023 School Year - **\$41,800.00**
- b. Authorization is sought to appoint **Ms. CHEYENNE WILSON**, as *Substitute Teacher*, Cottage Grove Upper Grade Center, **effective, September 28, 2022**, for the 2022-2023 School Year.
- c. Authorization is sought to appoint **Ms. GWENDOLYN SHANKS**, as *Substitute Teacher*, Cottage Grove Upper Grade Center, **effective September 26, 2022**, for the 2022-2023 School Year - **\$40,000.00**

3. LETTER OF RESIGNATION

Ms. JESSICA PETERSON ROGERS, *Substitute Teacher* Cottage Grove Upper Grade Center, submitted a Letter of Resignation **effective, Friday, September 16, 2022**.

4. AUTHORIZATION TO HIRE AFTER SCHOOL PERSONNEL

Authorization is sought to hire the following personnel for After School Tutorial to begins **Tuesday, September 27, 2022**, and ends Wednesday, **December 7, 2022**:

ROCHELLE LATIKER

5. SALARY CORRECTIONS

Members of the Board the salaries for the following individuals should have been as follows:

CRAIG DOSTER – Teacher Cottage Grove Upper Grade Center -
MA 30, Step 17 - \$64,505.00

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JASMINE PAUL – Districtwide Social Worker - **\$60,000.00**

B. ESTIMATED AGGREGATE TAX LEVY FOR 2022 (See reference #1)

The Truth in Taxation Act (**35 ILCS 200/18-55 et. seq.**) affects all local government agencies, including school districts, community colleges and home-rule municipalities, which are authorized to levy property taxes. The basic requirements of the law have been reproduced for your information from the Essentials of Illinois School Finance, The Property Tax Cycle.

One of the main requirements contained in the Truth-in-Taxation Act, is that at least twenty (20) days prior to the adoption of an aggregate levy, the local governing board must estimate the dollar amount of the aggregate levy for the current year, exclusive election costs.

The recommended **2022** Calendar Year levy estimate is **\$5,106,200.00**. Please keep in mind that this estimate is subject to change as more information becomes available.

C. AUTHORIZATION TO APPLY FOR THE SCHOOL MAINTENANCE GRANT PROGRAM

Authorization is sought to apply for the School Maintenance Grant Program.

The School Maintenance Grant Program is a dollar-for-dollar state matching grant open to school districts, cooperative high schools, vocational centers, and special education cooperatives. Eligible applicants can receive up to **\$50,000.00** to put toward completing proposed maintenance projects. This grant will be put towards the Heating, Ventilation, Air Conditioning project were we to receive.

D. PROPOSED REVISED POLICIES (See reference #2)

Consistent with Ford Heights School District 169's normal practice to

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conduct periodic reviews of its policies, the following policies are being submitted as needing to be **Revised, Adopted**, and/or **New** as listed below:

- ❖ Operational Services – Safety – 4:17 (Revised 10/11/22)
- ❖ Instruction – Curriculum Content – 6:60 (Revised 10/11/22)
- ❖ Instruction – Administrative Procedure – Comprehensive Health Education Program – 6:60-API (Revised 10/11/22)
- ❖ Instruction – Administrative Procedure – Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES) – 6:60-AP2 (Adopted 10/11/22)
- ❖ Instruction – Administrative Procedure – Developmentally Appropriate Consent Education – 6:60-AP3 (Adopted 10/11/22)
- ❖ Instruction – Exhibit – Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs – 6:60-API, E1
- ❖ Instruction – Exhibit – Resources for Biking and Walking Safety Education – 6:60-API, E2 (Revised 10/11/22)
- ❖ Instruction – Student Social and Emotional Development – 6:65 (Adopted 10/11/22)
- ❖ Students – Harassment of Students Prohibited – 7:20 (Adopted 10/11/22)
- ❖ Students – Administrative Procedure – Harassment of Students Prohibited – 7:20-AP (Adopted 10/11/22)
- ❖ School Board – Board Policy Development – 2:240 (Revised 10/11/22)
- ❖ School Board – Uniform Grievance Procedure – 2:260 (Revised 10/11/22)
- ❖ Operational Services – Administrative Procedure – Comprehensive Safety and Security Plan – 4:170-API
- ❖ Operational Services – Exhibit- Accident or Injury Form – 4:170-API, E1 (Adopted 10/11/22)
- ❖ Instruction – Access to Electronic Networks – 6:235 (Revised 10/11/22)
- ❖ Instruction – Administrative Procedure – Acceptable Use of the District’s Electronic Networks – 6:235-API (Adopted 10/11/22)
- ❖ Instruction – Administrative Procedure – Web Publishing Guidelines – 6:235-AP2 (Adopted 10/11/22)
- ❖ Instruction – Exhibit – Student Authorization for Access to the District’s Electronic Networks – 6:235-API, E1)
- ❖ Instruction – Exhibit – Staff Authorization for Access to the District’s Electronic Networks – 6:235-API, E2 (Adopted 10/11/22)
- ❖ Instruction – Exhibit- Online Privacy Statement – 6:235-E3 (Revised 10/11/22)
- ❖ Instruction – Exhibit – Keeping Yourself and Your Kids Safe on Social Networks – 6:235-E4 (Adopted 10/11/22)
- ❖ Instruction – Exhibit – Children’s Online Privacy Protection Act – 6:235-E5
- ❖ Students – Prevention of and Response to Bullying Intimidation, and Harassment – 7:180 (Revised 10/11/22)
- ❖ Students – Administrative Procedure – Prevention, Identification, Investigation, and Response to Bullying – 7:180-API (Adopted 10/11/22)
- ❖ Students -Exhibit – Resource Guide for Bullying Prevention – 7:180-API, E1 (Adopted 10/11/22)
- ❖ Students – Exhibit – Be a Hero by Reporting Bullying – 7:180-API, E2 (Adopted 10/11/22)
- ❖ Students – Exhibit- Memo to Staff Regarding Bullying – 7:180-API, E3 (Adopted 10/11/22)
- ❖ Students – Memo to Parents/Guardians Regarding Bullying – 7:180-API, E4 (Adopted 10/11/22)
- ❖ Students – Exhibit – Report Form for Bullying – 7:180-API, E5 (Adopted 10/11/22)
- ❖ Students – Exhibit – Interview Form for Bullying Investigation – 7:180-API, E6 (Adopted 10/11/22)
- ❖ Students – Exhibit – Response to Bullying – 7:180-API, E7 (Adopted 10/11/22)
- ❖ Students – Teen Dating Violence Prohibited – 7:185 (Revised 10/11/22)
- ❖ Students – Student Behavior – 7:190 (Revised 10/11/22)

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- ❖ Students – Exhibit- Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code – **7:190-E4 (Revised 10/11/22)**
- ❖ Students – Student Handbook – Hazing Prohibited – **7:190-API (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students – **7:190-AP3 (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Use of Isolated Time Out, and Physical Restraint – **7:190-AP4 (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Guidelines for Investigating Sexting Allegations – **7:190-AP6 (Revised 10/11/22)**
- ❖ Students – Bus Conduct – **7:220 (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Electronic Recordings on School Buses – **7:220-AP (Adopted 10/11/22)**
- ❖ Students – Misconduct by Students with Disabilities – **7:230 (Revised 10/11/22)**
- ❖ Students – Conduct Code for Participants in Extracurricular Activities – **7:240 (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Code of Conduct for Extracurricular Activities – **7:240-API (Adopted 10/11/22)**
- ❖ Students – Administrative Procedure – Extracurricular Drug and Alcohol Testing Program – **7:240-AP2 (Adopted 10/11/22)**
- ❖ Students – Anaphylaxis Prevention, Response, and Management Program – **7:285 (Revised 10/11/22)**
- ❖ Students – Administrative Procedure – Anaphylaxis Prevention, Response, and Management – **7:285-AP (Revised 10/11/22)**
- ❖ Students – Restrictions on Publications: Elementary Schools – **7:310 (Revised 10/11/22)**

E. AWARDING OF E-RATE CONTRACTS – 2023-2026 (See reference # 3)

Authorization is being sought to award an ERATE Contract to the qualified/chosen vendor for a three (3) year contract for the (2023-2026) school years.

BID NUMBER 2023-01

Request for Proposal (RFP): Telecommunication and High Speed, Ten (10) Gigabyte Internet Access Lines

RECOMMEND: AT&T, LISLE, IL

\$336,783.60

III. FOR YOUR INFORMATION

A. MONTHLY ENROLLMENT (AS OF SEPTEMBER 30, 2022)

MEDGAR EVERS SCHOOL

PRE-K	60	KDG	53
GRADE 1	52	GRADE 2	39

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GRADE 3	52	GRADE 4	42
		TOTAL	298

COTTAGE GROVE UPPER GRADE CENTER

GRADE 5	38	GRADE 6	36
GRADE 7	40	GRADE 8	37
		TOTAL	151

TOTAL DISTRICT	OUT OF DISTRICT	GRAND TOTAL
449	10	459

REPORT OF CONTACTS (ATTENDANCE OFFICERS):

MEDGAR EVERS:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
13	601	9

COTTAGE GROVE:

HOME VISITS	TELEPHONE CONTACTS	PARENT CONFERENCES
7	267	3

B. CHANGE OF DATE FOR NOVEMBER BOARD MEETING

The regularly scheduled Board of Education meeting scheduled for **TUESDAY, NOVEMBER 8, 2022**, at 10:00 a.m. has been **re-scheduled** to **MONDAY, NOVEMBER 7, 2022**, at 10:00a.m., due to election day.

C. RESOLUTION FOR FORMER TEACHER (See reference #4)

Members of the Board, a signed copy of a Resolution was prepared in memory of Mrs. Pauline Walters Hunt, on behalf of the Board of Education. Mrs. Hunt was a longtime teacher here at Ford Heights School District 169. Mrs. Hunt taught at Woodlawn (now Tidye A. Phillips) and Cottage Grove Upper Grade Center for thirty-six years.

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Mrs. Hunt was loved and highly respected by her peers and her students.

A floral arrangement was sent from the members of the Board of Education and Administration.

ADDENDUM REPORT – PART A - REPORT OF THE SUPERINTENDENT

I. FOR YOUR AUTHORIZATION

A. PROPOSED REVISED POLICIES (See reference #1)

Consistent with Ford Heights School District 169's normal practice to conduct periodic reviews of its policies, the following policies are being submitted as needing to be **Revised, Adopted,** and/or **New** as listed below:

6:120 Education of Children with Disabilities – For Review

6:120 AP1 - Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities – For Adoption

6:120 AP2 Administrative Procedure - Access to Classrooms and Personnel - For Adoption

6:120 AP3 Administrative Procedure – Service Animals - For Adoption

6:120-AP4 Instruction – Administrative Procedure – Care of Students with Diabetes

6:120 AP1-E1 - Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights - For Adoption

6:120 AP1-E2 Exhibit - Special Education Required Notice and Consent Forms - For Adoption

6:120 AP2 E1- Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes - For Adoption

6:120 AP3 – E1 Exhibit - Guidelines for Service Animals in School Facilities - For Adoption

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6:120 AP4 Administrative Procedure - Care of Students with Diabetes- For Adoption

ADDENDUM REPORT – PART B – ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION & OPERATIONS

I. FOR YOUR INFORMATION

A. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for October 11, 2022, in the amount of **\$1,925.00**

PART B – ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION AND OPERATIONS

MRS. CORETTA JACKSON reminded members that they were in advanced receipt of then inquired if there were any questions. **THERE WERE NONE.**

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

Roll Call: Ayes: Gray, LaWrence, Mitchell, Viverette

Nays: None

Absent: Coleman, Cook, Sherman

Abstain: None

4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.

I. FOR YOUR INFORMATION

B. ACCOUNTS PAYABLE

Authorization is requested to pay Accounts Payable bills for October 11, 2022, in the amount of **\$1,223,279.31**

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C. PAYROLL SUMMARY

The following is the payroll summary for the month of June 2022 and Payroll Run Outs as detailed below:

September 09, 2022	\$201,794.70
September 23, 2022	<u>\$204,086.46</u>
Total	\$405,881.16

D. PETTY CASH

Authorization is requested to replenish a Petty Cash for the 2022-2023 School Year in the amount of **\$1,268.94.**

PART C - ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

DR. SHARON P. RIVERS expressed to members that they were in advanced receipt of her report, then inquired if there were any questions. **THERE WERE NONE.** She then asked for acceptance of report as submitted:

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

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

I. FOR YOUR INFORMATION

A. EMERGENCY AND SAFETY WORKSHOPS

Following the requirements of the Illinois State Board of Education, the safety team evaluated and made recommendations for specific safety training. The workshops were School Safety and Stop the Bleed. Both were designed to prepare the faculty and staff for any

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emergency which may result in an injury. The officers from the Cook County Sherriff's department facilitated the workshops.

B. SOCIAL EMOTIONAL LEARNING FRAMEWORK FOR PRE-SCHOOL

The Pyramid Model is a social and emotional learning framework that promotes young children's healthy development and prevents challenging behaviors. The core work in the Model focuses on building adults' skills so that they can support children's social and emotional health. This is done through strengthening relationships and directly teaching emotional literacy, self-regulation, listening, friendship skills, and basic problem solving. The Model addresses how and when to identify and provide for children who may need individualized supports.

The Pyramid Model is a tiered framework involving the ideals of promotion, prevention, intervention which align with evidenced based strategies and practices that support children socially and emotionally. With regards to Pyramid Model strategies and practices, as adults become more responsive, predictable, and nurturing, children's healthy pro-social development evolves. Change occurs through a process that includes training and coaching and understanding how behaviors serve as communication that (positively or negatively) affect relationships and learning; behaviors that are reflected upon include the children's as well as the adults' responses.

C. AFTER SCHOOL TUTORIAL STEM PROGRAM

After School Tutorial began on Tuesday, September 27th with a new STEM-driven focus. For ten weeks, students will receive instruction in reading and math with the week culminating in STEM projects to close out the week. Every Monday, Tuesday, and Thursday, students will receive additional instruction in reading and mathematics infused with rocketry foundations, LEGO foundations, and drone videography.

D. PROGRAMS ON SCHEDULE FOR OCTOBER 2022

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- October 5th – Professional Development
- October 6th – Problem Solving Cottage Grove
- October 7th – Parent Meeting
 - Topic: *Reading Strategies to Help Your Child be a Better Reader*
- October 10th – Indigenous People Day (Columbus Day)
- October 14th – Classroom Spelling Bee
- October 15th – Girls Basketball Shootout
- October 19th – Professional Development
- October 20th – Problem Solving Medgar Evers
- October 21st – End of 1st Quarter
- October 24th – 28th – Red Ribbon Week
- October 28th – Fall Parent Teacher Conference 8 a.m. – 3 p.m.

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

Building reports were submitted by the following personnel:

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

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

ADJOURNMENT: 10:21 a.m.

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

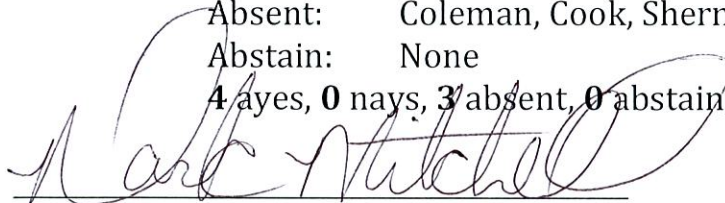
Roll Call: Ayes: Gray, LaWrence, Mitchell, Viverette

Nays: None

Absent: Coleman, Cook, Sherman

Abstain: None

4 ayes, 0 nays, 3 absent, 0 abstain, 0 present – motion carried.



Mr. Mark Mitchell, President, Pro-Tempore



Mrs. Ester Viverette, Secretary Pro-Tempore