

Meeting of the Board of Education
Country Club Hills School District 160
Tuesday, November 24, 2009

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

The meeting was called to order by Vice President Densmore at 7:04 p.m. Upon roll call, members Doss, McClelland, Turner, and Densmore were found to be present. Also in attendance: Superintendent Scott, Assistant Superintendent Jones, and Business Manager Peeks.

Call to Order and Roll Call

The assembly participated in the Pledge of Allegiance.

Pledge of Allegiance

Closed Session

At 7:05 p.m., it was moved by Mrs. Turner, seconded by Mrs. McClelland, that the Board recess to closed session to consider information regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Recess to Closed Session

At 7:37 p.m., it was moved by Mrs. Turner, seconded by Mrs. McClelland, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Reconvene to Open Session

Upon Vice President Densmore'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 November 24, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, 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 October 27, 2009, its Special Meetings of August 25, 2009, and its Executive Committee meeting of November 10, 2009, and its Business Committee Meeting of October 22, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

**Minutes of Meetings
of the Board**

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 disbursement journal—including imprest, accounts payable and payroll expenditures—for November 24, 2009, does thereby authorize payment of expenses itemized therein, to wit:

**Disbursement Journal for
the month of November 24, 2009**

<u>Fund</u>		
Educational	\$	506,650.13
Special Proceeds	\$	100.00
Operations/Maintenance	\$	88,286.36
Facility Lease	\$	0.00
Bond & Interest	\$	0.00
Transportation	\$	103,945.93
Site and Construction	\$	6,529.00
Tort Immunity	\$	0.00
Fire Prevention/Safety	\$	0.00
<u>Total Accounts Payable</u>	\$	<u>705,511.42</u>

<u>Payrolls</u>		
10/30/09	\$	326,327.87
11/13/09	\$	332,314.44
<u>Total Payrolls</u>	\$	<u>658,642.31</u>
<u>Total Disbursement Journal</u>	\$	<u>1,364,153.73</u>

Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, 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 October 31, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Financial Statements for the
Period Ended October 31, 2009

Dr. Earline Scott, Superintendent, congratulated Southwood Middle School for having the highest ADA at 98.83% for the period from October 1 through 31, with a grade level average of 98%. Meadowview and, in particular fifth grade students, were commended for that grade level achieving an ADA of 99.0% during that same period.

**Special Presentation:
Attendance Award**

Recognition of Public

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

Public Forum—Closed

**Reports of the
Board of Education**

Mrs. Densmore stated the committee met on November 10, 2009. Policies in the “instruction” section of the Board policy manual were reviewed, some of which will be presented for board approval later in the meeting. Reassignments for Board members will take place during the President’s report. Another meeting has been scheduled for Tuesday, December 8 at 6:00 p.m., District Office.

Executive Committee

Mrs. Turner, in Mrs. Hutson’s absence, reported the proposed tax levy and the RFP for selecting an Insurance Broker were the main topics of their recent meeting. A questionnaire regarding the RFP was distributed and committee members were requested to submit their comments or suggested changes to Mrs. Hutson by Monday, November 30. Their next scheduled meeting is December 10 at 6:30 p.m., District Office.

Business Committee

On behalf of Ms. Giles and all board members, Mrs. Densmore extended a thank you to the district for the flowers sent in remembrance of National School Board Members Appreciation Day.

President’s Report

The Board of Education committee assignments for the 2009-2010 school year will be as indicated:

Reassignments for Board Committees

Executive Committee	Val Densmore, Chair; Helen McClelland; Jacqueline Doss
Business Committee	Patricia Hutson, Chair; Henrietta Turner; Chanay Mackey
IASB	Val Densmore
NSBA	J. Kay Giles
SCOPE	To be determined
TAB	Val Densmore

Report of the Superintendent of Schools

Personnel Matter

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 employment of Judith A. Murphy, Ed.D., as Cross Categorical teacher, Meadowview School, and an employee of School District 160, for the 2009-2010 academic year, commencing on or about November 30, 2009, and terminating on or about June 11, 2010, at an annualized salary of \$31,549.10, prorated from \$49,380, for 115 days [Step 12/Level 9], said employment contingent upon: (1) Judith Murphy's compliance with all applicable laws of the State of Illinois; (2) all conditions of the Collective Bargaining Agreement then in effect with the Country Club Hills Education Association or as, from time to time, amended; (3) all stipulations of an individual contract to be signed by Judith Murphy and, on behalf of the Board of Education, by its President and Secretary. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Employment—
Judith A. Murphy, Ed.D.

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 hiring of Becky Adams, Ed.D., as the administrative mentor for Meadowview School, effective November 9, 2009 through December 18, 2009, at a daily rate of \$280.00 Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Employment—
Administrative Mentor—
Becky Adams, Ed.D.

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 employment of Donesha Davenport as teacher aide, Southwood Middle School, and educational support personnel employee of School District 160, commencing on or about November 30, 2009, said employment based upon: (a) an annual rate of \$15,735.20, [prorated from \$24,629 for 115 days]; (b) an understanding that the foregoing representations are not a guarantee of employment of any defined duration; (c) Donesha Davenport's compliance with all applicable laws of the State of Illinois and policies of the Board of Education. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Employment—
Donesha Davenport

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 employment of Donica Jackson as teacher aide, Meadowview School, and educational support personnel employee of School District 160, commencing on or about November 30, 2009, said employment based upon: (a) an annual rate of \$15,735.20, [prorated from \$24,629 for 115 days]; (b) an understanding that the foregoing representations are not a guarantee of employment of any defined duration; (c) Donica Jackson's compliance with all applicable laws of the State of Illinois and policies of the Board of Education. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Employment—
Donica Jackson

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 employment of Rosa Drumgole as teacher aide, Sykuta School, and educational support personnel employee of School District 160, commencing on or about November 30, 2009, said employment based upon: (a) an annual rate of \$11,240.10, [prorated from \$17,592 for 115 days]; (b) an understanding that the foregoing representations are not a guarantee of employment of any defined duration; (c) Rosa Drumgole's compliance with all applicable laws of the State of Illinois and policies of the Board of Education. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Employment—
Rosa Drumgole

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 accept the resignation of Kristal Jordan, Assistant Principal, Meadowview School, effective November 17, 2009. Upon roll call vote, the following members voted *aye*: Mrs. Doss, Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. Motion carried.

Resignation—
Kristal Jordan

Dr. Scott introduced Dr. Adams who was in the audience.

Action Items

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the following revised policies being placed on a thirty day public display, as approved by the Board of Education Executive Committee:

Approval of Policies—

- 6:10 – Educational Philosophy and Objectives
- 6:40 – Curriculum Development
- 6:90 – Kindergarten
- 6:240 – Field Trips
- 6:240 AP – Field Trips – Administrative Procedure
- 6:250 – Community Resource Persons and Volunteers
- 6:290 – Homework

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

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution 09-284*, "*Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2009*", as presented to the Board of Education, and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. *Abstain*: Mrs. Doss. Motion carried.

Resolution 09-284—
2009 Tax Levy Amount

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution 09-285*, "*Resolution calling a public hearing concerning the intent of the Board of Education to transfer \$117,077.29 from the Educational Fund to the Operations and Maintenance Funds*", as presented to the Board of Education, and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. McClelland, Mrs. Turner, and Mrs. Densmore. *Abstain*: Mrs. Doss. Motion carried.

Resolution 09-285—
Call for Public Hearing
on Transfer of Funds

Information Items

Restructuring Plan

Dr. Scott reported Southwood has been identified for School Improvement according to the AYP specifications of the federal No Child Left Behind Act. The 2009-2010 federal improvement status calls for Restructuring Planning. A School Improvement Plan, developed with input from teachers, administrators, board members, parents, and community members, must be developed this year and submitted for approval to the ISBE by February, 2010. If Southwood does not achieve AYP during the Spring 2010 ISAT testing, the district must begin implementation of the submitted School Improvement Plan for the 2010-2011 school year. Restructuring options are prescribed by law and include these options: reopen as a charter school (the state is not currently approving this option); replace all or most of the staff; enter into a contract with an entity; or implement any other major restructuring of the school's governance. She indicated the SIP must identify barriers preventing AYP being achieved and include a systemic plan designed to address and correct the problems. Proposals under consideration include restructuring Sykuta to include 3rd grade and opening a 6th grade math and science academy. Letters will be sent to PTO officers inviting their members participation in the development of the School Improvement Plan.

TAG Topics

In addition to providing sessions addressing Individual Evaluation and Needs Assessment and Board Governance Review, Steve Clark, consultant provided by the Illinois Association of School Boards, will facilitate a total of five additional visits addressing topics of the Boards' choosing. These topics include District Planning and Goal Setting (1 visit), Monitoring District Effectiveness (2 visits), and Effective Superintendent Evaluations (2 visits). These choices must be conveyed to the IASB in December so scheduling can take place.

**Supplementary Reports—
Administration**

Assistant Superintendent

Dr. Jones reported:

Interpretation of Test Data

All students in grades kindergarten through eighth have been tested to determine First Benchmark scores using either NWEA's Measures of Academic Progress (MAP) for grades 3 through 8 or DIEBELS for grades K through 3. These instruments provide an estimate of the student's achievement level and target areas of strengths and weaknesses, and project how they should test on ISAT if it were being administered now. This vital information will be used by the teachers to concentrate on maintaining and/or building on reading and math competency. Another benchmark testing will take place by the end of January and will provide information to determine growth from the October benchmark. With 77.5 the AYP goal for ISAT 2010, careful monitoring of achievement will continue so our students will meet that expectation.

EXPLORE Assessment

A meeting will take place in January, 2010 with our eighth grade teachers and high school teachers from Bremen District 228 to discuss the EXPLORE assessment taken by our eighth grade students. Dr. Corrine Williams, Assistant Superintendent of District 228, has requested information on ISAT and MAP, and Dr. Jones will present an overview and explanation of these assessments.

South Suburban
Curriculum Council

At the EPAS Conference, there was a presentation on the Common Core Standards Initiative and a panel discussion on Best Practices in K-12 Vertical Articulation. Dr. Jones was asked, and agreed, to do a comparison of our present Illinois Standards to the proposed Common Core Standards at the next meeting at the January meeting.

Ms. Peeks reported:

Business Manager

All public school districts in Illinois receive funding through local, federal, and state taxes. The tax levy is the legal process of requesting our share of revenues received from property taxes. The tax levy resolution approved earlier in the meeting represents estimated amounts necessary to be levied for the year 2009.

Tax Levy

Access to the parental portal on the district website will begin for "select" homerooms at Meadowview and Southwood beginning the week of November 30th. This secure environment will provide parents the ability to access their student's information.

Parental Portal

Mrs. Martin reported:

Director of Special Services

She attended the ISBE Early Childhood Administrator's Conference November 3-4, 2009. One of the breakout sessions was a discussion of Response to Intervention (RtI) and Preschoolers. All Pre-K programs will be evaluated using the new tool between now and May, 2010. She has spoken with Mr. Macon and the Pre-K teacher and dialogue will continue so everything will be in place for the upcoming site visit.

Early Childhood

A meeting with our Administrative team and Maria Martinez (Project Choices), and Marcia Zmuda (RtI External Coach), was held recently to discuss and plan building implementation of RtI and Inclusion. Building principals will assume the role of building level coaches and she will act as the external coach.

Administrative Meeting

The Corrective Action Plan has been amended as a result of the meeting she attended on November 4 that was facilitated by Julie Evans, ISBE consultant. Another meeting was scheduled for Friday, November 20, to discuss the results of IEP reviews and future plans.

ISBE

A parent meeting will take place within the next few weeks. All parents with students who have IEPs will be invited, and have the opportunity to voice any concerns or questions they may have regarding their child's education

Special Education Meeting

Mrs. Densmore inquired as to whether this information could be posted on our website as a convenience to the parents, and was informed it was possible to do so.

Dr. Scott reported:

Superintendent of Schools

This conference is scheduled for March 25-26, 2010 at the Tinley Park Convention Center. The district has committed to ten attendees so if any board members are interested in attending it is necessary to notify Nancy by December 5 so a place can be reserved for them.

Superintendents' Commission for the Study of Demographics & Diversity

The next meeting of the TAB Committee is scheduled for Wednesday, December 16, 4:00 p.m., at Meadowview School. It is imperative that a board member be in attendance for the meeting to take place.

TAB Committee Meeting

A meeting has been scheduled for December 2 with personnel from the Cook County Department of Public Health to discuss the District's H1N1 immunization clinic tentatively scheduled for January 19. There is a possibility that our clinic will take place earlier than that pending upcoming available dates.

Cook County Department of Public Health

Sykuta and Southwood both sponsored successful food drives during the Thanksgiving season. Southwood alone was responsible for 2,000 cans of food being donated to the Rich Township Food Pantry.

Annual Thanksgiving Food Drives

Additionally, BETA club members from Southwood volunteered their time in the annual Thanksgiving feast for seniors and homeless families hosted by the Hazel Crest Assembly Church. These students assisted in the serving of the dinner, and also riding on a bus to various locations to pick up and drop off the participants.

Thank you to all for their support of these worthy endeavors.

The next Executive Committee is scheduled for December 8, 6:00 p.m., District Office. The Business Committee will meet on December 10, 6:30 p.m., District Office.

Upcoming Board
Committee Meetings

Perfect Cleaning appears to be doing an excellent job of maintaining the cleanliness in the buildings, and as she visits the schools she is pleased with their appearance.

Perfect Cleaning

As she spends time in the school buildings she is impressed with the engaged learning she encounters at all the schools. One of the goals of the Board of Education is to improve the climate of the schools, and she sees signs of this occurring.

School Climate

As was done last year, a custom designed survey will be administered to staff members in the near future to compare their perception of the district from then to now.

NSDC Survey

The annual Santa Fly-in hosted by Mayor Welch and the City Council will take place on Saturday, December 5, at the CRC, with Santa scheduled to arrive at 10:00 a.m.

Santa Fly-in

**Supplementary Reports—
Board of Education**

Mrs. Turner had comments and/or concerns on the following issues:

The district must be vigilant in testing practices for the administration of ISAT in the spring. Neighboring districts have been brought under scrutiny for questionable administration of the test to some students, and she wants to ensure our district never finds itself in that position.

ISAT

She also inquired whether there were other areas other than reading and math that we need to improve in. Dr. Scott stated that writing has been identified as an area in need of improvement.

Regarding the school improvement restructuring plan, she questioned whether there is enough time to develop such a plan for implementation for the 2010-2011 school year. She was assured by Dr. Scott that there is ample time to accomplish this task.

Restructuring Plan

She inquired whether science books are shared at the seventh and eighth grade level, and also the availability of math textbooks. The science books are shared, and the mathematic books are available online with 20 licenses per grade level.

Southwood Textbooks

With continuing bus problems occurring, she questioned whether anyone has volunteered to ride the busses and monitor behavior. Dr. Scott indicated she and Ms. Peeks have met with personnel from Illinois School Bus. The drivers are not writing up behavior reports and the need exists to review the tapes on a regular basis. A form has been created and implemented to request the tapes for review.

Bus Issues

Mrs. Densmore had comments and/or concerns on the following:

With the district's deadline being February for submission of the Restructuring Plan, she inquired as to the deadline for ISBE to approve the plan. Dr. Scott stated that date is June 30th.

Restructuring Plan

Traffic flow remains a continuing problem at Sykuta School. She questioned whether the administration has any short term plans to rectify the problem. Dr. Scott has discussed this problem with Mr. Macon and a short term solution is to set out cones to direct traffic flow. Illinois School Bus and day care provider busses have been directed to the back of the building which alleviates some of the traffic jam, but a long term solution is needed. Sidewalks for the children to walk on would solve the problem but that becomes a financial issue.

Sykuta Traffic Flow

In Ms. Giles' absence, Mrs. Densmore wished everyone a safe and happy thanksgiving holiday on behalf of the entire board.

Holiday Greetings

Dr. Scott took a moment to publicly thank our board members for the time and commitment they have made to serving the school district. She invited them and members of the audience to remain after the meeting and share in the cake brought in for National School Board Members Recognition Week.

Adjournment

It was moved by Mrs. McClelland, seconded by Mrs. Doss, that the meeting be adjourned. Upon voice vote, Mrs. Densmore declared the *ayes* to prevail. Motion carried. The meeting was adjourned at 8:44 p.m.

Valeria Densmore, President Pro-tem, Board of Education

Jacqueline Doss, Secretary, Board of Education