

Meeting of the Board of Education
Country Club Hills School District 160
Tuesday, January 27, 2009

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

The meeting was called to order by Vice President Oliver at 6:09 p.m. Upon roll call, members Densmore, Jackson, Mackey, McClelland, Turner, and Oliver were found to be present. Absent: Hutson. Also in attendance: Superintendent Scott, Assistant Superintendent Jones, Business Manager Peeks, and Director of Special Services Martin.

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. Densmore, seconded by Mrs. McClelland, that the Board recess to closed session to consider information regarding the (1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (2) collective negotiating matters; (3) security procedures. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Recess to Closed Session

At 7:25 p.m., it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Reconvene to Open Session

Upon Vice President Oliver'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 approve the agenda for the meeting of January 27, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Approval of the Agenda

**Approval of Minutes
and Financial Statements**

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 minutes of its meetings of December 16, 2008 and its Executive Committee meeting of January 13, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. 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 January 27, 2009, and does thereby authorize payment of expenses itemized therein, to wit:

**Disbursement Journal for
the month of January 27, 2009**

<u>Fund</u>		
Educational	\$	525,435.74
Tort Immunity	\$	643.39
Software	\$	0.00
Operations/Maintenance	\$	53,179.56
Facility Lease	\$	0.00
Fees Debt Service	\$	900.00
Transportation	\$	92,782.52
Fire Prevention/Safety Fund	\$	0.00
<u>Total Accounts Payable</u>	\$	<u>672,941.21</u>

<u>Payrolls</u>		
12/19/08	\$	452,577.50
01/09/09	\$	416,613.35
01/23/09	\$	403,266.32
<u>Total Payrolls</u>	\$	<u>1,272,457.17</u>
<u>Total Disbursement Journal</u>	\$	<u>1,945,398.38</u>

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

It was moved by Mrs. McClelland, seconded by Mrs. Mackey, 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 December 31, 2008. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Financial Statements for the
Period Ended December 31, 2008

The annual financial report for the fiscal year ended June 30, 2008, 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, 2008, with financial highlights as listed below:

**Special Report: 2008 Audit
Mulcahy, Pauritsch,
Salvador & Co.**

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$747,579 (net assets).
- Governmental activities have an unrestricted net assets deficit of (\$3,334,878).
- The total net assets of the District increased by \$289,409 during fiscal year 2008. The majority of this increase is attributable to the increases in General State Aid and additional funding received from 2006 property taxes.
- Fund balance of the District’s governmental funds increased by \$409,065 resulting in an ending fund balance of \$2,109,082. The increase was mainly attributable to a 2.2% increase in General State Aid and a significant increase in property tax revenue.
- During the current fiscal year, the fund balance in the District’s General Fund increased by \$383,836. Revenues received exceeded expenditures paid by \$295,819. Part of the reason for this increase was due to increased State Aid and maintaining a “conservative” posture regarding expenditures.
- The District’s long-term obligations reported a net decrease from \$10,570,895 to \$10,299,245.

Recognition of Public

Upon Mrs. Oliver’s recommendation, it was moved by Mrs. Jackson, seconded by Mrs. Densmore, that the public forum part of Recognition of Public be opened. Upon voice vote, Mrs. Oliver declared the *ayes* to prevail. Motion carried.

Public Forum—Opened

Melody Preston and Lanica Vasquez, President and Vice President of Sykuta’s newly established PTO, introduced themselves and offered their support to Meadowview and Southwood in getting their PTOs up and running.

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

Public Forum—Closed

Reports of the Board of Education

Mrs. Densmore, Chair, indicated she had no report

Business Committee

Mrs. Oliver, Chair, indicated the committee met on January 13 and reviewed Policies 4:150 – 4:180AP2, Section 4, Operational Services. Policies reviewed will be brought to the Board of Education at a later meeting.

Executive Committee

Due to Mrs. Hutson's absence, there was no report.

President's Report

Report of the Superintendent of Schools

Personnel Matter

Upon Superintendent Scott's 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 dismissal of employee 2009-1, effective immediately. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Employee Matter 2009-1

Consent/Action Items

Upon Superintendent Scott's recommendation, it was moved by Mrs. Mackey, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the following policies to be placed on public display for thirty days.

Policy Updates

- 4:150 Facility Development and Building Programs
- 4:160 Hazardous and Infectious Materials
- 4:160-AP Administrative Procedure-Hazardous and Infectious Materials
- 4:170 Safety
- 4:170-AP1 Administrative Procedure-Comprehensive Safety and Crisis Program
- 4:170-AP2 Administrative Procedure-Criminal Offender Notification Laws
- 4:170-AP3 Administrative Procedure-School Bus Safety Rules
- 4:170-AP4 Administrative Procedure-Emergency Preparedness Response to Homeland Security Codes
- 4:170-AP5 Administrative Procedure-Unsafe School Choice Option
- 4:170-AP6 Administrative Procedure-Plan for Responding to a Medical Emergency at a Physical Fitness Facility
- 4:170-AP6,E1 Exhibit – School Staff AED Notification Letter
- 4:170-AP6,E2 Exhibit – Automatic External Defibrillator Incident Report
- 4:170-AP7 Administrative Procedure – Targeted School Violence Prevention Program
- 4:170-AP7,E2 Exhibit – Threat Assessment Documentation
- 4:170-AP7,E3 Exhibit – Targeted School Violence Prevention and Threat Assessment Education
- 4:170-E1 Exhibit – Accident or Injury Form
- 4:170-E2 Exhibit – Memo to Staff Members Regarding Contacts by Media About a Crisis
- 4:170-E3 Exhibit – Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- 4:170-E4 Exhibit – Letter to Parents Regarding Student Safety
- 4:170-E5 Exhibit – Annual School Safety Review
- 4:170-E6 Exhibit – Informing Parents About Offender Community Notification Laws
- 4:180 Pandemic Preparedness
- 4:180-AP1 Administrative Procedure-School Action Steps for Pandemic Influenza
- 4:180-AP2 Administrative Procedure-Pandemic

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Mackey, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the **10 Year Safety Survey Summary Report** for all School District 160 schools, as conducted by DeTella Planera Architects, same to be submitted to the Cook County Regional Office of Education and the Illinois State Board of Education. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Jackson, Mrs. Mackey, Mrs. McClelland, Mrs. Turner, and Mrs. Oliver. Motion carried.

10 Year Safety Survey
Summary Report

Supplementary Report

Dr. Jones reported on the following:

Assistant Superintendent

While she was unable to attend Southwood's winter program, she did attend programs at Sykuta and Meadowview and was impressed with the extraordinary singing talents of some of our students, and with the caliber of the programs presented.

Winter Programs

The administrative council has completed reviewing and updating Section 6 (instruction) of the policy manual. The next step is to present them to the Executive Committee for review.

Review of Policies

This is a grant offered through the Illinois Department of Human Services targeting middle school students who have untapped potential (at—risk). Due to the community involvement focus of the grant, we will collaborate with the City of Country Club Hills personnel in developing the proposal, aiming for implementation for the 2010-2011 school year.

Teen REACH

The district spelling bee originally scheduled for January 28th has been cancelled, and will be re-scheduled for early February.

District Spelling Bee

The next institute is scheduled for February 27th. A "Call for Presenters" has gone out to our educational professionals in the hope of using our own staff for presentations to share their effective programs and/or practices in the areas of classroom management strategies and techniques, differentiated instruction, parental involvement, and social and emotional learning beyond academics.

February Institute

The family of Langston Hughes has a traveling museum that would come to the district. Further information is needed to determine if such a visit would be cost prohibitive. That being the case, other districts would be contacted to see if they share our interest in such a presentation, and would share in the cost of bringing the exhibit to the south suburban schools.

Langston Hughes
Traveling Museum

Ms. Peeks reported:

Business Manager

As Business Manager, she is responsible for not only the day to day business related activities that keep the district operational, but also technology, transportation, and building and grounds.

Scope of Responsibilities

To keep more stringent control of all computer/equipment/electronics, all of this equipment will now be delivered to the District Office to be inventoried and tagged before being disseminated to the appropriate buildings.

Technology

Teachers were offered the opportunity to attend a voluntary training session on Saturday, December 6th. The class afforded the teachers a chance to collaborate with colleagues on E2T2 projects and lesson plans.

Training Opportunity

During the winter break, staff from our cleaning company was able to accomplish some projects not always able to be done when class is in session. Compliments have been received from staff members as to the completed work, especially the condition of the floors. Perfect Cleaning

We continue to share information with Chevron to assist them in designing a free feasibility study. To date we have provided the most recent audited financial statement, Fund 20 expenditures for the past two years, and additional facilities data. This information is being used by them to develop strategies to upgrade our school buildings without going to referendum. Chevron Feasibility Study

Through diligence, expenses and revenue are being kept in line with revenues slightly ahead of expenditures by approximately \$336,221. A recent article in the Southtown quoted Christopher Koch, State Superintendent, as saying school districts should watch expenses even more because state funding will not increase next year and, more than likely, state aid will decrease. Financials

ADT, our current loss prevention security provider, has been asked to submit a separate proposal to address "access control" to help secure and manage key areas within our three schools. Select Entry would allow the district to authorize and control access of employees to points of entry. Security

Mrs. Martin had no report. Director of Special Services

Dr. Scott reported: Superintendent of Schools

The Franczek Radelet Rose law conference is Saturday, January 31st. Law Conference

For those going to the NSBA Conference in April, Sharon Uslan from Chevron, has extended an invitation to either lunch or dinner. A response to that invitation is needed to ensure we can be accommodated. NSBA Conference

The next meeting with Dusty Patrick is scheduled for Tuesday, February 3, 6:00 p.m., at Meadowview School. The focus will be parent and community involvement. T.A.G. Meeting

A thank you was extended to the president and vice president of Sykuta's PTO for their offer to help the other schools in forming a PTO. Southwood is moving forward and their first parent meeting is scheduled for January 21. Another meeting is scheduled for February 17 and thereafter meetings will be scheduled for the 3rd Tuesday of each month. PTO Representatives

The first initiative at Southwood designed to encourage students in becoming more service oriented took place with "Pennies for Patients". The pennies collected were donated for leukemia and lymphoma patients. Southwood Community Service

Southwood's Media Center was one of 56,000 public libraries awarded Picturing America, an education initiative that brings significant works of American art to classrooms and libraries. Forty large, high-quality color reproductions will be received. National Endowment for the Humanities

Kristal Jordan, Assistant Principal at Meadowview, will be facilitating several sessions at the Assistant Principal's Conference in February. Staff Acknowledgements

Shawn Jackson, Building Assistant at Sykuta, was a kindergarten teacher at Highland School in District 144 prior to joining our staff. A recent State Superintendent's bulletin applauded Highland School personnel for the astronomical gains in student achievement in test scores. As a kindergarten teacher she was instrumental in laying the foundation that helped those students achieve at such a high level.

For the month of December, Dr. Scott presented the highest attendance certificate to Meadowview School for having 93.42% attendance. Congratulations to Meadowview School! Attendance Award

A thank you was extended to the Board for their support in allowing some of our Meadowview students to attend the presidential inauguration. This opportunity presented these students with an experience they will never forget. For some it was their first train ride, first trip to Union Station, first stay in a hotel. Many people helped make the trip possible and it was an experience of a lifetime for our students and staff.

Washington Trip

Supplementary Reports

Mrs. Oliver stated being able to watch coverage of the trip on Channel 4 was enjoyable and she appreciated the reports they received. Dr. Scott mentioned Mrs. Jackson and Mrs. Hutson were at Meadowview when the bus departed and that gesture was appreciated by all those involved with the trip.

Washington Trip

Adjournment

It was moved by Mrs. Jackson, seconded by Mrs. McClelland, that the meeting be adjourned. Upon voice vote, Mrs. Oliver declared the *ayes* to prevail. Motion carried. The meeting was adjourned at 8:13 p.m.

Barbara Oliver, Vice President, Board of Education

Kathleen Jackson, Secretary, Board of Education