

**BOARD OF EDUCATION
SCHOOL DISTRICT 162
COOK COUNTY
RICHTON PARK, IL 60471
July 19, 2016**

"We take the dreams and hopes of our children and give them wings."

REGULAR SESSION

Convened: 6:33 p.m.

Adjourned: 9:27 p.m.

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

BOARD MEMBERS ABSENT: Sandi Gordon; Kevin Murphy; Felix Simpkins

OTHERS PRESENT: Dr. Blondean Y. Davis, Lee Stanton, Earnestine Foster, Mark Walczak, Yvonne Williams, Deborah Duskey, Linda Disney, Eric Lites, Daniel Evans, Craig Englert, Cory Gold, Carl Cogar, Abbey Chandler, Scott Chandler, Laura Sproat, Jo Ross, Stacey Krone, Rachel Martin, Kerry McKee, Michelle Dusing, Kelly Rudolph, Steph Healy, Don Ransford, Pat Ransford, Lara Reznick, Amanda Godin, Larry Parchem, Janice Parchem, Kimberly Huelsman, Jameson Huelsman, Collette Huelsman, Camilla Covington, Karintha Strong, Luann Parduhn, Erin Van Howe, Nicole Baran, Donna Swiderski, Akeima Hall, Amanda Curran, Della S. Tucker, Terese Arroyo, Narishea Parham, Lea Nelson, Roberta Spalla, Danielle Kirkpatrick, Kim O'Byrne, Theresa Connolly, Barbara Woodworth, Estella Tolbert, Melissa Sharpe, Olivia Lusk, Rayshawn Peeples, Lesley Jackson, Debbie Szczecina, Lorrie Clayton, Jessica Washington

MINUTES OF THE MEETING

Mrs. Rodman McCray called the regular session to order at 6:33 p.m. and noted that there

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was a quorum. Dr. Davis stated that Mr. Simpkins, Mrs. Gordon, and Mr. Murphy were excused from the meeting. She noted that Mr. Simpkins was out of town, Mrs. Gordon was on vacation, and Mr. Murphy was unable to attend the meeting. Mrs. Rodman McCray stated that Mrs. Green would sign Board documents in her capacity as assistant secretary in Mr. Murphy's absence. Mrs. Rodman McCray directed the Board secretary to make a roll call notation.

DATES TO REMEMBER

Dr. Davis reviewed the "Dates to Remember." She noted that there would be 43 administrators participating in the Administrator's Academy.

AUDIENCE TO VISITORS PERTAINING TO AGENDA ITEMS ONLY

Nothing at this time.

CONSENT AGENDA

Mr. Stanton introduced new District staff members: Scott Chandler, Abbey Chandler, Rayshawn Peeples, and Sharon Turner-Wingba.

Dr. Davis reported that Mrs. Pamela Powell, former principal at Matteson School and Richton Square School, will be taking an intermittent leave of absence in order to care for her ailing father. She noted that at the conclusion of her leave of absence, Mrs. Powell will work at the District Office. Dr. Davis said that Mrs. Powell has not yet confirmed a final return date.

Minutes

Public Hearing, June 21, 2016

Regular Session, June 21, 2016

Executive Session, June 21, 2016, and declare them closed.

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Personnel

Employment

Approve the employment of Scott Chandler, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Lesley Jackson, teacher at Huth Middle School, effective August 18, 2016.

Approve the employment of Abbey Chandler, teacher at Sauk School, effective August 18, 2016.

Approve the employment of Rayshawn Peeples, teacher at Sauk School, effective August 18, 2016.

Approve the employment of Laura Sproat, teacher at Sauk School, effective August 18, 2016.

Approve the employment of Sharon Turner-Wingba, teacher at Illinois School, effective August 18, 2016.

Approve the employment of Lisa Persicketti, accountant, effective August 1, 2016.

Contracts

Approve the contract with SOS (Staffing Options and Solutions, Inc.) for speech therapy services (Petrina Weston) for the 2016–2017 school year.

Approve the contract with EBS (Educational Based Services, Inc.) for speech therapy services (Demetria Collins-Whitaker and Mary Maher) for the 2016–2017 school year.

Approve the contract with EDU/Providastaff for District-wide certified school nurse services (Irma Coleman) for the 2016–2017 school year.

Approve the contract with Omni Therapeutics for occupational therapy services (Dr. Anjali Sane) for the 2016–2017 school year.

Approve the contract with Therapeutic Play for occupational therapy services (Regina Stovall) for the 2016–2017 school year.

Approve the contract with Soliant Health for school nurse services (Megan Miller and Rebecca Darley) for the 2016–2017 school year.

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Approve the contract with Mediscan for physical therapy services (Dr. Ola Elsaadani) for the 2016–2017 school year.

Leaves

Approve the intermittent leave of absence, under FMLA, Pamela Powell, administrator, effective July 1, 2016, for up to 12 weeks.

Approve the change in the effective date of maternity leave for Alecia Wiley, psychologist at Sauk School and Matteson School, to August 8, 2016, through October 4, 2016.

Retirements/Resignations

Approve the intent to retire of Estella Tolbert, teacher at Matteson School, effective at the end of the 2017–2018 school year.

Approve the resignation of James Stevenson, teacher at Huth Middle School, effective July 7, 2016.

Policy Matters

Approval of the Matteson District 162 Policy #5325 regarding Student Conduct and Potential Consequences. Including Suspension and/or Expulsion. and Related Procedures.

Mr. Robert Hall, attorney for the District, stated that the District's Policy #5325 was revised to align with the student discipline requirements of Illinois Senate Bill 100. Mr. Hall stated that the District has always abided by the parameters set forth by Senate Bill 100. He noted that the revisions to the District's policy are reflective of the requirements of Senate Bill 100. Mr. Hall said that per Illinois law, school districts can still adhere to a zero tolerance policy relative to the possession of weapons on school property. Mr. Hall presented an overview of the policy changes, as follows:

Illinois Legislature's Stated Intent for Senate Bill 100

Among the many possible disciplinary interventions and consequences available to school officials, school exclusions, such as out-of-school suspensions and expulsions, are the most serious. School officials shall limit the number and duration of expulsions and

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suspensions to the greatest extent practicable, and it is recommended that they use them only for legitimate educational purposes. To ensure that students are not excluded from school unnecessarily, it is recommended that school officials consider forms of non-exclusionary discipline prior to using out-of-school suspensions or expulsions. 105 ILCS 5/10–22.6 (b-5).

Senate Bill 100 New Policy Requirement

On or before September 15, 2016, each Illinois school district and charter school shall, “at a minimum, adopt pupil discipline policies that fulfill the requirements” of Senate Bill 100, as well as federal and state laws that provide special requirements for the discipline of students with disabilities. 105 ILCS 5/10–20.14 (a-5).

Senate Bill 100 Professional Development Requirement

School districts shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. 105 ILCS 5/10–22.6 (c-5).

Requirements of Board Decisions Regarding Expulsions

If the Board determines that a student expulsion is the appropriate consequence for student conduct, the Board’s written expulsion decision shall:

- detail the specific reason that the Board has determined that removing the student is in the best interest of the school;
- provide the rationale as to the specific duration of the expulsion; and
- document whether disciplinary interventions other than expulsion were attempted or whether it was determined that there were no other appropriate and available interventions.

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The Board's expulsion decision must also include a finding that the student's continuing presence in school would:

- pose a threat to the safety of other students, staff, or members of the school community; or
- substantially disrupt, impede, or interfere with the operation of the school. 105 ILCS 5/10-22.6 (a), (b-20).

Requirements for ALL Out-of-School Suspensions

All out-of-school suspension notifications provided to parents/guardians by District administrators shall include:

- details of the specific act of gross disobedience or misconduct resulting in the decision to suspend;
- a rationale as to the specific duration of the suspension; and
- notice to the parents/guardians of the suspended student that the parent/guardian may request Board review of the out-of-school suspension decision.

Similarly, when the Board is asked to review an out-of-school suspension decision, the Board shall always provide a written decision that includes:

- the specific act of gross disobedience resulting in the decision to suspend; and
- a rationale for the specific duration of the suspension.

There are additional requirements depending on the duration of an out-of-school suspension: For an out-of-school suspension of **three (3) days or less** there must be a case-by-case finding that the student's continuing presence in school would:

- pose a threat to school safety; or
- be a disruption to other students' learning opportunities. 105 ILCS 5/10-22.6 (b-15).

Additional Requirements for Out-of-School Suspensions of 4 Days

There must be a case-by-case finding that the student's continuing presence in school would:

- pose a threat to the safety of other students, staff, or members of the school community; or
- substantially disrupt, impede, or interfere with the operation of the school.

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The suspension notification provided to parents by District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also document whether:

- other appropriate and available disciplinary interventions were attempted prior to the suspension; or
- it was determined that there were no other appropriate and available interventions. 105 ILCS 5/10–22.6 (b-20).

Additional Requirements for Out-of-School Suspensions 5 Days through 10 Days

All requirements of a 4-day suspension, plus students shall be provided appropriate and available support services during the period of the suspension. The suspension notification provided to parents by the District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall document whether:

- school authorities determined that there were appropriate and available support services that would be provided during the suspension; or
- it was determined that there were no appropriate and available support services to be provided during the suspension. 105 ILCS 5/10–22.6 (b-20), (b-25).

Students Must Be Allowed to Make Up Work for Credit

- Suspended pupils, including those pupils suspended from the school bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of a pupil's parent/guardian to notify school officials that a pupil suspended from the school bus does not have alternative transportation to school. 105 ILCS 5/10–22.6 (b-30).

Miscellaneous Requirements for Senate Bill 100

- Unless otherwise required by federal law or this Code, school boards may not institute zero-tolerance policies by which school administrators are required to suspend or expel students for particular behaviors. 105 ILCS 5/10–22.6 (b-10).
- A school district shall create a policy to facilitate the reengagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting. 105 ILCS 5/10–22.6 (b-25).
- School officials shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. 105 ILCS 5/10–22.6 (h).
- A student may not be issued a monetary fine or fee as a disciplinary consequence, though this shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property. 105 ILCS 5/10–22.6 (i).

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Approval of the following Business and Finance Policies.

Mr. Craig Englert, assistant superintendent of business services, addressed the Board of Education regarding updates to certain business and finance policies. Mr. Englert stated that none of the policy changes will affect the District's current practices. He further explained that the District subscribes to the ISP press service and that the policy changes are based on ISP recommendations.

Policy 3100: Fiscal and Budget Management

- Replaces Policies 3100: Fiscal Year; 3110: Annual Budget; 3160: Interfund Loans; 3170: Budget Transfers
- Establishes District's fiscal year
- Establishes budget procedures per code
- Provides for monthly financial reports and interfund loan and transfer procedures

Policy 3190: Revenue and Investments

- Replaces Policy 3190: Investment Policy
- Establishes investment objectives: Safety; Liquidity; Rate of Return; Diversification
- Lists authorized investments
- Requires Board of Education to approve all depositories
- Requires collateral for deposits
- Board reporting at least quarterly

Policy 3225: Waiver of Student Fees

- Replaces Policies 3225: Waiver of Student Fees; 3230: Textbook Rental
- Establishes ability to charge student fees
- Outlines criteria for waiver of fees and verification of income
- Provides appeal rights for parents who are rejected for a fee waiver

Policy 3227: NSF Checks and Refunds

- New policy
- Authorizes superintendent to collect fees on NSF checks
- Authorizes superintendent to seek collection of delinquent debts
- Allows the District to participate in a future statewide collection program if it establishes an intergovernmental agreement in the future

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Policy 3245: Activity Funds

- Replaces Policy 3180 (Types of Cash Accounts)
- Establishes student activity funds
- Provides that the superintendent or her designee will be responsible for supervising those funds

Policy 3250: Incurring Debt

- New policy
- Requires superintendent to inform the Board of Education of the need to issue debt when necessary
- Establishes that the superintendent or her designee will prepare all necessary notices and paperwork related to debt issuances
- Superintendent shall notify ISBE if issuing debt that exceeds 75% of the District's debt limit

Policy 3331: Payment Procedures

- Replaces Policy 3331 (Paying for Goods and Services)
- Requires treasurer to prepare a list of bills payable for the Board of Education for approval prior to payment
- Allows the treasurer to make payment of routine expenditures that cannot wait for the next Board meeting, such as wages, payroll taxes, utility bills, and other recurring bills
- Authorizes petty cash and imprest accounts

Policy 3332: Purchases and Contracts

- Replaces the following policies: 3300: Purchases and Contracts; 3330: Purchasing Procedures; 3332: Bidding Requirements
- Requires all purchases and contracts to be entered into in accordance with state law
- Requires all purchases to be made within budget parameters
- Sets requirements for contractors who come in contact with students

Policy 3334: Use of Credit and Procurement

- New policy
- Authorizes the issuance of District credit cards and establishes procedures and requirements for their use
- Note: The District currently only has three individuals with general charge cards and only one gets regular use

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Policy 3430: Accounting and Audit

- Replaces the following policies: 3180: Types of Cash Accounts; 3240: Sales, Leases, and Disposal of Property; 3410: Fixed Asset Inventories; 3430: Independent Audits; 3720: Bonded Employees
- Provides for the submission and audit of the annual financial report
- Requires inventories of property and equipment
- Establishes procedures for disposal of property
- Establishes accounting controls

Policy 3526: Identity Protection

- New policy
- Establishes the policy for the handling of social security numbers and other personal information as required by the Identity Protection Act
- Requires training for employees; limits access to personal information; provides for disciplinary action against any employee who discloses personal information

Policy 3620: Free and Reduced-Price Services

- New policy
- Required by Illinois School Code
- Establishes policy for the implementation of the free and reduced-price meals program
- Requires notice to parents
- Sets eligibility parameters
- Requires that the District not publicly identify students who qualify for free lunch
- Outlines appeal procedures for families denied free and reduced-price meals

Policy 3700: Insurance Management

- Replaces Policy 3700 (Insurance Management) and Policy 3710 (Student Insurance)
- Requires that the District provide insurance coverage for liability, property, and workers' compensation
- Requires the Board of Education to designate a company to offer student accident insurance coverage

Mrs. Green said that she appreciates Mr. Englert's report on the new policies.

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Mrs. Rodman McCray and Dr. Davis thanked Mr. Englert for his work on the revised policies.

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 July 19, 2016, in the amount of \$726,127.40.

Imprest Fund Reimbursement – Authorization to reimburse the District Imprest Fund in the amount of \$50,933.45.

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

Payroll Vouchers – Authorization for the District Treasurer to sign the payrolls dated August 15, 2016, and August 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

McCray

Rodman McCray

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SUPERINTENDENT'S REPORT

Terra Nova Spring 2016

Dr. Davis presented the District's Terra Nova scores for spring 2016. She provided an analysis of student growth by grade level from September 2015 through April 2016. She stated that test scores historically dip between 3rd and 4th grade, nationally. Dr. Davis said that the dip in the District's scores between 3rd grade and 4th grade could be due to the transition from one grade level building to another. As a result, Dr. Davis said that she is considering moving to a kindergarten through 4th grade building model next year. She reminded the Board that Arcadia School and Matteson School piloted this K–4 model a few years ago. Dr. Davis also stated that the District will administer the PARCC in May instead of April in order to assess student progress after a full year of teaching and instruction. She noted that math is the problem area for District students. Dr. Davis commented that students experience regression over the summer. She said that she is considering expanding the District's summer school programming in order to provide enrichment and fight regression. She noted that Dr. Latunja Williams, the District's director of mathematics, is addressing the math deficiency issue. Dr. Davis said that Common Core math is the District's "Achilles Heel." Dr. Davis presented the following information:

Grades K–2

- This year marked the first year the District tested kindergarten and first grade; however, the District did not gather enough data to make any meaningful generalizations.
- The District also moved away from the Terra Nova Multiple Assessments to the Complete Battery for second grade, so comparing data to last year's scores was not possible. Going forward, the District anticipates being able to follow these students from year to year, which will enable it to track their progress and include these students' performance in the report to the Board next year.

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Grade 3

27 National Percentile Points Growth

Subject	September 2015	April 2016
Reading	43	64
Math	35	59
Total	37	64

Grade 4

18 National Percentile Points Growth

Subject	September 2015	April 2016
Reading	35	44
Math	25	42
Total	27	45

Grade 5

22 National Percentile Points Growth

Subject	September 2015	April 2016
Reading	43	57
Math	31	58
Total	36	58

Grade 6

19 National Percentile Points Growth

Subject	September 2015	April 2016
Reading	41	55
Math	33	51
Total	38	57

Grade 7

15 National Percentile Points Growth

Subject	September 2015	April 2016
Reading	47	60
Math	34	49
Total	46	61

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**Grade 8
11 National Percentile Points Growth**

Subject	September 2015	April 2016
Reading	58	65
Math	45	59
Total	55	66

Overall Performance

- The District averaged 13 national percentage points of growth in reading—well within the expected growth range of 10–15 points.
- The District averaged 19 national percentage points of growth in math—well within the expected growth range of 10–15 points.
- All grade levels made expected growth and if these gains carryover through the summer, the District will be well on its way to closing the achievement gap.

PARCC 2016

Dr. Davis presented the District’s 2016 PARCC Scores. She noted that the state is replacing the PARCC at the high school level with the SAT Exam.

Mrs. Rodman McCray said that students are not as familiar with the calculator component of the online PARCC Exam. She stated that this is problematic.

Mrs. Green inquired whether the District could provide student enrichment via an app. Dr. Davis responded that an app does not replace the teacher in the classroom.

ELA Performance Level Scores

Level 1 Did Not Yet Meet Expectations	Level 2 Partially Met Expectations	Level 3 Approached Expectations	Level 4 Met Expectations	Level 5 Exceeded Expectations
18%	25%	29%	26%	2%

Math Performance Level Scores

Level 1 Did Not Yet Meet Expectations	Level 2 Partially Met Expectations	Level 3 Approached Expectations	Level 4 Met Expectations	Level 5 Exceeded Expectations
24%	32%	27%	16%	1%

LEGISLATION

Nothing at this time.

NEW BUSINESS

The Board will consider approval of the employment of Gregory Huelsman, as principal of Matteson School and Richton Square School, effective July 25, 2016.

Mr. Bean moved, seconded by Mrs. Green, to approve the employment of Gregory Huelsman, as principal of Matteson School and Richton Square School, effective July 25, 2016.

Dr. Davis stated that prior to joining Matteson District 162, Mr. Huelsman was principal of Wilson School in Cicero, Illinois. Mr. Huelsman earned a Bachelor of Arts degree from Quincy University and a Master of Arts in Education from Lewis University. He is currently enrolled in the doctoral program at Concordia University and is expected to receive his Doctorate in Education in December 2018.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

McCray

Rodman McCray

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OLD BUSINESS

Nothing at this time.

BOARD MEMBER ISSUES/REPORT

Nothing at this time.

AUDIENCE TO VISITORS

Nothing at this time.

EXECUTIVE SESSION

Mr. Bean moved, seconded by Mrs. Green, that the Board go into executive session to consider information regarding student discipline cases and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or public officials, collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, or the sale or purchase of securities, investments, or investment contracts.

The motion carried by a unanimous roll call vote:

YES

NO

Bean

Green

McCray

Rodman McCray

The Board entered Executive Session at 7:37 p.m.

The Board returned to Open Session at 9:25 p.m.

Regular Session

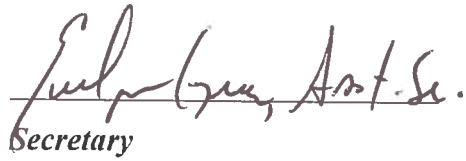
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ADJOURNMENT

Mrs. Rodman McCray adjourned the meeting at 9:27 p.m.


President


Secretary