

Meeting of the Board of Education  
Country Club Hills School District 160  
Tuesday, February 22, 2011

Southwood Middle School  
18635 S. Lee Street  
Country Club Hills, Illinois

The meeting was called to order by President Giles at 6:06 p.m. Upon roll call, members Densmore, [Mrs. Doss arrived at 6:40 p.m.], Hutson, Turner, Young, and Giles were found to be present. Absent: Mrs. McClelland. Also in attendance: Superintendent Dr. Scott.

**Call to Order and Roll Call**

The assembly participated in the Pledge of Allegiance.

**Pledge of Allegiance**

**Closed Session**

At 6:07 p.m., it was moved by Mrs. Turner, seconded by Mrs. Young, that the Board recess to closed session to consider information regarding: (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (2) litigation; (3) the sale or purchase of securities and/or investments. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Recess to Closed Session**

Mrs. Doss was seated at 6:40 p.m.

At 7:10 p.m., it was moved by Mrs. Doss, seconded by Mrs. Young, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Reconvene to Open Session**

At this time Business Manager, Ms. Peeks, and Director of Special Services, Mrs. Martin, were seated.

Upon President Giles' recommendation, it was moved by Mrs. Doss, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the agenda for the meeting of February 22, 2011, with the agenda being amended to remove Item 10.210, *Administrative Assignments*, as an action item. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Approval of the Agenda**

**Approval of Minutes  
and Financial Statements**

It was moved by Mrs. Turner, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the minutes of its meeting of January 25, 2011, its Special Meeting of February 1, 2011, its Business Meeting of January 20, 2011, and its Executive Committee Meeting of February 8, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Minutes of Meetings  
of the Board**

It was moved by Mrs. Densmore, seconded by Mrs. Hutson, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby make the determination that the need for confidentiality still exists as to all or part of the minutes of the following sessions: November 23, 1982 to December 10, 2010. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Minutes of Closed Sessions  
Biennial Review**

It was moved by Mrs. Densmore, seconded by Mrs. Hutson, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the disbursement journal—including imprest, accounts payable and payroll expenditures—for February 22, 2011, and does thereby authorize payment of expenses itemized therein, to wit:

**Disbursement Journal for  
the month of February 22, 2011**

Fund

Education	\$	315,565.19
Operations/Maintenance	\$	55,908.50
Principle & Interest	\$	8,352.00
Transportation	\$	54,904.82
Site and Construction	\$	24,950.50
Tort Immunity Fund	\$	73,072.00
<u>Total Accounts Payable</u>	\$	<u>532,753.01</u>

Payrolls

02/04/11	\$	309,478.03
02/18/11	\$	322,438.80
<u>Total Payrolls</u>	\$	<u>631,916.83</u>

Total Disbursement Journal \$ 1,164,669.84

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

It was moved by Mrs. Densmore, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby receive and cause to be placed on file financial statements—Summary of Fund Balance, Statement of Position, Statement of Revenue Accounts, and Statement of Expenditure Accounts—for the month ended January 31, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Financial Statements for the  
Periods Ended January 31, 2011

Dr. Scott announced that the attendance award is given to the school with the highest ADA. For the month of January, 2011, the highest attendance was Meadowview at 94.44%. Congratulations to Meadowview administration and staff for a job well done!

**Special Presentation:  
Attendance Award**

Students at Meadowview and Southwood who were among the top three finalists at their schools participated in a District spelling bee on January 25, 2011. Following this spelling bee all participants received a Certificate of Achievement, and tonight were presented with medallions, with a special plaque presented to Jordan Couch, overall winner. Jordan represented the district at the regional level and, while he did not win, he was one of only two 4<sup>th</sup> grader who made it to that level. Congratulations to him and a special thank you to the teachers who worked so diligently in preparing the students for the bee were extended.

**Special Recognition:  
District Spelling Bee Winners**

Grade 4	Jordan Couch	Jennifer Ogbogu	Darilynn Rogers
Grade 5	Armani Cameron	Samenna Hendricks	Idia Ogbomoh
Grade 6	Amina Allen	Christian Maclin	Rian Williams
Grade 7	Franchika Abey	Stephen Briscoe	Esosa Uwumarogie
Grade 8	Mary Burden	Kenechukwu Okafor	Serena Sifuentaz

Overall district winners were:

- Jordan Couch First place
- Amina Allen Second place
- Semenna Hendricks Third place

Fifteen kindergarten students at Sykuta who are now reading received an invitation to attend tonight's meeting to read to the Board. Dr. Jones introduced the five students who were able to attend, and they gave a demonstration to the board members and audience of their newly acquired reading skills. As a group, Mya Guyton, Sanaa Harris, Ashlee Murphy, Kasiya Powell and LaTasha Russell read "*Things I Learned in Kindergarten*", a performance enjoyed by all in attendance.

**Special Recognition:  
Kindergarten Readings**

## Recognition of Public

Upon Ms. Giles' recommendation, it was moved by Mrs. Doss, seconded by Mrs. Densmore, that the public forum part of Recognition of Public be opened. Upon roll call vote, the following members voted *ayes*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Public Forum—Opened

Dr. Willie Naylor, 17718 Cypress Avenue, gave the board an overview of the after school music program sponsored by the City of Country Club Hills, and housed in the modular by Southwood. Requesting support from the district, Dr. Naylor extended an invitation to board members and administrators to visit and see for themselves what musical opportunities are available to students for a small monthly fee.

Noting that all members of the audience who wished to address the Board were offered the opportunity, and upon Ms. Giles' recommendation, it was moved by Mrs. Doss, seconded by Mrs. Young, that the public forum part of Recognition of Public be closed. Upon roll call vote, the following members voted *ayes*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Public Forum—Closed

## Reports of the Board of Education

Mrs. Doss, as Chair Pro-tem at the meeting, reported the committee met on Tuesday, February 8, with Mrs. McClelland and Dr. Scott in attendance. Items discussed included review of the School Board Annual Agenda, and the elimination of board policy regarding graduation as the requirements are written for high school students and do not pertain to K-8 grades. Their next scheduled meeting is March 8, 6:15 p.m., District Office.

Executive Committee

Mrs. Hutson reported Mrs. Turner and Mrs. Young met with Ms. Peeks and Dr. Scott on February 17 to review the bills to be presented for payment at this evening's meeting. Additional agenda items discussed included the Loretto Lane property and the possibility of a potential buyer; utility bills and ways to keep those expenses in line; and Edulink, a web enabling application providing automated telephone calls. This new system was tested for the first time to remind staff of the Institute on Tuesday, February 22. Ms. Peeks commented an in-depth report on this calling system will be presented at the next meeting.

Business Committee

Ms. Giles reminded board members of the upcoming Superintendent's Commission Conference scheduled for March 24-25, 2011 at the Tinley Park Convention Center. On Thursday, March 24, all board members will be honored at an evening dinner meeting, and Friday, the Southwood choir, under the direction of Brytish Thomas, will be performing during the luncheon. She hopes all members will be able to attend both days.

President's Report

On Saturday, March 26, IASB is presenting a workshop, *Data First for School Governance*, to be held at Riverside-Brookside School District 208.

Wednesday, March 30, IASB is hosting the Spring Dinner Meeting, Orland Chateau, Orland Park. Schedules permitting, board members were requested to notify Mrs. Marovich if interested in attending either or both of the above IASB sponsored activities.

## Report of the Superintendent of Schools

Upon Superintendent Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Doss, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the consent agenda as follows:

Consent Agenda

- The resignation, for the purposes of retirement, of Maureen Musso, Sykuta School, effective February 3, 2011.

- The resignation of Corliss Cade, School Secretary, Southwood Middle School, effective February 18, 2011.

Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Mrs. Densmore inquired whether this is just a preliminary budget and was assured by Dr. Scott that is correct. Dr. Scott further stated she wants the Business Committee members involved in the process with monthly reporting on the progress. An itemized calendar will be distributed to board members so they are kept apprised of the status of the budget.

Resolution No. 10-317—  
Directing the Superintendent to  
Prepare 2011-2012 Tentative Budget

Following this discussion, and upon Superintendent Scott's recommendation, it was moved by Mrs. Turner, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, does hereby adopt Resolution No. 10-317, *Directing Superintendent to Prepare 2011-2012 Tentative Budget*, as presented and appended to the official minutes.

Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt the following new and/or revised policies:

Board of Education Policies—  
Adoption

- 2:60—Board Member Removal From Office
- 2:70—Vacancies on the School Board
- 2:110—Qualifications, Term, and Duties of Board Officers
- 2:125—Board Member Expenses
- 2:150—Committees
- 2:220—School Board Meeting Procedure
- 2:230—Public Participation at School Board Meetings and Petitions to the Board
- 2:260—Uniform Grievance Procedure
- 4:10—Fiscal and Business Management
- 4:80—Accounting and Audits
- 4:150—Facility Management and Building Programs
- 4:170—Safety
- 4:180—Pandemic Preparedness
- 5:10—Equal Employment Opportunity and Minority Recruitment
- 5:30—Hiring Process and Criteria
- 5:90—Abused and Neglected Child Reporting
- 5:120—Ethics and Conduct
- 5:185—Family and Medical Leave
- 5:220—Substitute Teachers
- 5:260—Student Teachers
- 6:110—Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:140—Education of Homeless Children
- 6:210—Instructional Materials
- 7:10—Equal Educational Opportunities
- 7:50—School Admissions and Student Transfers to and from Non-District Schools
- 7:60—Residence
- 7:70—Attendance and Truancy
- 7:100—Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students
- 7:280—Administering Medicines to Students
- 7:290—Adolescent Suicide Awareness and Prevention Programs
- 7:310—Restrictions on Publications

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

## Information Items

Dr. Scott reported that due to school closings during the February blizzard, the SBOE has given districts the option of delaying the start of ISAT testing for one week. We, as a district, have opted for that change, and our testing will begin on Tuesday, March 8. However, Sykuta's K-2 students, who will be tested with our local assessment, TerraNova 3, will begin testing during the week of March 1.

State Testing

On Wednesday, February 16, fourteen administrators and staff members attended a one-day workshop at the University of Illinois at Chicago designed to assist educators in preparing for new academic standards adopted by the SBOE in the areas of math and language arts. Items of particular interest covered during this workshop included the following:

Common Core Standards

The new standards stress the importance of teaching what skills students need to succeed in college and the workforce.

New pedagogies are needed to reinforce the need to teach clear, learning goals for students through the implementation of new teaching strategies.

The recommendation to wait 2-3 years before making a new math and/or language arts adoption, allowing time for the new standards to be incorporated into these subject areas.

## Supplementary Reports— Administration

### Business Manager

Ms. Peeks reported:

Implementation of an automated dialing system which was tested with reminder calls to staff members regarding the Institute on Tuesday. Southwood will pilot this system for student attendance beginning February 23, with administrators and support staff having received training. Working with our student data base, analysis reports can be generated after attendance has been taken.

Automated Dialing System

This student transportation system is being updated to ensure all hazardous areas have been identified. This information will assist administrators in assigning bus stops for students.

Edulog

Concrete work will begin at Southwood to correct the problem of doors failing to close tightly resulting in unsecure points of entry.

Building & Grounds

A food service review was conducted at Meadowview. While she was informed verbally of successfully passing, she is awaiting an official letter from ISBE verifying compliance.

Food Service

A meeting was held with Cook Illinois and a representative from each school. The aim of these periodic meetings is to ensure busses continue to operate as scheduled, and to reinforce protocols to be followed on tapes made during transporting students.

Transportation

The residency of a homeless student is being investigated. Originally a student from North Palos District 117, it appears the student is being dropped off each morning in Country Club Hills and then picked up at the end of the school day.

Question of Residency

She continues to monitor revenue and expenditures on a monthly basis. As of January 31<sup>st</sup>, our revenue is \$11,317,873 with expenditures at \$9,838,926. Continuation of this diligent spending will insure the district will end the school year on a positive note. The first revenue from the 2010 tax levy is scheduled to be received in April.

Financials

Mrs. Hutson inquired as to whether or not a human voice could be used on the automated dialing system as the voice appears very robotic. Ms. Peeks stated we do have that option and she will check into it further.

Comment from Board Member

Mrs. Martin reported:

**Director of Special Services**

A meeting was held with Jackie Lipscomb, Scholastic representative for READ 180 and System 44. The district plans to purchase System 44 as a reading instrument for special education students having difficulty with READ 180 material. Ms. Lipscomb will meet with the administrative team to educate them on this system which is one level down from material presented in READ 180. Coaching services will also be secured prior to implementation whereby the coaches go into the classroom and provide instruction so staff members are familiar with and able to present material correctly.

READ 180

Through a Focus Monitoring process, the district has successfully met the requirements, as prescribed by the Illinois State Board of Education, of providing evidence that the special education students are being educated in the least restrictive environment based on individual needs.

Focus Monitoring

A committee will be formed to develop a diabetes care plan for students. Once the plan is in place, a board policy needs to be developed and incorporated into the board policy manual.

Diabetes Care Plan

Dr. Scott reported:

**Superintendent of School**

The district has partnered with The Network Room to act as educational consultants to district employees for professional development. Their second sessions, Creating Positive Relationships I and II were provided during today's institute. They will continue to provide on-site professional development during school improvement days and in-services. Their services also include weekly coaching services working with teachers on implementing RtI.

The Network Room

A Title V grant has been written by The Network Room personnel. Partnering with them will provide the opportunity to have a counselor at each of our buildings beginning March 1.

Grant Partnership

Twenty staff members received initial PBIS professional development on-site training followed by a nine-week online course offered through Quincy University. The course was successfully completed by all those who had enrolled.

PBIS Training

Southwood and Sykuta have both received funding through special project grants. Southwood, having been granted \$23,000, will use these funds in creating pacing charts for reviewing item strategies. They will partner with National Lewis University in the areas of reading, math and science in this endeavor. Sykuta, having received \$20,259, will earmark their funds for creating pacing charts and building targeted instruction strategies aimed at filling the gaps in instruction at grades K-3.

Special Project Grants

Thanked Ms. Kim Edwards, Assistant Principal, Southwood, for her presentation to Exploratory staff members on pacing chart development.

Institute Presenter

Board members were polled as to their availability for attending one or both days of the upcoming Superintendent's Conference on March 24 and 25.

Superintendent's Conference

**Supplementary Reports—  
Board of Education**

Mrs. Hutson inquired whether the special education student tracking would follow the student in high school and was informed that was not the case. She also thanked Ms. Peeks for her detective work regarding student residency.

Ms. Giles questioned whether as a result of changes implemented through the Focus Monitoring process our special education population will decrease. Mrs. Martin said that is the expected outcome for students included in regular classroom settings, and READ 180 coaches will be spending time in these classrooms to implement instruction strategies.

Mrs. Densmore indicated the law conference she recently attended was very informative.

## **Adjournment**

It was moved by Mrs. Doss, seconded by Mrs. Densmore, that the meeting be adjourned. Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried. The meeting was adjourned at 8:25 p.m.

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J. Kay Giles, President, Board of Education

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Jacqueline Doss, Secretary, Board of Education