

Meeting of the Board of Education
Country Club Hills School District 160
Tuesday, September 28, 2010

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

The meeting was called to order by President Giles at 6:08 p.m. Upon roll call, members Densmore, Doss, Hutson, McClelland, Turner, Young, and Giles were found to be present. 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 6:10 p.m., it was moved by Mrs. Hutson, seconded by Mrs. McClelland, that the Board recess to closed session to consider information regarding: (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (2) the placement of individual students in special education programs; (3) litigation; (4) the sale or purchase of securities and/or investments. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Recess to Closed Session

At 6:42 p.m., it was moved by Mrs. Densmore, 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. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Reconvene to Open Session

It was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education open the floor to a public hearing regarding the proposed FY11 budget. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

FY 11 Budget Hearing

Business Manager Peeks reported that for the second year in a row we have a balanced budget going forward. Our goals for this school year, as in past years, are to continue to monitor curriculum and allocate resources to support student achievement while controlling expenditures through diligence in spending.

Ms. Peeks cited several areas of expenditures and revenues that were not designated in the preliminary budget board members had received, or that had changed significantly since then. These items, detailed in a written report, included but were not limited to the following:

- Additional staffing due to increased class size, including the hiring of 2 art teachers, and anticipated hiring of two additional teachers to accommodate increased class size;
- A penalty imposed by TRS for exceeding the 6% salary cap on three retiring teachers (this is being disputed and while the penalty had to be paid a refund is expected after review);
- Because the district operates on a cash basis system, funds from the School Technology Revolving Loan were received and deposited during the 2009-2010 school year, but all expenditures will take place during the 2010-2011 school year.

The Estimated Limitation of Administrative Costs, which estimates the district's percent increase of FY2011 budgeted expenditures over FY2010 actual expenditures was completed and showed a -2% for FY2011 (Budgeted) over FY2010 (Actual).

Finally, another positive to having a balanced budget is the district is not required to submit a Deficit Reduction Plan.

Ms. Giles thanked Ms. Peeks and Dr. Scott for the great job they did in preparing the budget.

Noting that all members of the public were afforded the opportunity to address the proposed FY11 budget, and upon Ms. Giles' recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Doss, to close the public hearing. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Upon President Giles' recommendation, it was moved by Mrs. Turner, seconded by Mrs. Doss, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the agenda for the meeting of September 28, 2010. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Approval of the Agenda

Approval of Minutes and Financial Statements

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 minutes of its meeting of August 24, 2010, its Executive Meeting of September 14, 2010, and its Business Committee Meeting of August 19, 2010. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, 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 approve the disbursement journal—including imprest, accounts payable and payroll expenditures—for September 28, 2010, and does thereby authorize payment of expenses itemized therein, to wit:

Disbursement Journal for the month of September 28, 2010

<u>Fund</u>	
Education	\$ 648,411.23
Special Proceeds	\$ 100.00
Operations/Maintenance	\$ 45,884.29
Bonds & Interest	\$ 300.00
Principle & Interest	\$ 16,704.00
Transportation	\$ 56,450.43
Tort Immunity	\$ 41,554.50
<u>Total Accounts Payable</u>	<u>\$ 809,404.45</u>
<u>Payrolls</u>	
09/03/10	\$ 292,216.06
09/17/10	\$ 286,400.35
<u>Total Payrolls</u>	<u>\$ 578,616.41</u>
<u>Total Disbursement Journal</u>	<u>\$ 1,386,020.86</u>

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

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 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 August 31, 2010. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Financial Statements for the Period Ended August 31, 2010

**Special Presentation:
2010 ISAT and Terra Nova Results**

Dr. Jones, Principal, Sykuta School, gave a PowerPoint presentation based on longitudinal results, by grade, in reading and math based on a comprehensive review of Terra Nova and ISAT test results.

Sykuta, using CTB/Terra Nova as their local assessment, scored as indicated below on the Spring 2010 administration of this test:

In Reading **Kdg.** 52.7% **1st** 54.1% **2nd** 51%

This represents an increase in scores for first and second grade but a significant decrease of 7.3% at the kindergarten level.

Dr. Scott stated that last year two of the kindergarten teachers were re-assigned to first and second grade. While positive results were shown at those levels with this strategy, kindergarten scores suffered. Kindergarten teachers will be encouraged to take advantage of more professional development opportunities to give them new ideas to explore in teaching both reading and math.

In Math **Kdg.** 60% **1st** 54.2 **2nd** 50%

Again the same trends continue with kindergarten showing a 7% decrease, and first grade with a 4.2% increase and 6% increase for second grade. As with reading, more math professional development is needed because, while gains are being made, there is still a lot of work needed.

Meadowview and Southwood, using ISAT as the assessment tool, were expected to score at 77.5% or higher to achieve AYP (Adequate Yearly Progress). AYP calculations in Illinois are based on three factors:

- The percent of reading and math scores that meet or exceed standards compared to the state's annual targets;
- The participation rate of students taking the state tests, which must meet or exceed 95%; and
- The additional indicators of attendance rates of students in elementary and middle schools, and the graduation rates of students in high schools, which must meet or exceed the annual state targets.

Meadowview, as indicated below, has shown the following growth or deficit:

In Reading – 2010	3rd	54%	4th	57.3%	5th	58.8%
2009		51		56		69
2008		57		63.5		65.7
2007		53		64		44

The four year comparison of reading shows 3rd grade scores slightly higher than 2007, 4th grade showing a 6.7% decrease, and 5th grade with significant growth of 14.8%.

In Math – 2010	3rd	61%	4th	67%	5th	61.3%
2009		67		67		67
2008		73		75		63
2007		70		78		61

These scores reflect decreases at the 3rd and 4th grade level over the four year reporting period, again, 5th grade with very slight growth in math.

Comparing Southwood scores, the following was shown:

In Reading – 2010	6th	70.8%	7th	63 %	8th	67%
2009		70.7		59.1		65.6
2008		57		61.8		67
2007		61		51		71

The four year comparison of reading shows growth at levels 6th grade with 9.8%, 7th grade with 12%, and a slight decrease of 4% at the 8th grade.

In Math	Year	6 th	7 th	8 th
	2010	61.5%	60.5%	64.2%
	2009	57.2	56.5	58.6
	2008	56.6	49.7	65.9
	2007	60	62	60

Math scores reflect modest increases at grades 6th and 8th, and a slight decrease at 7th grade using the four year comparison.

Dr. Scott commented that while it is easy to look at the scores and feel disheartened we, as a district, need to celebrate the positives that are sometimes overlooked in disaggregating the results. In eight testing areas, Southwood scored higher this year over last, improving in all areas with the exception of students with disabilities – a cause for celebration.

Meadowview, in all sub groups, held the mark, with an increase in scores over last year in the African American population and economically disadvantaged. – a cause for celebration.

Sykuta students showed improvement in all reading sub groups, but were placed in Safe Harbor for not meeting the state’s required attendance rate of 91.0%.

As a school district, our scores are higher than they have ever been and we are seeing progress every year – a cause for celebration.

Yes, there is work to be done but there are also positives that must be recognized and celebrated.

These scores will be disaggregated across the board to determine what the areas of weakness are, at what grade level declines in scores from previous years begin appearing, and strategies needed to correct deficiencies to bring our students up to AYP.

Recognition of Public

Public Forum—Opened

Upon Ms. Giles’ recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Hutson, 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. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Dr. Willie Naylor, 17717 Cypress, under the sponsorship of the City of Country Club Hills, is offering an after school initiative to provide musical instruction, with an educational component, to interested students. Dr. Naylor is excited to be in the position of exposing young adults to various aspects of music and the opportunities it is capable of providing to them through travel, scholarships, and camaraderie with other students with like interests. While open to all students, the main focus will be providing instruction for junior high children, mainly because the program will operate out of the modulars at Southwood, and also lack of bussing after the program. Mrs. Turner stated the first session will run from mid October to December at a cost of \$20, with subsequent sessions to follow.

Alderman Ford from the City of Country Club Hills was on hand to present a check to the Board of Education in the amount of \$800. This was given by Comcast as a result of the district’s participation in Comcast Cares Day on April 24. Administrators, staff, and students all took part in clean up activities throughout the city.

Public Forum—Closed

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. Young, seconded by Mrs. McClelland, 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. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Reports of the
Board of Education**

Executive Committee

Mrs. Densmore reported the committee met on September 14, with Mrs. Doss and Mrs. McClelland also in attendance. A meeting calendar was developed for the remainder of the school year as presented in their approved minutes with the only change being the October meeting date being October 12 rather than October 14. PRESS updates were reviewed on minor proposed policy changes, and major revisions and administrative procedures will be presented to the Board for action to place them on public display and recommended for approval at the October Board of Education meeting.

A special Committee- of- the-Whole has been scheduled for October 5. Agenda items will include Board goals and the Superintendent's evaluation.

Mrs. Hutson, Mrs. Turner, and Mrs. Young met with Ms. Peeks and Dr. Scott on September 23 to review the bills to be presented for payment at this evening's meeting. Discussion also ensued regarding the status of roof repairs throughout the district, and The Horton Group, the new insurance provider. Their next scheduled meeting is Thursday, October 21.

Business Committee

Ms. Giles reminded the Board of the IASB Fall Dinner Meeting on October 6 at the Alsip Doubletree Hotel. She also mentioned the date for the Tri-Conference is rapidly approaching and that most arrangements have already been secured.

President's Report

Report of the Superintendent of Schools

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

Consent Agenda

- Employment of Laurie Oliver, 3rd grade teacher, Meadowview School, effective August 23, 2010.
- Resignation of Patricia Howard, Teacher Aide, Sykuta School, effective October 1, 2010.
- Resignation of Ruby Robinson, teacher aide on leave of absence, effective September 30, 2010.
- Employment of Lynne Barnes, ACE Supervisor, Meadowview School, effective September 29, 2010.

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

Ms. Oliver was introduced and expressed her pleasure in becoming a member of the School District 160 family.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Turner, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-308, Approval of 2010-2011 Budget*, as presented to the Board of Education, and appended to the minutes of this meeting. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Resolution No. 10-308—
Approval of 2010-2011 Budget**

Upon Superintendent Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the annual Recognition of Schools Application for the 2010-2011 school year as presented to the Board of Education, and appended to the minutes of this meeting. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Recognition of Schools
Application**

Upon Dr. Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-309—Notice to Remedy*, as presented to the Board of Education. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Resolution No. 10-309—
Notice to Remedy**

Upon Dr. Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the following new and/or revised policies be placed on public display until the October Board of Education meeting:

**Board of Education Policy—
New/Revisions**

- 7:40 Students, Nonpublic School Students, Including Parochial and Home-Schooled Students
- 7:90 Students, Release During School Hours
- 8:80 Community Relations, Gifts to the District
- 2:160 School Board, Board Attorney
- 4:140 Operational Services, Waiver of Student Fees
- 5:190 Professional Personnel, Teacher Qualifications
- 5:280 Educational Support Personnel, Duties and Qualifications
- 6:130 Instruction, Program for the Gifted
- 6:280 Instruction, Grading and Promotion
- 7:325 Students, Student Fund-Raising Activities

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

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

Acceptance of Gifts

- Carol Gillund, parent, Sykuta School – School Supplies
- Hazel Crest Assembly Church – Uniforms, Shoes, Clothes
- Portia Lyons and friends – School Supplies, Cash Donations, Clothes, Gift Certificates
- Sandra Kirk-Franklin, AT&T – 28 backpacks

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

Information Items

School District 160 is in compliance with Public Act 96-0434 which requires all districts statewide to post on its website by October 1, an itemized compensation report for every administrator.

Public Act 96-0434

**Supplementary Reports—
Administration**

Ms. Peeks reported:

Business Manager

Through the American Recovery and Reinvestment Act, the district is eligible to receive approximately \$588,000 in additional funds to be earmarked for retention or hiring of staff to provide “best” teachers. Unlike most federal funding, to receive this money a district must request, in writing, a request to be funded. The appropriate letter will be sent next week and the amount is included in budget figures presented tonight.

ARRA Funds

Letters, with appropriate password information, will be going out to parents notifying them of their ability to access INOW, our student information system. This district wide initiative will allow parents to regularly check students' grades rather than waiting for periodic Progress Reports.

INOW Parent Portal

Mrs. Doss inquired whether the system allows for parent interaction with teachers and was informed it is "read only" at this point. However, Dr. Scott stated parents can go to any of the school's website, click on the link to staff, and have the ability to email a teacher.

Mrs. Martin reported:

Director of Special Services

Three screenings to identify eligible children for the PreK program have already been held and calls continue to be received requesting a screening. An afternoon class has been added to accommodate the large number of eligible students. This class will be a blended mix of PreK and Early Childhood students.

Early Childhood

All special education teachers have now been trained/retrained in implementation of READ 180. The consultant will be in the district in October to provide one-on-one training for those requiring it.

READ 180

Ms. Wanda Jordan, our PBIS consultant, has met with Ms. Edwards and herself to clarify what Ms. Edwards' role as external coach encumbers. Ms. Edwards has started her coach training at ISC4 and the Assistant Principals, who will serve as the internal PBIS coaches, have also received guidance in what the expectations are for them as internal coaches.

PBIS

Dr. Debbie Hooks attended an AC meeting to offer assistance in determining what is still needed to be in compliance with the state requirements as it relates to RtI. She also reviewed the Special Education Entitlement document to ensure that it is stated that even though a student has an IEP, they still receive RtI.

RtI

Ms. Maria Martinez, our Project Choices liaison, will attend our AC meeting in October to review Meadowview and Southwood's Action Plan. Sykuta will be discussed also.

Project Choices

The Southwest Coop is offering an update on 504 Rules and Regulations. Besides herself, the session will be attended by Nurse Brown and Principals as it is their responsibility to ensure the plans are written and monitored correctly. In addition to a copy being on file at the building level, a copy will also be on file at the Special Education office.

504 Training

The first meeting of all special education teachers was held on September 2, and covered a wide spectrum of subjects from procedural safeguards to IEPs to defining a disability. Meetings will continue to take place during the school year to update changes as they relate to the district and students.

Special Education
Teacher's Meeting

Support staff meetings will also be held on a monthly basis to keep these employees up to date throughout the school year on special education rules and regulations as they pertain to them. Medicaid fee for service was also discussed and, like year, we will aiming for 100% reimbursement.

Support Staff Meeting

This is a meeting that will take place with St. John's Lutheran School in October. This annual meeting, required by ISBE, ensures the private school staff, its parents, and the community are aware of the special education services offered by the district.

Timely and Meaningful
Consultation

Dr. Scott reported:

Superintendent of School

A new messaging system, Edulink, will be in place district-wide by the next board meeting. In addition to giving parents access to ongoing activities, it can also be set up to automatically contact parents regarding student absences, a factor that resulted in a negative impact on Sykuta's test scores.

Edulink

While unable to attend Meadowview's Open House, she was pleased to attend Sykuta's and Southwood's and enjoyed seeing so many parents and staff engaging in two-way conversations. A thank you was extended to staff for their part in making our parents a welcome part of the school family.

Open Houses

During a visit to Mrs. Jaeger's third grade gifted class, she was able to see the excitement and pride her students are exhibiting with their exposure to learning a foreign language through instruction by Ms. Nicole Johnson, Spanish teacher. Plans are to invite these students to a future board meeting.

Gifted Classroom

Selected staff members will be attending meetings as part of the South Cook Math Initiative. The trend in our district seems to be that students reach a certain plateau and they are not pushed to strive higher, a trend that must be addressed and corrected.

South Cook Math Initiative

As stated above, students need to be pushed to succeed, not only academically but in their every day life. All stakeholders must work together. Relationships must be formed at each school with teachers working in teams to disaggregate data, refine curriculum, and develop a curriculum that challenges students to push themselves to their full capability.

Rigor, Relevance and Relationships

Staff must take advantage of more professional development workshops and conferences. Additionally, Ms. Peeks stated that, at Dr. Scott's request, money was set aside in the budget for a new math adoption. While Sykuta and Meadowview could use a change, the need is greatest at the middle school -- there is no rigor in the curriculum. The process for piloting a new math adoption will begin in January, and the new math books will be in use at the beginning of the 2011-2012 school year. State-wide, data has shown that test scores across the board have been pretty good except at the middle schools. Scores had reached a plateau and the tests have since been rewritten.

Staff members from Sykuta and Southwood attended Saturday training on Smart Boards, while Meadowview teachers were involved over a three day period in a "Boot Camp" conducted by NWEA.. Textbooks were analyzed and teachers given guidelines to enable them to identify gaps in curriculum. They can then use this information to search for supplemental resource materials to fill these gaps.

Professional Development

District administration is looking to hire a web site designer to give our current site a much more professional look. Input was requested from anyone with a recommendation. It was stated that Net 56 would not be considered for filling this need.

Web Site Designers

For the first time, fifth graders will now have the opportunity to sign up for band. At sixth grade, there are already 70 students signed up. This extra curricular activity is not based on a student attending gifted classes but rather on interest. With the city offering musical instruction, including orchestra, as outlined earlier in the meeting, any student with an interest in band will have the opportunity to participate.

Band

Supplementary Reports— Board of Education

Mrs. Hutson brought up the subject of distribution of flyers throughout the district. Dr. Scott reported that any organization requesting the passing out of material must have a business license to support that request. The flyer must not be of a selling nature and will have to come before the Board for final approval. This whole process could take up to two weeks before final approval is given.

Distribution of Flyers

Ms. Giles commented that the Board of Education Policy Book will be online at the district's official web site.

Board Policy Book

Many of the board members were able to attend some or all of the Open Houses held at the schools. Everyone was impressed and pleased with parental turnout and the quality of the Open Houses themselves.

School Open Houses

Dr. Scott again thanked Alderman Ford for attending the meeting and for presenting the District the \$800 check from Comcast. Official acceptance of this check will be approved at the next board meeting.

Comcast Thank You

Adjournment

It was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the meeting be adjourned. Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Doss, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried. The meeting was adjourned at 8:30 p.m.

J. Kay Giles, President, Board of Education

Jacqueline Doss, Secretary, Board of Education