

Meeting of the Board of Education  
Country Club Hills School District 160  
Monday, September 24, 2012

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

The meeting was called to order by President pro-tem Densmore at 6:45 p.m. Upon roll call, members Doss, Hutson, McClelland, and Densmore were found to be present.  
Absent: Giles, Turner, and Young. 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 6:47 p.m., it was moved by Mrs. McClelland, seconded by Mrs. Doss, 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) self-evaluation, practices and procedures or professional ethics. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Recess to Closed Session**

At 7:18 p.m., it was moved by Mrs. Doss, seconded by Mrs. Hutson, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Reconvene to Open Session**

**Budget Hearing**

Upon Mrs. Densmore'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 open the floor to a public budget hearing. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Public Hearing—Opened**

Mr. Dean reported the district has a balanced budget with one of the main considerations in developing the budget being taking whatever necessary measures are needed to improve student outcome. With that in mind, an additional \$1.5 million was added to increase staff, encourage ongoing professional development, and maintain the buildings to create a welcoming learning environment. Capital development projects include boiler replacement and IT infrastructure and wiring for the three schools. Mrs. Densmore inquired whether there were areas that had been cut from last year and was informed that was the case. However, many maintenance projects not completed will be addressed during the school year. Projects already completed include replacing stair treads at Southwood, new light fixtures in the 7<sup>th</sup> grade hall, and repairs to all the parking lots. Planned projects include the installation of exit signage at Meadowview and Southwood, and installation of emergency lights in the interior classrooms at Meadowview in case of power outages. Mrs. Densmore asked whether there are any plans for installing air conditioning in areas that do not currently have it, and was informed that currently these expenditures were not budgeted although he was able to install air conditioning in the Southwood computer lab. Additional expenditures also included installation of pin codes by the gym doors at Southwood as a security measure, and they will also be added at Sykuta. The doors used for gym at Meadowview are dead locked so nothing needs to be done there security wise. The need also exists to replace one of our maintenance vehicles with a 4 x 4 truck with a snow plow. He ended his report stating that administrators are always looking for opportunities to apply for grants that would supplement the budget and provide greater educational opportunities for the students.

Noting that no one in the audience had any questions regarding the budget, and upon Mrs. Densmore's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Doss, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby close the floor to a public budget hearing. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Public Hearing—Closed**

Upon Mrs. Densmore'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 agenda for the meeting of September 24, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Approval of the Agenda**

**Approval of Minutes and Financial Statements**

It was moved by Mrs. McClelland, 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 20, 2012, and its Business Committee meeting of August 14, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Minutes of Meetings of the Board

It was moved by Mrs. Doss, 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 24, 2012, and does thereby authorize payment of expenses itemized therein, to wit:

Disbursement Journal for September 24, 2012

Fund

Education	\$	497,038.06
Operations/Maintenance	\$	20,727.47
Transportation Fund	\$	3,960.00
Capital Projects	\$	11,743.50
Tort Immunity Fund	\$	10,964.00
<u>Total Accounts Payable</u>	\$	<u>544,433.03</u>

Payrolls

08/31/2012	\$	336,367.68
09/14/2012	\$	396,488.34
<u>Total Payrolls</u>	\$	<u>732,856.02</u>

Total Disbursement Journal \$ 1,277,289.05

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

Financial Statements for the Period Ended August 31, 2012

It was moved by Mrs. Hutson, 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 August 31, 2012. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

**Recognition of Public**

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

Public Forum—Opened

- Jan Reed, Vice President, and Carol Sharp, board member, Twenty Pearls Foundation, Inc., were on hand to present a donation of school supplies to Meadowview School.

Noting that all members of the audience who wished to address the Board were offered the opportunity, and upon Mrs. Densmore's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Hutson, that the public forum part of Recognition of Public be closed. Upon voice vote, Mrs. Densmore declared the *ayes* to prevail.

Public Forum—Closed

## **Reports of the Board of Education**

### **Executive Committee**

Mrs. McClelland reported the committee met on Tuesday, September 18, 2012, with she, Mrs. Densmore, and Dr. Scott in attendance. The focus of their meeting was a review of the bylaws of the School District 160's Foundation, with the consensus being there is very little that needs to be changed. The date of the next meeting needs to be re-scheduled due to a conflict with the IASB South Cook Fall Dinner Meeting scheduled for Tuesday, October 9<sup>th</sup>.

### **Business Committee**

Mrs. Hutson reported the committee met on September 18. Agenda items included a review of the bills that will be presented for payment later in the meeting. Resolution of the repair of the bleachers at Meadowview was also discussed. Mrs. Densmore asked if the committee could give an update on the status of the sale of the Loretto property at the next meeting, and Mrs. Hutson indicated that would be done.

### **President's Report**

Mrs. Densmore, President pro-tem, stated she attended Southwood's Open House and was thoroughly impressed with the caliber of the evening's presentations. She enjoyed taking part in the fantastic voyage and moving from class to class, and also complimented them on the Tshirts and sweatshirts being sold.

## **Report of the Superintendent of Schools**

Upon Superintendent Scott's recommendation, it was moved by Mrs. Doss, seconded by Mrs. Hutson, 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 Charles Kaiser, as an ESL teacher, District, effective September 25, 2012, at a salary of \$60,292, Step 17/Level 9, for 180 days, prorated to \$51,582.30 for 154 days.
- The approval of the following revised policies be placed on public display until the October Board meeting:
  - 3:40 – Superintendent
  - 4:60 – Purchases and Contracts
  - 5:70 – Religious Holidays
  - 6:70 – Teaching About Religions
  - 7:50 – School Admissions and Student Transfers To and From Non-District Schools
  - 7:80 – Release Time for Religious Instruction/Observance
  - 4:120 – Food Services
  - 4:180 – Pandemic Preparedness
  - 5:130 – Responsibilities Concerning Internal Information
  - 5:280 – Duties and Qualifications
  - 6:145 – Migrant Students
  - 6:180 – Extended Instructional Programs
  - 6:235 – Access to Electronic Networks
  - 7:140 – Search and Seizure
  - 7:220 – Bus Conduct
  - 7:250 – Student Support Services
  - 7:340 – Student Records
- Does hereby accept the following donation:
  - Twenty Pearls Foundation, Inc. – School Supplies

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

Dr. Scott took this opportunity to publicly thank Jan Reed and Carol Sharp from Twenty Pearls Foundation, Inc., for the donation of school supplies, and stated it is the district's goal to increase our partnerships with other community entities.

## Action Items

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 adopt Resolution No. 12-337, Approval of 2012-2013 Budget as presented. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Resolution No. 12-337—  
Approval of 2012-2013 Budget

Discussion regarding the logistics of the trip took place. Dr. Scott indicated the proposal presented and the quoted price was predicated on bus travel, with 50-55 participants. Mrs. Hutson inquired how the money collected will be tracked and wants to make sure the proper checks and balances are put in place. Mrs. Doss voiced her support for the trip. Following this discussion, and upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Doss, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois does hereby approve the proposal presented for the 8<sup>th</sup> grade Washington D.C. trip, scheduled for April 5-9, 2013. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Eighth Grade Washington D.C. Trip

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 proposal from Chartis Insurance Agency, through Horton Insurance, for the Corporate Identify Protection Insurance, and as approved by the Business Committee. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

School Insurance—Corporate  
Identify Protection

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 proposal presented from Tyco ADT in regards to access control systems installation at Sykuta School, and as approved by the Business Committee. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Tyco ADT Contract Agreements –  
Sykuta School

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 proposal presented from Tyco ADT, for Brivo access control monitoring at Meadowview School, and as approved by the Business Committee. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Tyco ADT Brivo Contract –  
Meadowview School

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 annual Recognition of Schools Application for the 2012-2013 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. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

Recognition of Schools Application

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 authorize insurance legal counsel to settle Case No. 12 CV5928 consistent with the District's carrier policy coverage provisions. Upon roll call

Settlement Authorization

vote, the following members voted *aye*: Mrs. Doss, Mrs. Hutson, Mrs. McClelland, and Mrs. Densmore. Motion carried.

## Information Items

Dr. Scott shared the contents of an email received from Jeff Cohn regarding the IASB Workshop he conducted with the Board on September 6. He was very impressed with the level of openness, candor and willingness to reach consensus exhibited by Board members. Prior to the next scheduled meeting he asks that she and Ms. Giles review his notes and make any needed modifications before presenting them to the entire Board. Due to a scheduling conflict, the next meeting has been re-scheduled for October 25, at which time the Board Goals will be established.

IASB Workshop with Mr. Jeff Cohn

The Health Clerk position at Southwood was eliminated a number of years ago as part of necessary budget cuts, with Nurse Brown assuming the work load. With each school year bringing increased demands on Nurse Brown's time, the need exists to re-establish that position. With board approval, Dr. Scott plans to place this hiring as an agenda item in October and will embed the cost of the salary into the Title I grant.

Health Clerk for Southwood

The district has received an invoice from Carroll Seating Company detailing the cost of repairing the damage to the bleachers at Meadowview. The district's proposal to the city is to pay half of the repair cost. The bleachers are due for inspection and if repairs are not made the bleachers would not pass inspection and Meadowview would not be able to use them. There was concern as to whether the city would agree to this settlement. Dr. Scott indicated she has been dealing with Mr. Ross from the park district regarding this matter and she will continue discussing the resolution of the issue with him. Once agreement is reached, ordering of the parts and installation should be accomplished quickly. There was also discussion as to what measures need to be put in place to ensure this type of damage does not re-occur.

Bleachers at Meadowview School

Per Illinois law, public entities are required to report total compensation of administrators, certified staff, and IMRF employees who receive more than \$75,000 annually in salary and benefits. This is mandated public information and will be posted on the District's website as of October 1.

Compensation Report

As stated during the report from the Executive Committee, the District is planning on reenergizing the Education Foundation. For the most part, it has been inactive for a number of years. Dr. Scott would like to move forward in making it a more viable instrument to secure private funds to support and promote the educational programs and activities of the district. Working with the community in raising funds for the benefit of the students would also energize the district's relationship with the community. She will bring this proposal to the board for action at the October meeting.

Education Foundation

## Supplementary Reports— Administration

Mr. Dean reported:

- With the exception of a few punch list items, the boiler projects at Southwood and Meadowview Schools are complete.
- IT infrastructure expansion, including wireless, are almost completed. There was a delay because of out of stock items from Cisco; however, Southwood is almost complete and up and running. Once completed, users will have connectivity regardless of where they are in the district.
- During the summer the focus of maintenance work was preparing the schools for the start of the new school year. Those projects have all been addressed and rehabbing of the Annex buildings now becomes the next major project. The aim is to have the first building completed by late November.

Business Manager  
Summer Projects

The locking mechanisms for securing the locks need to be replaced on many of the lockers but there is sheet metal work needed before the work can begin.

Locker Repairs

Staff members are becoming more comfortable using the new business reporting system but there are still areas where additional training is needed. The processing of purchase orders requires different levels of approval and additional administrative training will be scheduled to familiarize them with their role in the process.

Infinite Visions

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

**Director of Special Services**

The two new teachers in Pre-K / Early Childhood will begin training for Creative Gold assessment, Early Childhood transition meetings and ECERS Training.

Early Childhood

All IEP students have been tested and placed according to their SPI and SRI results. System 44 was the testing instrument for Sykuta and Meadowview students, while Read 180 was used for Southwood students.

System 44 and Read 180

Special Services teachers will receive training in October on using this instructional tool designed to increase math fluency for IEP students.

Fastt Math

Officials from the Country Club Hills Police Department and Fire Department are reviewing the individual CRISIS plans. Once their input has been received, a meeting with the building principals will take place for review and final corrections.

Crisis Plans

Terry Edwards, social worker at Southwood, is the new PBIS external coach. She and Mrs. Martin attended the first SWISS meeting and they will begin meeting with the assistant principals in October. The assistant principals will be scheduled for SWISS training as well as sessions for Internal Coaches.

PBIS

Dr. Ali reported:

**Assistant Superintendent**

The 21<sup>st</sup> Century Community Learning Centers Grant has been completed and was submitted to the ISBE on Tuesday, September 18. If we receive funding, it will be in the amount of \$250,000.00 with money dedicated to after school intervention and academic enrichment. This funding would provide instruction at all three buildings with emphasis on reading and math in addition to academic enrichment in the arts and STEM learning experiences. Notification of funding is scheduled to be announced by November 1.

21<sup>st</sup> Century Grant

The first SIP day took place on Friday, September 14. Pre-K through 5<sup>th</sup> grades met at Meadowview and received training professional development on the Charlotte Danielson Framework. This framework for teaching training will prepare the teachers for new State of Illinois required changes in their teacher evaluation. Sixth, seventh, and eighth grade teachers from Meadowview and Southwood Schools attended an articulation meeting with teachers from Rich Central High School, and have been tentatively scheduled to receive the Danielson training on October 19, another SIP day.

School Improvement Planning Day

Training on System 44, a computer based intervention program that provides phonics and phonemic awareness instruction in reading for struggling readers, was held on September 20. Our after school curriculum will include this intervention program at Sykuta and Meadowview and this training was provided for those staff members who will be teaching in the program.

System 44 Training

Attended a two day conference on Bilingual Education, a required conference for districts with an English Language Learner population greater than 20. The conference covered information on learning standards, assessment guidelines, resources and rules and regulations for implementation of English Language Learners programs.

ELL

A Supplemental Educational Services (SES) Fair is scheduled for Thursday, September 27, at Southwood School. This fair provides the opportunity for parents of children who qualify under NCLB guidelines to receive tutoring services, to meet with potential providers who will explain the types of services they are able to offer. Funding for these tutoring services are funded through Title I funds.

SES Vendor Fair

Dr. Scott reported:

## Superintendent of Schools

The school year has started on a positive note with our goal being to maximize potential throughout the district in our students and adults. She sees positive initiatives taking place all aimed at instilling pride and growth in our district.

Start of the School Year

Southwood students have been logging onto this website and competing with other schools on math fluency. On a competition held on a Saturday, 154 of our students competed and were the winners with the highest level of accuracy in answering questions on that day.

Sum Dog  
ISC4 Region 7 Math Contest

The Open Houses at all buildings were carried out with excellent presentations and reinforcement of the district's focus on academics. Congratulations were extended to all administrators.

Open Houses

Ms. Merritt, Director of Professional Development and Parental Involvement and Community Engagement, has made a presentation to the City of Country Club Hills Education Committee on this system that consists of parent involvement, character development, and community involvement.. The character component is broken into 12 pillars of responsibility with a new pillar introduced each month. She will make a presentation to the CCH Chamber of Commerce in October, and also a presentation to the Board at the October meeting. In November, the initiative will be instituted district-wide.

*I Care*-Positive  
Parenting Character Curriculum

She has received many wonderful comments about Grandparents' Day and thanked Dr. Jones and Mrs. Oates for all their hard work in coordinating the event.

Sykuta's Grandparents' Day

Meadowview, under the direction of Ms. Montgomery, has submitted an application to participate in Girls on the Run, a program combining training for a 5K (3.1 miles) race with lesson plans promoting positive choices and an active lifestyle.

Girls on the Run

## Supplementary Reports— Board of Education

Mrs. McClelland—

- Her building principal suggested she represent the school in the "Name the Baby Dolphin Contest" being sponsored by the Shedd Aquarium. She has written a song about her choice of the name "Sagu" for the new baby dolphin and asked for voting support in the contest. The winning entry will receive a monetary amount for their school.

Mrs. Hutson—

- Attended Southwood's Open House and was enthusiastic about how the evening was planned and enjoyed taking part in the Voyage throughout the school.
- Attended the open house of Triple A's (Alternative Academic Achievement) new facility in Blue Island.
- Was present at the City of Country Club Hills Education Committee meeting when Ms. Merritt gave the presentation on *I Care* and found it to be very informative.
- There is \$1,000 in scholarship money available through the City's Schools and Education Committee. This money must be used by November 1<sup>st</sup> and applicants are encouraged to apply. Mr. John Edwards is the contact person for this grant money.

Mrs. Densmore —

- Commented on the scholarship money available as mentioned by Mrs. Hutson, and added that targeted grade levels are K-12 and a written request must be received. Suitable use of the money would be for uniforms and school supplies. The winner would have to be publicly identified because it is grant funds.
- Was pleased with the successful start of the new school year. She commented she has new neighbors this year and they have expressed their satisfaction with the schools and the professionalism of the staff.
- Reminded Board members of the upcoming IASB Fall Dinner Meeting scheduled for October 9, and of the upcoming Tri Conference in November.

## Adjournment

It was moved by Mrs. Doss, seconded by Mrs. McClelland, that the meeting be adjourned. Upon voice vote, all members voted *aye*. The meeting was adjourned at 8:28 p.m.

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Valeria Densmore, President pro-tem, Board of Education

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Helen McClelland, Secretary pro tem, Board of Education

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