

Meeting of the Board of Education  
Country Club Hills School District 160  
Monday, December 19, 2011

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

The meeting was called to order by President Giles at 6:04 p.m. Upon roll call, members Densmore, Hutson, Young, and Giles were found to be present. Mrs. Turner arrived at 6:56 pm and Mrs. McClelland at 7:00 pm. Absent: Doss. 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 6:05 p.m., it was moved by Mrs. Hutson, 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) collective bargaining; (3) public office vacancy; (4) hearing evidence or testimony; (5) real property; (6) setting price for real property; (7) securities and/or investments; (8) security procedures; (9) student disciplinary cases; (10) placement of students in special education; (11) litigation; (12) establishment of reserves or settlement of claims; (13) self-evaluation, practices and procedures or professional ethics; (14) minutes of meetings. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Ms. Giles. Motion carried.

**Recess to Closed Session**

At 6:40 p.m., it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Ms. Giles. Motion carried.

**Reconvene to Open Session**

Mr. Dean, Business Manager, presented the following information:

**Tax Levy Hearing for 2011**

The amount of the 2010 tax levy was \$6,419,384. The 2011 tax levy is \$6,525,103., a 4.99% increase over last year. The levy was calculated based on a 10% loss of EAV. This year we are levying for special education and leasing, anticipating specific expenses and protecting the district's ability to levy in these areas in the future.

Following this overview, Mr. Dean recommended that the Board of Education approve the 2011 Tax Levy in the amount of \$6,525,103, as presented, and which represents the following fund amounts.

Educational	5,075,619
Operations & Maintenance	414,714
Transportation	189,330
Working Cash	60,767
Municipal Retirement	50,563
Social Security	172,098
Fire & Protection	201,053
Tort Immunity	270,959
Special Education	45,000
Leasing	45,000

President Giles opened the floor to the public. Noting that all members of the audience were offered the opportunity to speak, and upon Ms. Giles' recommendation, it was moved by Mrs. Young, seconded by Mrs. Hutson, to close the floor for the tax levy hearing. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Ms. Giles. Motion carried.

Mrs. Turner was seated at 6:56 pm and Mrs. McClelland at 7:00 pm.

Mrs. Hutson left the meeting at this time for a short period of time.

Upon President Giles' recommendation, 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 agenda for the meeting of December 19, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, 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. McClelland, seconded by Mrs. Young,, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the minutes of its meeting of November 14, 2011, its Business Committee Meetings of November 14, 2011 and December 13, 2011, and its Executive Committee Meeting of December 13, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. McClelland, Mrs. Young, and Ms. Giles. *Abstain*: Mrs. Turner. Motion carried.

Minutes of Meetings  
of the Board

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 disbursement journal—including imprest, accounts payable and payroll expenditures—for December 19, 2011, and does thereby authorize payment of expenses itemized therein, to wit:

Disbursement Journal for  
December 19, 2011

<u>Fund</u>	
Education	\$ 444,442.58
Special Proceeds	\$ 100.00
Operations/Maintenance	\$ 81,102.22
Principal & Interest	\$ 42,350.12
Transportation Fund	\$ 93,011.80
Site and Construction Fund	\$ 18,759.08
Tort Immunity	\$ 5,109.00
<u>Total Accounts Payable</u>	\$ <u>684,874.80</u>
 <u>Payrolls</u>	
11/23/11	\$ 319,162.25
12/09/11	\$ 327,988.48
 <u>Total Payrolls</u>	 \$ <u>647,150.73</u>
 <u>Total Disbursement Journal</u>	 \$ <u>1,332,025.53</u>

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

Financial Statements for the  
Period Ended November 30, 2011

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 November 30, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Dr. Scott announced that the attendance award is given to the school with the highest ADA. For the month of November, 2011, the highest daily attendance was Meadowview at 95%. Congratulations to Meadowview administration and staff for a job well done!

**Special Presentation:  
Attendance Award**

Dr. Scott presented to Dr. Borishade Certificates of Merit to be distributed to the students from Southwood who assisted with the serving of a Thanksgiving dinner at Hazel Crest Assembly

**Special Presentation:  
Certificates of Merit**

Church on November 19. This community service project performed by members of the National Jr. Honor Society resulted in the students receiving five hours towards required community service.

The annual financial report for the fiscal year ended June 30, 2011, as prepared by the certified public accounting firm of Mulcahy, Pauritsch, Salvador & Co., Ltd., was presented by Edward McCormick. He discussed the written report including a narrative and analysis of the financial activities of the district for the fiscal year ended June 30, 2011, with financial highlights as listed below:

**Special Presentation:  
2011 Audit: Mulcahy, Pauritsch,  
Salvador & Co.**

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$6,869,843 (net assets).
- Governmental activities have an unrestricted net assets deficit of \$2,871,802.
- The total net assets of the District increased by \$3,608,345 during fiscal year 2011.
- Fund balance of the District's governmental funds increased by \$3,215,154 resulting in an ending fund balance of \$10,096,233. The majority of this increase is attributable to grant funding and property taxes. The district also initiated measures to align our staffing requirements to meet the need of our students.
- During the current fiscal year, the fund balance in the District's General Fund increased by \$2,517,891. Revenues received exceeded expenditures paid by \$3,150,241.
- The District's long-term obligations reported a net decrease from \$12,919,606 to \$12,271,553 due to the payment of debt obligations.

Mrs. Hutson returned to the meeting during Mr. McCormick's presentation [7:17pm].

Mr. McCormick stated the district is in a stronger financial position this year than last which is a credit to the overseeing of expenditures by the administrative staff. He also expressed his thanks to Mr. Dean and staff for all of their effort and cooperation during the audit period. He stated that if anyone had any questions, please do not hesitate to call.

**Recognition of Public**

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 *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Public Forum—Opened

April Williamson, 4605 Provincetown, speaking on behalf of other parents and homeowners in Provincetown, addressed the Board to voice their concern regarding the safety of the children in that area. With the early darkness during the winter, the parents are concerned that the students are walking home in the dark due to bussing having been eliminated. Two other parents from that area, De'asha Nicory and Eunice Lee, also voiced their concern over the same issue.

Dwight Taylor, 154 Williamsburg Road, inquired about the curriculum begin offered in the schools, particularly kindergarten through five.

Dr. Scott will be in contact with all these parents to discuss their concerns.

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. Hutson, that the public forum part of Recognition of Public be closed. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Public Forum—Closed

**Reports of the  
Board of Education**

**Executive Committee**

Mrs. McClelland stated this committee met on December 13. In addition to her, Mrs. Densmore and Dr. Scott were in attendance. Items discussed included:

- Review and revision of various draft board policies.
- The evaluation instrument used in evaluating the effectiveness of the principals and assistant principals.

**Business Committee**

Mrs. Hutson stated the Committee met on December 13. In attendance were Mrs. Doss, Mrs. Hutson, Mrs. Young, Superintendent Scott and Business Manager Mr. Dean. Items discussed included:

- Bill review
- Tax Levy

**President's Report**

Ms. Giles reported on her attendance at the NABSE convention and all the informative workshops and conferences available. While she was unable to attend the board strand she did attend the Aspiring Superintendent's Conference and found it to be very educational. Other board members who also attended indicated their pleasure in various workshops targeting areas such as bullying, math academics, using science and technology together, and an alternative approach to teaching music. Mrs. Young, who attended for the first time, enjoyed the opportunity to visit the various vendors and do some comparisons to programs we currently have in effect.

**Report of the Superintendent of Schools**

**Consent Agenda**

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 consent agenda as follows:

- To accept the resignation of Tiffany Norwood, School Secretary, Southwood Middle School, effective December 30, 2011.
- Does hereby adopt the following new and/or revised policies:
  - 4:50 Payment Procedures
  - 4:55 Use of Credit and Procurement Cards
  - 4:80 Accounting and Audits
  - 5:100 Staff Development Program
- Does hereby approve the 2012 mileage rate at 55.5 cents per mile, as set by the Internal Revenue Service, effective January 1, 2012.

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

**Resolution No. 11-328  
Approval of 2011 Tax Levy**

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt Resolution No. 11-328, *Approval of 2011 Tax Levy*, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Resolution No. 11-329  
School Board Meeting Calendar**

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 Resolution No. 11-329, *Draft A, School Board Meeting Calendar* for the period January 2012 through December 2012, as presented to the Board of Education and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Appointment of Township  
Board Member**

Governor Quinn has signed into law Senate Bill 634 authorizing each school board to appoint one of its members to sit on the Board of School Trustees for Township 36 North, Range 13 East. These board meetings are held on a quarterly basis with the next one scheduled for January 9.

Mrs. Densmore nominated President Giles to serve as a trustee in view of the fact other districts are asking their presidents to represent their districts. Mrs. McClelland indicated she would also be willing to serve in that capacity. Upon roll call vote for electing J. Kay Giles to serve as the trustee, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Turner, Mrs. Young, and Ms. Giles. *Abstain*: Mrs. McClelland. Motion carried.

Following this discussion and vote, and upon Superintendent's Scott recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Turner, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby appoint J. Kay Giles, effective immediately, to serve as a member of the Board of School Trustees for Township 36 North, Range 13 East. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Acceptance of Gifts**

Upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby accept the following donations :

1. Donation of 1,000 books from Graybar Electric
2. 10 - \$100 Gift Certificates from Walmart for teachers at Sykuta and Meadowview Schools on behalf of the City of Country Club Hills.
3. Donation from Dunlap Industries for a tarp (floor covering) for Meadowview School

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

**Superintendent Contract for 2012**

Upon President Giles' 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 set, pursuant to provision 3 of the Superintendent's Contract, the superintendent's salary effective January 1, 2012 and retroactive to July 1, 2011, as determined by the Board of Education in closed session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

**Supplementary Reports—  
Administration**

**Business Manager**

**Technology**

Mr. Dean reported:

The fiber installation for the District is complete with the exception of Sykuta. This will be one of many projects addressed during winter break. Other projects to be worked on include carpet installation in the media center, faculty lounge, and offices C and D at Meadowview, and replacing emergency exit signs and lighting at Meadowview. Perfect Cleaning will also use this time to do some deeper cleaning that is difficult to tackle when the students are in session. Earic will also be working with Precision on some HVAC work at Sykuta and Southwood.

Mrs. Hutson inquired whether Mr. Dean was aware of the power outage at Meadowview this past weekend which affected the heating system. He replied in the affirmative and stated he will be doing some research to address this problem, and implement measures to minimize that such an outage does not result in the interruption of the school day.

Mrs. Martin reported:

**Director of Special Services**

Date entry into the Creative Curriculum software continues. This assessment tracking will provide the necessary information needed to ensure the appropriate placement of our 3 and 4 year old students into kindergarten.

Early Childhood

There are currently 6 children in the a.m. and 6 in the p.m. early childhood classes. The maximum acceptable enrollment figure is 10 so there is still room for additional students. The enrollment in our pre-k program is currently 17 children in the a.m. and 19 in the p.m.. Discussion is taking place to determine how some of the pre-k children could be transitioned into the early childhood classes to provide a more equitable learning experience for all of the children.

The last SIP day was used by the special education teachers to input report data so our fee for service billing is kept current. This year the reporting is not as diligent as last year and efforts are being made to rectify that procedure.

Fee for Service Billing

A meeting for parents with K-8 students who have IEPs was scheduled for December 15. It was very disheartening that no parents attended. She has since met with Ms. Merritt, in her capacity as Director of Parent Involvement, and together they will try to come up with incentives to rectify this parent lack of interest in their students' education.

Parent Meeting

There is still one crisis plan to be completed after which it will be submitted to Dr. Scott who, in turn, will submit it to the Board.

Crisis Plan

Dr. Scott:

**Superintendent of Schools**

Extended compliments to the staff members at Southwood whose proposal to present at the NCLB Conference in February has been accepted. The conference will be held in Chicago and they are scheduled for February 9 from 10:00 am – 10:45 am.

NCLB Presenters

Southwood's Gifted Chorale will perform at the Museum of Science and Industry on December 20, and again on December 21 at River Oaks mall.

Gifted Chorale

Four students at Southwood requested permission to take the technology proficiency test at Hillcrest. Two of the students did pass the test and will receive high school credit for the course.

District 228 Proficiency Test

Southwood's 7<sup>th</sup> grade boys' basketball team is currently undefeated. Some of these players are being scouted from schools such as Brother Rice and Whitney Young, based not only on their athletic ability but also academics. We have a 7<sup>th</sup> grader who is listed as one of the top 100 junior high players in the USA.

Boys' Basketball Players

Meadowview's Science Fair will take place on Tuesday, December 20.

Meadowview Science Fair

As a result of their fundraiser, the PTO at Meadowview has awarded NOOKS to the top two cookie dough sellers.

PTO Fund Raiser

Sixth graders at Meadowview have been reading, *Carlos Is Going to Get It*, a book dealing with bullying. Dr. Nelson and Mrs. Richardson have arranged for the author, through SKYPE, to engage in a book discussion with the 6<sup>th</sup> grade students.

Meadowview Book Talk

Meadowview's winter concert is scheduled for Tuesday, December 20, with two performances, one at 1:00 pm and another at 6:00 p.m..

Meadowview's Winter Concert

Sykuta's winter concert was held last Thursday and, not only was their program enjoyed by all, she was particularly pleased with the way Ms. Meester addressed three of the state standards in the production of their program. Teachers, students and special guests were all involved in the program and everyone was treated to a wonderful presentation. Dr. Jones mentioned that a new sound system has been donated to Sykuta by Pastor Brown and was very beneficial for this occasion. Mr. Ross from the Park District was thanked for his help in arranging for the local station, Channel 4, to tape this program. Meadowview's concert will also be taped.

Sykuta's Winter Concert

The principals attended a RIF Joint Committee meeting to gain further understanding of the new guidelines to be followed if we need to reduce staff at the end of the school year. Rather than reduction in force based on seniority as we have done previously, the guidelines group teachers in four categories. The third meeting is scheduled in January.

Senate Bill 7  
Reductions In Force (RIF)

Attended a legislative meeting on December 13 where continuing discussion regarding consolidation of school districts took place. In her opinion, for our district, there are more cons than pros to our being on board for consolidation. The district is already working with neighboring districts in consolidation of services. An example would be our partnering with District 227 in the purchasing of Editure software.

Consolidation of School Districts

The meeting held today was very gratifying and enforces how we are moving in the right direction with implementation of curriculum to mirror common core standards. Rather than having to chair the meeting, she was able to sit back and enjoy the conversations between staff members regarding such subjects as aligning reading and math with the standards. A representative from Pearson Education was also in attendance and the entire meeting was a true curriculum conversation. Again, she reiterated the district is moving in the right direction.

ACC Meeting

A Town Hall Parent Meeting is being planned for January 26 at Southwood, and she hopes the Board members will be able to attend.

Town Hall Parent Meeting

**Supplementary Reports—  
Board of Education**

Mrs. McClelland:

- Complimented Kim Edwards, Assistant Principal at Southwood, for how competently she stepped in and oversaw the running of the school while Dr. Borishade was attending a conference.
- Wished a happy birthday to all those employees celebrating a birthday in December.

Mrs. Densmore:

- Mentioned the IASB newsletter and the mandatory board member training discussed in the newsletter. There is an upcoming ISBE workshop in April, and there is general access to online training.

Mrs. Turner:

- Stated how happy she is with PowerSchool and how the teachers have embraced it. She logs on every day to monitor her student's progress at the high school level.

Ms. Giles:

- Extended a wish, on behalf of the board, for a safe and happy holiday season.

**Adjournment**

It was moved by Mrs. Young, seconded by Mrs. Densmore, that the meeting be adjourned. Upon voice vote, all members voted aye. The meeting was adjourned at 8:17 p.m.

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J.Kay Giles, President, Board of Education

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Tamara Young, Secretary, Board of Education