

**BOARD OF EDUCATION
SCHOOL DISTRICT 162
COOK COUNTY
RICHTON PARK, IL 60471
August 16, 2016**

"We take the hopes and dreams of the community and turn them into reality!"

REGULAR SESSION

Convened: 6:31 p.m.

Adjourned: 7:56 p.m.

BOARD MEMBERS PRESENT: Alicia Rodman McCray, President; Ron Bean, Vice President; Evelyn Green; Sandi Gordon; Felix Simpkins; Karen McCray

BOARD MEMBERS ABSENT: Kevin Murphy, Secretary

OTHERS PRESENT: Dr. Blondean Y. Davis, Lee Stanton, Doug Hamilton, Earnestine Foster, Mark Walczak, Yvonne S. Williams, Deborah Duskey, Linda Disney, Michael E. Gettings, David Rupert, Latunja O. Williams, Sheloanda Porche-Box, Greg Huelsman, Pat Ransford, Jo Ross, Carl Cogar, Narishea Parham, Bill Howard, Gail Hartsough, Stephanie Healy, Cory Gold, Brenda Calvin, Robert Tomic, Camilla Covington, Corey Levy, Lara Reznick, Amanda Godin, Kim A. McGuire, Jim McGuire, Marissa Backlin, Diana Mickow, Matt Smith, Alisa Webb, Molly Oliver, Ronisha Dubose, Joy Brutus, Debbie Szczecina, Lorrie Clayton, Jessica Washington

MINUTES OF THE MEETING

Mrs. Rodman McCray called the regular session to order at 6:31 p.m. and noted that there

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was a quorum. Mrs. Rodman McCray stated that Mr. Murphy was excused from the meeting. Mrs. Rodman McCray directed the Board secretary to make a roll call notation. Mr. Simpkins arrived at 6:42 p.m., after the roll call and the vote on the Consent Agenda.

DATES TO REMEMBER

Dr. Davis reviewed the "Dates to Remember."

AUDIENCE TO VISITORS PERTAINING TO AGENDA ITEMS ONLY

Nothing at this time.

CONSENT AGENDA

Mr. Stanton introduced new District staff members: Marissa Backlin, Diana Mickow, Matt Smith, Alisa Webb, Molly Oliver, Ronisha Dubose, and Joy Brutus.

Dr. Davis amended Items 4(e.) and 4(f.) under Personnel--Retirements/Resignations to change the effective dates from September 10, 2016 and September 11, 2016, to September 16, 2016, respectively.

Minutes

Regular Session, July 19, 2016

Executive Session, July 19, 2016, and declare them closed.

Personnel

Employment

Approve the employment of Timothy Garcia, teacher at Huth Middle School, effective August 18, 2016.

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Approve the employment of Tamekia Blount, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Molly Oliver, teacher at Sauk School, effective August 18, 2016.

Approve the employment of Ronisha Dubose, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Marissa Backlin, teacher at Arcadia School, effective August 18, 2016.

Approve the employment of Marcie Uelman, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Joy Brutus, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Matthew Smith, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Deborah Knapp, teacher at Matteson School, effective August 18, 2016.

Approve the employment of Alisa Webb, teacher at Richton Square School, effective August 18, 2016.

Approve the employment of Samantha Schuldt, paraprofessional at Arcadia School, effective August 18, 2016.

Approve the employment of Diana Wyatt-Mickow, teacher at Richton Square School, effective August 29, 2016.

Contracts

Approve the contract with ProCare Therapy for sign language interpreter services (Sandy Belton) for the 2016–2017 school year.

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Leaves

Approve the paternity leave, under FMLA, of David Van Dyke, teacher at Illinois School, effective September 19, 2016, through September 30, 2016.

Retirements/Resignations

Approve the retirement of William Wells, custodian, effective July 7, 2016.

Approve the resignation of Timilyn Williams, teacher at Illinois School, effective August 1, 2016.

Approve the resignation of Essence Townsend, secretary at Matteson School, effective August 1, 2016.

Approve the resignation of Ivone Arsenault, ESL tutor, effective August 22, 2016.

Approve the resignation of Brittany Matejko Schaller, teacher at Huth Middle School, effective September 16, 2016.

Approve the resignation of Markesha Williams, social worker at Arcadia School, effective September 16, 2016.

Policy Matters

Nothing at this time.

Annual Business

Nothing at this time.

Bill Listing – Authorization of the administration to pay the schedule of bills payable and authorize the District Treasurer to sign the checks dated August 16, 2016, in the amount of \$466,345.73.

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Imprest Fund Reimbursement – Authorization to reimburse the District Imprest Fund in the amount of \$27,479.56.

Financial Statement – The July 2016 Financial Statement is presented for review.

Payroll Vouchers – Authorization for the District Treasurer to sign the payrolls dated September 15, 2016, and September 30, 2016, including all bills for payroll deductions and contributions by the school district.

Gifts and Donations

Nothing at this time.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

Gordon

McCray

Simpkins

Rodman McCray

SUPERINTENDENT'S REPORT

Presentation on the 2016–2017 budget by Craig Englert, assistant superintendent of business services.

Mr. Craig Englert, assistant superintendent of business services, addressed the Board regarding the 2016–2017 Tentative Budget, as follows:

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Overview

- Total Anticipated Revenue: \$42,495,755
- Total Budgeted Expenditures: \$42,464,804
- Anticipated Surplus: \$30,951

Operating Funds

- Education, Operations & Maintenance, Transportation, and Working Cash:
 - Revenue: \$37,242,754
 - Expenditures: \$37,001,780
 - Surplus: \$240,794

How Does the District Fund Operations?

Property Taxes	Other Local Funds	State Funding	Federal Funding
51%	3%	37%	9%

How Does the District Spend Operational Expenditures?

Salaries & Benefits	Purchased Services	Supplies	Capital Outlay	Other
68%	15%	9%	2%	6%

Changes from 15-16 Actual

- Operating Revenue: No Overall Change
 - Property Taxes: \$400,000 *Increase*
 - State Funding: \$200,000 *Increase*
 - Federal Funding: \$440,000 *Decrease*
 - E-Rate Funding: \$340,000 *Decrease*

Changes from 15-16 Actual

- Operating Expenditures: \$558,000 Increase (1.5%)
 - Salaries: \$600,000 *Increase*
 - Benefits: \$219,000 *Increase*
 - Purchased Service & Supplies: \$160,000 *Decrease*
 - Technology Equipment: \$665,000 *Decrease*

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- Carol White Grant Equipment: \$130,000 *Increase*
- Special Education Tuition: \$125,000 *Increase*
- Contingency: \$400,000

One-Time Noteworthy Expenditures

- Textbooks: \$380,000
- New Truck and Plow: \$40,000
- Various Building Improvements: \$100,000

Other Notable Items

- Proposed Inter-fund Transfers
 - Operating Fund Transfer from Transportation to Education and Operations and Maintenance Funds to Better Allocate Cash Among Funds
 - Transfer from Lease Account to Debt Service Fund to Cover Capital Lease Payments

Projected 2016–2017 Financial Profile Rating

- Recognition: Highest Category
- If these projections hold, it will be the fourth consecutive year of this ranking

The Future

- Legislative Items to Watch
 - Property Tax Freeze: \$200,000–\$400,000 loss estimated
 - Reallocation of State Funding Formula
 - General State Aid Decreases due to:
 - Enrollment Decreases
 - EAV

Budget Timeline

- 8/17/16: Tentative Budget Put on Display on District Website and at District Office
- 8/17/16: Notice of Public Hearing Placed in *Daily Southtown*
- 9/20/16: Public Hearing on Budget
- 9/20/16: Board Vote on Adoption of Budget

Mr. Englert explained that the working cash fund functions similar to a savings account for the District. He said that the working cash fund can fund other funds. Mr. Englert further explained that the District's operating funds are the most important, because these are the funds that the state examines when making determinations about the financial health of a school district. Mr. Englert stated that the District outsources its transportation, which lowers

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the District's operational expenses, compared to other school districts, which typically allocate 70–80 percent to operational expenditures. He noted that, overall, there has been no change in the District's operational revenue between this year and last year. Mr. Englert stated, however, that if the state freezes property taxes the District could lose \$200,000–\$400,000.

Mr. Bean asked how Illinois' property tax-based funding compares to other states. Mr. Englert responded that most other states do not rely heavily on property taxes to fund schools.

Mrs. Green asked if there have been any inquiries about the District's financial stability. Mr. Englert responded "no." He noted the District posts its financial information online.

Mrs. McCray asked if the District receives notice of tax appeals. Mr. Englert responded that the District receives notice when large commercial entities appeal tax assessments. He said that the District sometimes challenges these issues. He noted that the District does not receive notice of individual homeowners who appeal their property tax assessments.

Mrs. Rodman McCray remarked that Mr. Englert is a "good steward" of the District's finances.

Performance Evaluation Plan and Related Goals.

Dr. Davis addressed the Board regarding her performance objectives, as follows:

Technology

Objective One

To continue our commitment to make every classroom a 21st Century classroom by having up-to-date technological equipment and software. We will utilize Schoolwires and

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PowerSchool to effectively communicate with parents, students and the community at large.
To continue to monitor and maintain our technological infrastructure to support our classrooms.

Communications with the Board

Objective One

Continue to communicate and share with all Board members all information necessary to make informed decisions.

Objective Two

Continue to maintain complete accessibility to all Board members.

Objective Three

Continue to provide weekly updates incorporating suggestions made during evaluation conference.

Measure of Achievement: *Board Evaluation*

Public Relations

Objective One

To continue to increase the visibility and enhance the reputation and image of the District.

Objective Two

To communicate our mission and goals effectively and consistently to all stakeholders

Finance

Objective One

The District has had five consecutive years of balanced operating budgets and will continue to proactively plan and project future revenue and expenditures to continue to maintain balanced budgets. This past year the District implemented two curriculum adoptions as well as significant improvements in both the technology infrastructure and technology available for the students and staff all while maintaining a balanced budget and increasing its cash reserves. The District will provide a balanced budget for the 2016–2017 school year that meets the ever changing needs of the students of the District.

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Objective Two

The District always stays abreast of state and federal legislative changes, as well as local issues that it anticipates will affect future funding levels for the District. To that end, the District will once again present to the Board of Education a comprehensive 5-year financial projection with recommendations that position the District to maintain or increase its fund balance over that 5-year period.

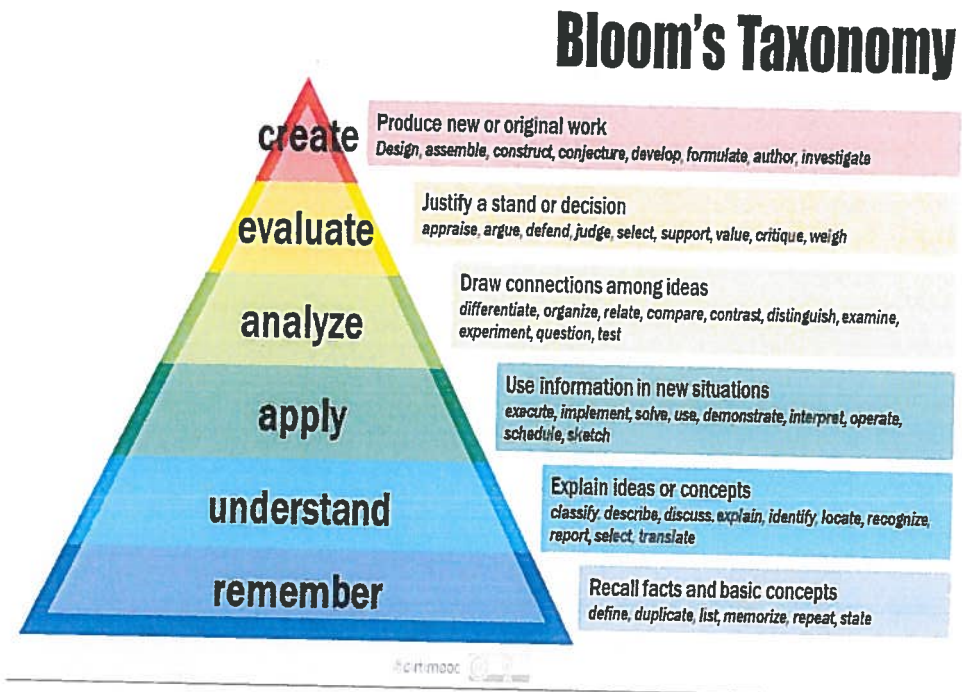
Objective Three

In order to anticipate facilities needs before they arise, the District will prepare a comprehensive 5-year facilities maintenance plan for all buildings. The plan will include a description of how to pay for maintenance and updates and will include a plan to provide five more classrooms with air conditioning for the upcoming summer of 2017.

Objective Four

This past year, the District updated all business and financial related policies to be sure it is in compliance with all current rules and regulations. This year, the District will review and present recommended updates to all Board policies related to human resources. In addition, the District will undertake a comprehensive review of all human resources procedures and update all job descriptions to match current expectations of employee duties.

Bloom's Taxonomy



Instruction

Objective One

All staff will implement measurable performance goals based on the Common Core State Standards. Each school will show growth as determined by the Terra Nova Common Core Achievement Test. Each school's School Improvement Plan has been established with the goal of improving student achievement in the content areas of mathematics and English/language arts and other content areas related to these core subject areas. The practices, programs, and policies of the schools will continually be assessed on the basis of their impact on student learning. Staff members will work collaboratively to enhance their effectiveness in helping students achieve learning outcomes.

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Objective Two

District learning outcomes will be reflective of the Common Core State Standards and each student's attainment of these outcomes will be continually monitored and assessed to ensure mastery of the content that was taught. Each school will develop systems to provide the time and support for students experiencing difficulty in achieving the outcomes.

Objective Three

All staff will pursue measurable performance goals aligned to the Common Core State Standards. Each school will demonstrate student growth as determined by the Terra Nova Common Core Achievement Test.

Objective Four

School staff will analyze student assessment data on a frequent basis to determine the mastery of the most recent content and skills that were taught. Staff will identify discrepancies between actual and desired achievement results and develop strategies to address student achievement deficits. Improvement indicators will be identified to better track student progress.

Objective Five

Intervention and enrichment time is embedded in the daily schedule of the school day. Students experiencing difficulty in their learning will be provided additional academic support. Structures are in place to support teachers' efforts in providing additional time and support.

Objective Six

To increase student achievement in mathematics so that at least 70% of the students at each school meet grade level standards. Principals and assistant principals will guide teachers to focus on Fact Fluency, Math Facts and Mastery Expectation Standards at each grade level. The District will align the curriculum to address skill gaps in Everyday Math 4 and DIGITS and provide resources to fill in the gaps. The District will organize the continued articulation

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between middle and high school to increase the number of students prepared for rigorous high school mathematics and improved performance on ACT/SAT (track ratios, percent and proportions). The District will monitor and report data on Assessment Check-ins (EM4) and Unit Assessments (DIGITS) monthly.

Objective Seven

The District will schedule time with administrators to collaborate monthly to address specific data identified in School Improvement Plans and progress towards Terra Nova goal of 70% in mathematics. The District will direct the development of math teams at each school that strategically plan to react to the data derived from weekly assessment cycles. The District will provide mini-workshops to build teacher confidence and knowledge around deficient skills identified by test data analysis at each school

Collaborative Staff Development

Objective One

All staff will participate in professional development workshops that will focus on the Common Core State Standards. Emphasis will be placed on the instructional "shifts" that teachers must make as they develop their instructional lessons. The Instructional Shifts in ELA/Literacy are:

- Balancing informational and literary text.
- Building knowledge in the disciplines.
- Staircase of complexity
- Text-based answers
- Writing from sources
- Academic vocabulary

The Instructional Shifts for Mathematics are the Standards for Mathematical Practice that teachers must incorporate in their math instructional lessons. They are:

- Make sense of problems and persevere in solving them
- Reason abstractly and quantitatively
- Construct viable arguments and critique the reasoning of others
- Model with mathematics
- Use appropriate tools strategically

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- Attend to precision
- Look for and make use of structure
- Look for and express regularity and repeated reasoning

Objective Two

The ELA/Literacy and Mathematics professional development workshops will focus on the following:

- The development of instructional lessons that focus on the shifts for implementing the Common Core State Standards in Math and ELA.
- Math content knowledge and skills that teachers must know at their grade level with professional practices that reflect Bloom's Taxonomy or Webb's Depth of Knowledge.
- All staff will participate in professional development workshops that will be focused on the Common Core Standards, Effective Teaching Practices for Mathematics and English/Language Arts, Analyzing Assessment Data and Teaching to Mastery.
- Teams of teachers and administrators will work collaboratively to focus on what students are expected to learn. Student assessment data will be analyzed to determine student content strengths and weaknesses and, subsequently, develop instructional lessons to effectively reteach core content/skills not mastered. Retaught content will be taught in more meaningful ways (essential and important) so students will develop mastery and be able to use that acquired knowledge as a building block for future learning.

Objective Three

Teachers will function as teams. They will work collaboratively to identify collective goals. Develop strategies to achieve those goals, gather relevant data, and learn from one another. Unlike a work group, they are characterized by common goals and interdependent efforts to achieve those goals.

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Objective Four

System-wide common assessments in mathematics and reading will be administered to the students at the mid-point and end of each quarter. The data from these assessments will be analyzed by each school's staff in order to determine their students' progress and to develop instructional lessons for re-teaching content skills not mastered by their students. Assessment practices serve to motivate students by giving them multiple opportunities to demonstrate their learning. Student achievement data will be documented and maintained in a database for future staff to review as they develop instructional plans for incoming students.

School Leadership

Objective One

School principals and assistant principals will provide the leadership that is essential for the implementation and oversight of the School Improvement Plans that they developed and shared during our annual Administrative Retreat. Their collaborative staff meetings with a focus on student growth as determined by frequent student assessments will enable them to monitor the progress of their students. More frequent classroom walkthroughs with follow-up conversations with their staff will keep the teachers focused on their primary goal-improved student achievement. Each school will be persistent (staying the course) in the attainment of the school vision.

Objective Two

The school-parent partnership will move beyond simple open communication. The school will provide parents with information and materials that enable parents to assist their children in learning. Parents are welcomed in the school. There are active volunteer programs. Parents are full partners in the educational decisions that affect their children. Community resources are used to strengthen the school and student learning.

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Special Education

Objective One

To continue to move forward toward the District Goal of 70% on the Terra Nova, special education teachers will become proficient in how to analyze test data and use the data to target instruction based on individual students' strengths and weaknesses.

Objective Two

The Special Education Department will improve and increase support to special education teachers to empower special education teachers to reach the diverse and changing needs of their students, both academically and emotionally, so the students are better prepared to make academic growth toward the District goal of 70% on the Terra Nova. The Special Education Team will provide extensive training and coaching on the following topics:

- Reading Strategies
- Math Strategies
- Differentiation – Accommodations and Modification
- Collaboration
- Behavior Intervention

Objective Three

Consistent focus and attention is a critical factor for students with disabilities to attain their goals. The Special Education Department will expand the roles of social workers and psychologists to develop and implement social emotional curricula to reduce time out of school and time off academic tasks due to emotional setbacks, behavioral infractions, or lack of performance. Proactive interventions to prevent bullying:

- Plan to Do Better team members and implementers
- Access to community services for families and individual counseling crisis intervention

District Goals: Measure of Academic Achievement

The District will show growth in academic achievement measured by the spring 2016–2017 school year Terra Nova Common Core Assessment:

- Spring 2017 Reading: 65 National Percentile
- Spring 2017 Math: 65 National Percentile

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Dr. Davis stated that education drives the nation. She said that education is an equalizer. Dr. Davis remarked that she feels positive about the future of the nation and Matteson District 162. Dr. Davis stated that she has an "itch;" she said that the District has an edge and that she is moving forward with certainty. Dr. Davis recounted that when she was first hired as superintendent, Mr. Bean asked her if it was possible to move the District in a direction to influence public policy and the community at-large. Dr. Davis said that, at that time, she responded "no" to the question. She said that if asked that question now, she would answer it differently. Dr. Davis said that the District has an obligation to influence the community. She stated that District 162 has been the highest performing school district in Rich Township for the past 15 years. However, she noted that "this means nothing." Dr. Davis stated that she is determined to move the District into a "history-making place of excellence" within the next three to five years.

Dr. Davis announced that she dropped a certain textbook vendor for insulting the District. She said that the vendor stated "District 162 is no New Trier."

Dr. Davis reported that she has convened a committee to write and present at conventions to tell the story of the District. She thanked Mr. Englert for his creativity. She noted that due to his expertise, the District has everything it needs for the next three to five years.

Dr. Davis thanked Mr. Daniel Evans, technology director, and Mr. Englert, for their work in upgrading the District's website and online communications. She noted that this technology will make a big difference and provide better accessibility.

Dr. Davis asked Mr. Englert to find a way to finance the installation of air conditioning in every District building within three to five years. She said that the comfort of the students and staff is paramount. She noted that this would be contingent on continued state funding.

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Dr. Davis discussed “big picture” issues facing the District, including the implementation of Bloom’s Taxonomy. She said that teaching to mastery is the District’s goal. Dr. Davis explained that mastery means that students will understand and recall information and will be able to reapply that information. Dr. Davis said that the first issue that the District will address is how to teach to mastery. She said the second issue is math proficiency. Dr. Davis explained that the District’s students struggle with math. She noted that the District’s staff is heavy on the humanities. She stated that the District must bring in consultants to help bolster the teachers’ math instruction. She further stated that Dr. Latunja Williams, director of mathematics, will spearhead the District’s instructional shift in this area.

Dr. Davis recommended the extension of the District’s summer school program. She said that the District must connect with students two to three days a week during the summer so that students do not lose information during summer break. She noted that students should be reading novels over the summer. Dr. Davis stated that the District must fight regression of skills over the summer break.

Dr. Davis commented that she is considering a comprehensive, District-wide reorganization. She noted that Huth Middle School drives the District in terms of preparing students for high school. She noted that Mrs. Yvonne Williams, chief special education officer, and Mrs. Debbie Duskey, director of special education, will be addressing the transition between Sauk School, Indiana School and Huth Middle School. Dr. Davis explained that students experience a dip in scores between sixth grade and middle school. Dr. Davis said that she is considering reorganizing Huth Middle School into departments instead of teams, so that it functions more like a high school. Dr. Davis said that she plans to reorganize the staff. She stated that she will bring recommendations for reorganization to the Board at a future date. Dr. Davis commented that she does not plan to close any District schools. She further commented that the District needs a K–8 building.

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Dr. Davis stated that "this will be an interesting year." She said that all of the plans that she discussed are doable. She stated that it behooves the District to give the community the best possible service. She also said that the District should not limit itself to comparisons with other neighboring Districts. Dr. Davis noted that the District must compare itself to districts across the nation.

Dr. Davis stated that she returned from the Democratic National Convention reenergized and ready to move forward. Mrs. McCray remarked that Dr. Davis' vision is awesome and that she produces success.

Mr. Simpkins applauded Dr. Davis' vision. He stated that the Board should provide assistance and support to her vision.

Mrs. Gordon stated that she hopes all will go well but that she worries about parental input, because the District has no control over this aspect of its students' lives.

Mrs. Green stated that the Board is willing to work differently in order to support the vision and make things happen.

Mr. Bean commented that the most important thing to do is educate and prepare students for the future. He said that if the District does not, it will have failed the students.

Mrs. Rodman McCray spoke of Julian Bond and the Civil Rights Movement. She said the District must continue to fight and that "the battle is not won."

LEGISLATION

Nothing at this time.

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NEW BUSINESS

The Board will consider approval of an extension of the Superintendent's contract.

Mrs. Green moved, seconded by Mr. Simpkins, to approve extension of the Superintendent's contract.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

Gordon

McCray

Simpkins

Rodman McCray

The Board will consider approval of the District's and Superintendent's Performance Objectives for the 2016-2017 school year.

Mrs. McCray moved, seconded by Mrs. Gordon, to approve the District's and Superintendent's Performance Objectives for the 2016-2017 school year.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

Gordon

McCray

Simpkins

Rodman McCray

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The Board will consider approval of the employment of Kim McGuire, as assistant principal of Sauk School, effective August 17, 2016.

Mr. Simpkins moved, seconded by Mrs. McCray, to approve the employment of Kim McGuire, as assistant principal of Sauk School, effective August 17, 2016.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

Gordon

McCray

Simpkins

Rodman McCray

OLD BUSINESS

Nothing at this time.

BOARD MEMBER ISSUES/REPORT

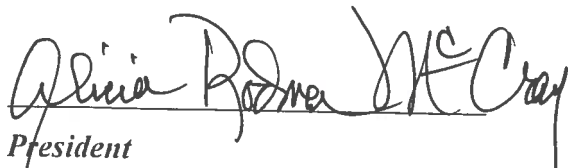
Nothing at this time.


AUDIENCE TO VISITORS

Nothing at this time.

ADJOURNMENT

Mrs. Rodman McCray adjourned the meeting at 7:56 p.m.


President


Secretary