

Meeting of the Board of Education
Country Club Hills School District 160
Monday, August 20, 2012

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

The meeting was called to order by President Giles at 6:40 p.m. Upon roll call, members Hutson, McClelland, Turner, Young, and Giles were found to be present. Absent: Doss and Densmore. Also in attendance: Superintendent Dr. Scott. Business Manager Mr. Dean and Special Education Director Mrs. Martin were seated at 7:12 p.m.

Call to Order and Roll Call

The assembly participated in the Pledge of Allegiance.

Pledge of Allegiance

Closed Session

At 6:41 p.m., it was moved by Mrs. Hutson, seconded by Mrs. Turner, 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. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Recess to Closed Session

At 7:05 p.m., it was moved by Mrs. Hutson, seconded by Mrs. McClelland, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Reconvene to Open Session

Upon President Giles' recommendation, it was moved by Mrs. Young, seconded by Mrs. Hutson, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the agenda for the meeting of August 20, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Approval of the Agenda

Approval of Minutes and Financial Statements

President Giles stated that the minutes of July 23rd should be amended to reflect the NABSE conference to be held in Nashville, TN, not Atlanta, GA. It was moved by Mrs. Young, seconded by Mrs. Hutson, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the amended minutes of its meeting of July 23, 2012, and its Executive Committee Meeting of July 10, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Abstain: Mrs. Turner. Motion carried.

Minutes of Meetings of the Board

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 disbursement journal—including imprest, accounts payable and payroll expenditures—for August 20, 2012, and does thereby authorize payment of expenses itemized therein, to wit:

Disbursement Journal for August 20, 2012

Fund

Education	\$	188,713.24
Operations/Maintenance	\$	68,945.06
Bond & Interest	\$	3,812.00
Transportation	\$	23,451.95
Site and Construction	\$	338,786.50
Tort Immunity	\$	47,941.34
<u>Total Accounts Payable</u>	\$	<u>671,650.09</u>

Payrolls

07/20/2012	\$	286,138.45
08/03/2012	\$	230,416.91
08/17/2012	\$	357,815.75
<u>Total Payrolls</u>	\$	<u>874,371.11</u>
<u>Total Disbursement Journal</u>	\$	<u>1,546,021.20</u>

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

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 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 July 31, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Financial Statements for the
Period Ended July 31, 2012

Recognition of Public

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

Public Forum—Opened

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

Public Forum—Closed

Reports of the Board of Education

No report.

Executive Committee

Mrs. Hutson reported the committee met on August 14. Agenda items included review of Accounts Payable and summer projects. The next meeting is scheduled for September 18, 2012, 5:30 p.m.

Business Committee

Ms. Giles referred the Board to a mailing received by the Cook County Sheriff's department. Board members present stated they did receive the mailing.

President's Report

Report of the Superintendent of Schools

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 approve the consent agenda as follows:

Consent Agenda

- The employment of Stacy Oates as an eleven month Assistant Principal, Sykuta School, effective August 17, 2012, at a salary of \$75,460;
- The employment of Chiou-Yueh Lay, as Mandarin Chinese teacher, Sykuta School, effective August 17, 2012, at a salary of \$38,901, Step 2/Level 6;
- The employment of Christopher Sever, as 8th grade Social Studies teacher, Southwood Middle School, effective August 17, 2012, at a salary of \$37,821, Step 4/Level 1;
- The employment of Melissa Wojcik, Art teacher, Meadowview School, effective August 17, 2012, at a salary of \$45,568, Step 8/Level 6;
- The employment of Joan Piper, as Elementary Technology teacher, Sykuta School, effective August 17, 2012, at a salary of \$40,469, Step 3/Level 7;

- The employment of Jennifer Dawson, Counselor, Southwood Middle School, effective August 17, 2012, at a salary of \$41,902, Step 1/Level 6, including additional stipends as stipulated in the Collective Bargaining Agreement;
- The employment of Jennifer Matos, as 6th grade Math teacher, Meadowview School, effective August 17, 2012, at a salary of \$40,983, Step 4/Level 6;
- The employment of Jennifer Hammond, as an eleven month Assistant Principal, Southwood Middle School, effective August 17, 2012, at a salary of \$72,700 (240 days), prorated to \$68,762.17 for 227 days;
- The resignation of Correy Short, 6th grade Math teacher, Meadowview School, effective August 16, 2012.

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

At this time, Dr. Scott introduced Stacy Oates, Jennifer Hammond, and Jennifer Dawson, and welcomed them to School District 160.

Action Items

Upon Superintendent Scott’s recommendation, it was moved by Mrs. McClelland, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the public display of a tentative local education budget for said school district for fiscal year 2012-2013 for a period of not less than thirty (30) days, and does hereby direct the superintendent of schools to publish legal notice of same stating further therein that a public hearing of said budget will be held on Monday, the 24th day of September, 2012, Southwood Middle School, 18635 South Lee Street, Country Club Hills, Illinois.

Tentative Budget for
2012-2013

Mr. Dean reported the tentative budget is a work in progress, and that a more detailed budget will be presented to the Business Committee. There are concerns with the capital projects which are at \$685,000, along with additional projects.

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

Dr. Scott stated that the Special Education Procedures, 504 Plan Procedures, and the Students with Diabetes Procedures have all been updated and reviewed by the District’s attorney. They are required to be revised every three years. Upon Superintendent Scott’s recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Hutson, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the revised Special Education Procedures, 504 Plan Procedures, and the Students with Diabetes Procedures, as revised and approved by the Attorney. Upon roll call vote, the following members voted *aye*: Mrs. Hutson, Mrs. McClelland, Mrs. Turner, Mrs. Young, and Ms. Giles. Motion carried.

Special Education Procedures, 504
Plan Procedures, Students with
Diabetes

Information Items

Dr. Scott reminded the Board that the IASB Workshop with Mr. Jeff Cohn will be to review board goals and board governance. It will be held August 22nd, 5:30 p.m. at Southwood Middle School.

**IASB Workshop with Mr. Jeff
Cohn**

**Supplementary Reports—
Administration**

Mr. Dean reported:

Business Manager

The change over from DCR to Infinite Visions has been completed and went better than anticipated. The first payroll has been completed—we have a small problem with sick days and personal days, had one employee with a salary problem. The first accounts payable was run with minor problems. School offices still have to be trained on purchase requisitions.

Infinite Visions

- The boilers at Southwood and Meadowview Schools are nearing completion. They will be started up next weekend;
- IT infrastructure expansion of wireless and optic fiber should be completed by end of September. We are aware of hanging wires and ask for everyone's understanding until this project is complete.
- We do have ongoing maintenance items that we are attending to.

Summer Projects

In Mrs. Martin's absence, Mrs. Beverly Herron, presented her report:

Director of Special Services

The first early childhood screening was held August 14. Thirty children were screened and approximately 10 were found to be eligible. Two of the students were found to be possible ESL learners.

Early Childhood

Starnet will provide training for both early childhood teachers. The department will continue to implement the Creative Gold web-based assessment as well as the Creative curriculum.

The implementation calendar is complete. Additional coaching days for staff have been added. According to Scholastic, both programs will be available for iPad upload in January, 2013.

System 44 and Read 180
Next Generation

Fast Math is a software program to be used with IEP students for increased Math fluency. It will assist the students with fact memory in the areas of addition, subtraction and division. The program will be practiced 10 minutes daily.

Fast Math

Mr. Steve Koruna, of Hawthorne Services, provided training for paraprofessionals, social workers, speech pathologists, OT/PT therapists and nurse, during the teacher institute. This year the data input will be monitored weekly, by the special services department.

Medicaid Fee for Service

Dr. Ali reported:

Assistant Superintendent

- On July 17th attended an Illinois State Board of Education, workshop on RisingStar, the state system for school improvement plans in Bloomington, Illinois.
- On August 7th attended the South Cook Math Initiative Committee meeting held in Oak Lawn. Other District faculty in attendance were: Principals Kim Edwards and Dr. Joyce Nelson; teachers Julie Snoreck, Southwood, and Tami Wade-Young, Meadowview.

Workshops Attended

On August 8th presented to the district administration at the administrative retreat. Topics included:

Administrative Retreat

Student Achievement Growth on ISAT and NWEA MAP 2011-2012 Spring Results;
Systemic Professional Growth Model
Format and Beginning and Ending Dates for Extended Day
Timeline and dates for the Supplemental Education Services
Common District Focus Themes

Preliminary work has begun on the 21st Century Grant, an after school proposal targeting all grade levels. This grant requires collaboration with a community entity. Discussions have begun with the Country Club Hills Park District and Governors State University to ascertain if they are interested in becoming a part of this initiative. Pearson Education Group will also become an integral part in providing input as far as the educational component.

21st Century Grant

Collaboratively working with Kathy Martin, Director of Special Services, to create the job posting, review and select job applications, and interview candidates for the hiring of English as a Second Language (ESL) teacher. The ESL teacher will provide services to students district-wide.

ESL

Collaboratively working with Adrienne Merritt to plan and coordinate the New Teacher Orientation held on August 15 and 16, and the District Institute days held on August 17 and 20, 2012. Presented the District focus for the 2012-2013 school year to both groups.

New Teacher Orientation

The School Choice letters for 2012-2013 were written and mailed out to all enrolled students during the week of July 31st. Letters have been sent to approved SES vendors to invite them to participate in District 160's SES Vendor Fair. The timeline for the School Choice and SES process is as follows:

School Choice

Letters sent out to all enrolled students on July 31 through August 6
Letters to students income and academically eligible to receive these SES services will be sent out in early September
Vendor Fair will be held on Thursday, September 27, at Southwood Middle School. In the Media Center, 6:30 p.m.
Supplemental Educational Services Provider Selection Forms due October 29
Supplemental Educational Services scheduled to begin on November 7, and end on February 28, leading up to the beginning of ISAT testing

Notification of the 2011-2012 AYP Status Reports are written. The document will be posted on the District website the week of August 20.

AYP Status Reports

Made school visits on August 14 to each school. Met with each building principal, toured the buildings and met teachers working in the building prior to the opening of school.

School Visits

Mrs. Young questioned the extended day program. Dr. Ali stated that the after school program will work on instruction areas that children have problems with. This year we will be using Read 180, System 44, and core programs of reading and/or math. One hour to 90 minutes. Mrs. Young asked if transportation is included. Dr. Ali stated that it is. Dr. Scott stated that the after school ran 2:45 to 4:00 p.m. Dr. Ali is working on the 21st Century Grant—with this program we need enrichment partners—True Visions is one. We are looking to try to implement STEM program—science/technology/engineering/math—through GSU.

Dr. Scott reported:

Superintendent of Schools

Formally thanked Mrs. McClelland for attending the opening day institute and assisting in distributing certificates for years of service for five and ten years, and perfect attendance for 2011-2012.

Thank You

During today's institute Attorney Hernandez gave a presentation on policy and legal updates in regards to bullying, harassment, cell phone, search and seizure. Staff did appreciate his presentation.

Institute

During the October 9th IASB Fall Dinner Meeting awards will be distributed to Board members.

IASB Fall Dinner

Registration is an ongoing process. To date 1,100 students have been registered. This is the most registered prior to the first day of school. Registration is now at District Office by appointment only. Thank you to staff and Mr. Dean for a fairly smooth transition as we changed the process. We do have to improve the process of parents receiving their information such as schedules, etc, earlier next year. We have to start the process of registration earlier next year.

Registration

We have established a partnership with The ECRA Group for principal evaluation. They have processed our surveys to staff and parents for the past three years. There is a new model for evaluating assistant principals and principals.

Principal Evaluation

As a reminder, open houses are as follows:

Open Houses

Southwood: August 30
Meadowview: September 5
Sykuta: September 19

All open houses will run 6:00 p.m. to 7:30 p.m. There will be a reserved seating area for board members.

A letter from Dr. Jones was read aloud thanking the board of education on behalf of Sykuta School, for the U.S. map that was painted on school grounds. Thank you to all the volunteers. The map was completed by Mrs. Franklin, AT&T, Mrs. Hutson, and volunteers.

Sykuta U.S. Map

Thanks to everyone for participating at the back to school parade—the cheerleading and motivating the parents—it was a great team concept. We need to do this more!

Back to School Parade

Supplementary Reports— Board of Education

Mrs. Hutson—

- Asked of the Horton Group will be speaking to staff regarding the wellness plan.
- Thanks Ms. Merritt for participation in the mapping project at Sykuta and being the photographer. Thank you to Mrs. Franklin of AT&T, Mr. Ross, Wanda Stevens. They will be touching up the map at Meadowview.
- She also enjoyed the back to school parade.
- We are looking at different ways to revitalize the Education Foundation by putting together a coalition of partnerships. Possibly putting together a program where 7 & 8 grade students go to college to shadow someone.

Ms. Giles —

- Thank you to Ms. Merritt for the big float!
- Thank you to Mrs. Hutson for heading up the Sykuta map project with AT&T.
- Thank you to everyone for the registration and start up of the new school year.

Dr. Scott announced that an attendance award was started at the Institute last year—which Sykuta won last year. Meadowview has won for the first two Institute days this year.

Adjournment

It was moved by Mrs. Young, seconded by Mrs. McClelland, that the meeting be adjourned. Upon voice vote, all members voted *aye*. The meeting was adjourned at 7:50 p.m.

J. Kay Giles, President, Board of Education

Tamara Young, Secretary, Board of Education