

Meeting of the Board of Education
Country Club Hills School District 160
Monday, September 23, 2013

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

The meeting was called to order by Vice President Doss at 6:15 p.m. Upon roll call, members Densmore, Hutson, Young and Doss were found to be present. Absent: Giles, McClelland, and Thurman. 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 6:18 p.m., it was moved by Mrs. Hutson, seconded by Mrs. Densmore, that the Board recess to closed session to consider information regarding: (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Recess to Closed Session

At 6:48 p.m., it was moved by Mrs. Densmore, seconded by Mrs. Hutson, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Reconvene to Open Session

Budget Hearing

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

Public Hearing—Opened

Kathleen Carpenter, Interim Business Manager, presented the final FY14 budget, outlining final figures against figures presented in the tentative budget placed on public display following the August board meeting. A PowerPoint presentation detailed an overview for all funds as detailed below:

<u>Tentative Revenue</u>		<u>Final Revenue</u>	
Fund	Revenue	Fund	Revenue
Ed	\$14,544,694	Ed	\$14,565,394
O & M	871,355	O & M	No Change
Debt	1,096,163	Debt	No Change
Transportation	1,322,531	Transportation	1,323,531
IMRF	52,754	IMRF	159,385
Social Security	176,726	Social Security	217,226
Capital	2,200	Capital	22,200
Working Cash	86,240	Working Cash	No Change
Tort	55,441	Tort	222,721
Life Safety	149,283	Life Safety	No Change
TOTAL	\$18,357,387	TOTAL	\$18,713,498

The Final Budget/Revenue figures show an increase in revenue of \$356,111 from the Tentative Budget presented in August. Mrs. Carpenter detailed the sources of revenue, the largest sources of expenditures, and a projected fund balance of \$7,843,999 on June 30, 2014.

Mrs. Densmore questioned the need to levy more money into IMRF and Mrs. Carpenter said that would be her recommendation.

Noting that no one in the audience had any questions regarding the budget, and upon Mrs. Doss' 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 close the floor to a public budget hearing. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Public Hearing—Closed

It was moved Mrs. Young, 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 September 23, 2013. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young and Mrs. Doss. Motion carried.

Approval of the Agenda

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 approve the minutes of its meeting of August 19, 2013. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

**Approval of Minutes
and Financial Statements**

Minutes of Meetings
of the Board

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 approve the disbursement journal—including imprest, accounts payable and payroll expenditures—for September 23, 2013, and does thereby authorize payment of expenses itemized therein, to wit:

Disbursement Journal for
September 23, 2013

<u>Fund</u>		
Education	\$	412,710.97
Operations/Maintenance	\$	40,645.08
Transportation	\$	2,360.00
Tort Immunity	\$	47,791.01
Fire Prevention/Safety	\$	102,958.50
<u>Total Accounts Payable</u>	\$	<u>606,465.56</u>
<u>Payrolls</u>		
08/02/2013	\$	267,580.58
08/16/2013	\$	361,812.99
08/30/2013	\$	345,356.36
<u>Total Payrolls</u>	\$	<u>974,749.93</u>
<u>Total Disbursement Journal</u>	\$	<u>1,581,215.49</u>

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

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 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, 2013. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Financial Statements for the
Period Ended August 31, 2013

Recognition of Public

Upon Vice President Doss' 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. Young, and Mrs. Doss. Motion carried.

Public Forum—Opened

Noting that all members of the audience who wished to address the Board were offered the opportunity, and upon Mrs. Doss' 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 *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Public Forum—Closed

Reports of the Board of Education

Executive Committee

In Mrs. McClelland's absence, Mrs. Densmore reported the committee met on Tuesday, September 17, 2013, with all members present in addition to Dr. Scott. Topics discussed included: ethics and gift ban, board member development, fund balances, workplace harassment prohibited, education of children with disabilities, misconduct by students with disabilities, and student records. The next meeting is scheduled for October 8, 6:30 p.m., District Office.

Business Committee

Mrs. Hutson, Chair, reported the committee met prior to this evenings' board meeting. In addition to Mrs. Hutson, Mrs. Doss and Dr. Scott were in attendance. Topics included bill review, tentative budget figures, and pending policy changes.

Due to President Giles' absence, there was no report.

President's Report

Report of the Superintendent of Schools

Upon Superintendent Scott's recommendation, it was moved by Mrs. Doss, seconded by Mrs. Young, 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 Mittie Cowan as a music teacher, Meadowview School, effective September 24, 2013, at a salary of \$35,901, Step 2/Level 1, for 180 days, prorated to \$30,914.75 for 155 days.
- The employment of Monica Edwards as a 5th grade teacher, Meadowview School, effective September 24, 2013, at a salary of \$45,574, Step 7/Level 9, for 180 days, prorated to \$39,244.45 for 155 days.
- The employment of Kevin Jefferson as a 5th grade teacher, Meadowview School, effective September 24, 2013, at a salary of \$39,429, Step 2/Level 7, for 180 days, prorated to \$33,952.75 for 155 days.
- The employment of Victoria Jones as Teacher Aide, Sykuta School, effective September 24, 2013, at a salary of \$18,834 for 180 days, prorated to \$16,217.65 for 155 days.
- The employment of Byron Greene as Teacher Aide, Meadowview School, effective September 24, 2013, at a salary of \$26,367 for 180 days, prorated to \$22,704.40 for 155 days.
- The approval of the following revised policies be placed on public display until the October Board meeting:

PRESS Update Issue 82, July 2013

2:105 – Ethics and Gift Ban

2:120 - Board Member Development

4:20 - Fund Balances

5:20 – Workplace Harassment Prohibited

6:120 – Education of Children with Disabilities

7:230 – Misconduct by Students with Disabilities

7:340 – Student Records

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

Action Items

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. 13-352, approval of 2013-2014 Budget as presented. Upon roll call vote, the following members vote *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Resolution No. 13-352—
Adoption of 2013-2014 Budget

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 approve the request to reverse the resignation, for purposes of retirement, for Sharon Byron as previously approved on July 15, 2013. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Request to Reverse Retirement
Request—Sharon Byron

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the proposal presented for the 8th grade Washington D.C. trip, scheduled for May 2-6, 2014, and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Eighth Grade
Washing D.C. Trip

Mrs. Densmore commented she would like everyone to be supportive of the fundraising activities being planned to help defray some of the costs associated with the trip so all students wanting to attend will have the opportunity to do so.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the proposal, dated September 17, 2013, presented for an eighth grade field trip to various sites in Chicago, scheduled for April 25, 2014, and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Eighth Grade
Chicago Field Trip

Upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the Bleacher Repair Agreement, for Meadowview School, with the Country Club Hills CRC. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Bleacher Repair—
Meadowview School

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 approve the annual Recognition of Schools Application for the 2013-2014 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. Hutson, Mrs. Young, and Mrs. Doss. Motion carried.

Application for Recognition
of Public Schools

Information Items

Dr. Scott informed the audience and board members that Mrs. Densmore, Ms. Giles, and Mrs. McClelland will be honored as Master Board Members at the IASB fall dinner on October 30, for their life long dedication and service to promoting quality education.

Master Board Member Recognition

Dr. Scott stated she has finalized arrangements with Jeff Cohn, IASB, to facilitate meetings with board members on Friday, November 1, from 6:00 pm – 9:00 pm, and Saturday, November 2, from 8:30 am – 2:00 pm.

Board Retreat

Dr. Scott directed members to follow the individual board required training schedules as outlined in the memos she distributed during closed session.

Board Required Training

Dr. Scott and Ms. Adrienne Merritt attended the City's Chamber of Commerce meeting on Tuesday, September 10. Ms. Merritt gave a PowerPoint presentation highlighting the Education Foundation and the importance of reinstating the foundation. Four Chamber members in attendance, Winston Drain, Jill Neish, Tonya Hambrick-McClain, and Dorothy McMillian volunteered to serve on the board. Dr. Scott met with Freda McArthur, Foundation Liaison, on September 13, and discussed the agenda for the first meeting scheduled for Thursday, October 17, 2013, 7:00 pm. Two Board of Education members are needed to serve on the board to be in compliance with the bylaws, and Mrs. Hutson and Mrs. Young volunteered to become members. This is a two year commitment with four scheduled meetings during the year plus an event.

Education Foundation
Governing Board

**Supplementary Reports—
Administration**

Mrs. Carpenter reported:

Interim Business Manager

A request under the FOIA was received from RJB Properties, a company that had submitted a bid to provide cleaning services. The information was provided per their request.

FOIA

One estimate has been received for installing a backup camera on the newly purchased van. She will contact VanDrunen, the dealer where the van was purchased, for another estimate so a cost comparison may be made.

Backup Camera for Van

Mrs. Volpe reported:

Director of Special Education

Aimsweb, a curriculum-based measurement of key foundational skills, will again be used this school year. A summer training session for staff and administrators was held to ensure this assessment is used to its full potential. The test will be administered three times per year to students identified as performing in the bottom 25th percentile of their class in reading and math according to ISAT and NWEA data.

Aimsweb

Both of these Scholastic language arts programs have been upgraded to the Next Generation version. All teachers implementing the program received training and will also receive on-site coaching throughout the school year to improve delivery of instruction and ensure fidelity of implementation.

System 44 / Read 180

Will be meeting with Dr. Barb Curl, our RtI consultant, to complete the Self-Assessment of Problem Solving Implementation with each building School Improvement Team. The assessment will serve as baseline data regarding the features of RtI systems currently in place. Next steps include the creation of a long term action plan for refining and building a multi-tier system of student support for academics.

Response to Intervention

Attended the regional PBIS External Coaches meeting with district coach, Terry Edwards on September 12th. The meetings are designed to provide information and tools shared, to practice data analysis for instructional decision making, to share what is working in each building, problem solve what is not working and develop a plan of action to correct areas of concern.

PBIS

Met with the preschool team to review program procedures and district criteria for entrance into the program. The district has been assigned a coach, Sarah Sebert, to assist with compliance and best practices in Early Childhood Education. Ms. Sebert will assist in completing the mandated Program Improvement Plan for submission to ISBE.

Pre-School for All Program

The first preschool screening of the school year was held on September 10, 2013 with 23 students screened. Nine students were identified for eligibility for the Pre-K for All Program. Additional screening dates are as follows: November 15, 2013, April 11, 2014, and May 16, 2014.

Preschool Screening

Attended the first monthly Director's meeting at SWCCCASE. She will work with them to schedule staff development in Special Education procedures, Legally Defensible IEP's and technology for the classroom.

Special Education Department

The Pre-School for All grant was approved on September 6th. The IDEA grant is submitted through the cooperative for submission to ISBE so it may take a few weeks for approval. She has also been working with the district's business office to finalize department budgets.

Grant Revisions and Budgets

Dr. Ali reported:

Assistant Superintendent

The district will continue the partnership with Dr. Taffy Raphael, President of SchoolRise. The first meeting of the new school year was held with administrators on September 9th to lay out the services, partnership and ongoing support for continuation of district-wide development of the literacy staircase curriculum, formative assessment, and evidence-based system aligned to ELA and Mathematics Common Core State Standards.

SchoolRise

Following the dictates for implementation of Supplemental Education Services, letters to all parents of students who qualify under the guidelines of Title I were notified of their eligibility to sign up their students for free tutoring services. The number of students we are able to service depends on the per pupil allotment – a figure we receive from ISBE, and the amount listed in the grant for SES.

School Choice /
Supplemental Education Services

The After School Program will begin on Tuesday, October 15, 2013 and run through Thursday, February 27, 2014. There will be 2 classes per grade level and the program will serve students in grades K-8.

After School Program

Teachers who use the Scholastic programs Read 180 and System 44 will be attending a Saturday session on September 28th to be trained in the upgrade which has been purchased for use at Meadowview and Southwood. After school teachers also participated in this training as these programs will be used in that program.

Professional Development

This the second year of implementation of the English as a Second Language program. Mr. Kaiser, our ESL teacher, has been screening students for possible enrollment in the program which started on September 16th.

ESL

Scheduling of curriculum committees will be taking place in October. At the end of the last school year, the Music Committee completed writing a new curriculum which was then reviewed and fine-tuned by an outside consultant who had worked with the committee during the year.

Curriculum Committees

The state has approved the NCLB grant application for Title I and Title II funds. Total funds for the grants are \$375,631 title I, and \$46,793 Title II.

Grants

Dr. Scott reported:

Superintendent of Schools

Dr. Nelson and Leatha Stewart, fourth grade gifted teacher, will be making a presentation: Classroom Management That Works: Effective Strategies, to teachers and administrators at a conference being held at Pheasant Run on December 9 & 10.

Meadowview Presentation

The administrative team, which includes all principals, Dr. Ali, and herself will be attending a two day Professional Learning Communities conference in Indianapolis October 28-30.

PLC

Mrs. Densmore was recognized in the August 2013 edition of the IASB newsletter as the IASB Director for the South Cook Division. The article has been posted on the district website.

Board Member Recognition

The map of the states on the playground area at Meadowview was refurbished on September 14. This project provides a wonderful learning experience for the children and is much appreciated by the administrative staff.

Mapping Project

**Supplementary Reports—
Board of Education**

Mrs. Hutson commented the state mapping project for Southwood is scheduled to take place on Saturday, September 28, and volunteers, even if they were unable to work the entire day, would be greatly appreciated because it is a very time consuming project.

Adjournment

It was moved by Mrs. Densmore, seconded by Mrs. Young, that the meeting be adjourned. Upon voice vote, all members voted *aye*. The meeting was adjourned at 8:50 p.m.

Jacqueline Doss, President Pro-tem, Board of Education

Tamara Young, Secretary Pro-tem, Board of Education