

**BOARD OF EDUCATION
MATTESON SCHOOL DISTRICT 162
COOK COUNTY
RICHTON PARK, IL 60471**

July 18, 2017

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

REGULAR SESSION

Convened: 6:30 p.m.

Adjourned: 7:26 p.m.

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

BOARD MEMBERS ABSENT: Kevin Murphy, Secretary; Sandi Gordon; Karen McCray

OTHERS PRESENT: Dr. Blondean Y. Davis, Doug Hamilton, Earnestine Foster, Mark Walczak, Yvonne Williams, Deborah Duskey, Linda Disney, Michael E. Gettings, David Rupert, Latunja O. Williams, Sheloanda Porche-Box, Pat Ransford, Joanne Ross, Carl Cogar, Narishea Parham, Lara Reznick, Amanda Godin, Bill Howard, Gail Hartsough, Stephanie Healy, Camilla Covington, Cory Gold, Brenda Calvin, Robert Tomic, Karen Clay, Greg Huelsman, Kim McGuire, Sandra Banger, Kimberly Barnes, Crystian Chatman, Sherry Grutzius, Meghan Michals, Deidra Shannon-Harris, Kari Hupfer, Amanda Elder, Monica Fountain, Linn Posey-Maddox, Kelley D. Nichols-Brown, Debbie Szczecina, Jessica Washington

MINUTES OF THE MEETING

Mrs. Rodman McCray called the regular session to order at 6:30 p.m. and noted that there was a quorum. She reported that Mr. Murphy, Mrs. Gordon, and Mrs. McCray were excused from the meeting.

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DATES TO REMEMBER

Dr. Davis reviewed the "Dates to Remember." Dr. Davis stated that District administrators with Type 75 certificates will participate in the Administrator's Academy. She noted that the academy will provide professional development for the administrators.

Dr. Davis reported that the preschool will start on the same day as the rest of the District. She noted that this is a change from years past.

Dr. Davis asked Dr. Tomic, principal of Huth Middle School, about the date of the Huth Middle School Open House. Dr. Tomic responded that the Open House is scheduled for September 7, 2017, at 6:30 p.m.

AUDIENCE TO VISITORS PERTAINING TO AGENDA ITEMS ONLY

Nothing at this time.

CONSENT AGENDA

Mrs. Rodman McCray announced that Mr. Murphy was unable to attend the meeting because he is on vacation. She stated that Mrs. Green, assistant secretary, would act in his stead.

Dr. Davis corrected Ms. Joanne McCarthy's title listed on the Consent Agenda under Personnel/Contracts, Item (B)(1)(j). She noted that Ms. McCarthy will work with Mrs. Patricia Ransford, consulting principal, to provide academic support at Arcadia School.

Dr. Hamilton invited the new employees that were present at the meeting to introduce themselves.

Minutes

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Personnel

Contracts

Approve the contract for Monica Fountain, director of communications (.5), effective July 1, 2017, through June 30, 2018.

Approve the contract for Sandra Banger, administrator (.5) (not to exceed 100 days of service), effective July 1, 2017, through June 30, 2018.

Approve the contract for Patricia Ransford, administrator (.5) (not to exceed 100 days of service), effective July 1, 2017, through June 30, 2018.

Approve the contract with SOS (Staffing Options and Solutions, Inc.) for speech therapy services (Petrina Weston) for the 2017–2018 school year.

Approve the contracts with EBS (Educational Based Services, Inc.) for speech therapy services (Demetria Collins Whitaker and Mary Maher) for the 2017–2018 school year.

Approve the contract with EDU/Providastaff for District-wide certified school nurse services (Irma Coleman) for the 2017–2018 school year.

Approve the contracts with Omni Therapeutics for occupational therapy services (Dr. Anjali Sane and Lisa DeMarco) for the 2017–2018 school year.

Approve the contract with Regina Stovall for occupational therapy services for the 2017–2018 school year.

Approve the contracts with Soliant Health for school nurse services (Megan Miller and Rebecca Darley) for the 2017–2018 school year.

Approve the contract with Joanne McCarthy, academic support (.5) (not to exceed 100 days of service), effective August 21, 2017, through June 8, 2018.

Employment

Approve the employment of Deidra Shannon-Harris, special education teacher at Sauk School, effective August 21, 2017.

Approve the employment of Crystian Chatman, teacher at Illinois School, effective August 21, 2017.

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Approve the employment of Delunda Greene, teacher at Huth Middle School, effective August 21, 2017.

Approve the employment of Kari Hupfer, teacher at Arcadia School, effective August 21, 2017.

Approve the employment of Jessica Chin, special education teacher at Arcadia School, effective August 21, 2017.

Approve the employment of Kimberly Barnes, teacher at Illinois School, effective August 21, 2017.

Approve the employment of Amanda Elder, special education teacher at Sauk School, effective August 21, 2017.

Approve the rescinding of the offer to hire Reginald Payne.

Leaves

Approve the maternity leave, under FMLA, for Sharon Turner-Wingba, teacher at Illinois School, effective September 25, 2017, through November 3, 2017.

Retirements/Resignations

Approve the intent to retire of Karen Culp, speech-language pathologist at Sauk School, effective at the end of the 2018–2019 school year.

Approve the resignation of Ken Schmidt, teacher at Huth Middle School, effective July 9, 2017.

Policy Matters

Mr. Craig Englert, assistant superintendent of business services, addressed the Board regarding the first reading of three policies: #2010 regarding Board Member Conflict of Interest, #3332 regarding Purchases and Contracts, and #4004 regarding Employee Ethics, Conduct, and Conflict of Interest. He stated that the three policies are required under new rules of the National School Lunch Program. He further stated that the policies have to be in place in order to procure funds under the lunch program. Mr. Englert said that the policies do

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not change how the District already does business; the policies simply codify that the District is following existing laws in the areas of ethics and procurement.

First reading of the Matteson District 162 Policy #2010 regarding Board Member Conflict of Interest.

Mr. Englert explained that Policy #2010 specifies that Board members cannot have a financial interest in any contract procured by the District, must conform to the Ethics and Gift Ban Act, and must file a Statement of Economic Interest each year by May 1. He noted that if there is Board consensus, the policy will be brought back to the Board for adoption at the August 15, 2017 Board meeting.

First reading of the Matteson District 162 Policy #3332 regarding Purchases and Contracts.

Mr. Englert stated that Policy #3332 makes minor modifications requiring that all District purchases comply with the Illinois School Code. He further stated that the policy clarifies that contractors may not have contact with students if they have been found guilty of certain offenses. He noted that if there is Board consensus, the policy will be brought back to the Board for adoption at the August 15, 2017 Board meeting.

First reading of the Matteson District 162 policy #4004 regarding Employee Ethics; Conduct; and Conflict of Interest.

Mr. Englert explained that Policy #4004 specifies that employees must comply with the Statement of Economic Interest filing rules and the Ethics and Gift Ban Act. The policy also states that employees cannot accept anything of monetary value from contractors doing business with the District. He noted that if there is Board consensus, the policy will be brought back to the Board for adoption at the August 15, 2017 Board meeting.

Mr. Bean asked how the District would be communicating information to its employees regarding Policy #4004. Mr. Englert responded that upon hiring, all new employees are given

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a copy of the policy, which they sign to indicate their understanding of the policy.

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 18, 2017, in the amount of \$700,163.56.

Imprest Fund Reimbursement – Authorization to reimburse the District Imprest Fund in the amount of \$27,138.40.

Financial Statement – The June 2017 Financial Statement is presented for review.

Payroll Vouchers – Authorization for the District Treasurer to sign the payrolls dated August 15, 2017, and August 30, 2017, 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

Simpkins

Rodman McCray

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SUPERINTENDENT'S REPORT

Outstanding State Categorical Payments Explained

Mr. Englert addressed the Board regarding categorical payments owed to the District by the state. He noted that the following payments are still due to the District:

Quarter	Outstanding Payment
First Quarter	\$0
Second Quarter	\$42,469
Third Quarter	\$740,915
Fourth Quarter	\$1,255,173
Total owed by State of Illinois	\$2,038,557
Amount collected since June 2017: \$1,001,996	
State backlog of bills: \$14.3 billion as of July 18, 2017	

State Categorical Collections to Date
Collected to date: \$2,628,932
Total categorical budget 2016–2017: \$3,531,105
% Collected to date: 74%
District 162 has cash reserves to use until payments arrive.
Only payments received by 8/31/17 will count for the 2016–2017 budget.

Mr. Englert remarked that it is not likely that the state will release third and fourth quarter categorical payments by August 31, which means that this revenue will not be included in the District's 2016–2017 budget. Mr. Englert said that the District is waiting to see what becomes of the state's budget relative to school funding. He noted that the first general state aid payment is due on August 1. Mr. Englert stated that if the District does not receive the \$2 million it is owed from the state, it will have a deficit budget. The District, however, will not be penalized for having a deficit budget, because the unbalanced budget will be due to the state's financial issues, said Mr. Englert.

Mrs. Rodman McCray asked when the increase in taxes will be reflected on taxpayer's bills. Mr. Englert responded that the tax is retroactive to July 1, 2017.

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Dr. Davis stated that District 162 is financially stable. She said that she is focused on opening the schools. Dr. Davis stated that she does not believe that there is the political will to keep children out of school. She said that District 162 is moving forward aggressively.

State Budget

The 2017–2018 State of Illinois budget passed into law on July 6, 2017. The budget includes:

- an income tax increase from 3.75% to 4.95%
- authorization for \$6 billion in borrowing to pay down some of the backlog of bills
- increased overall school funding of \$350,000,000
- a stipulation that no funds can be paid to school districts unless an evidence-based school funding model is signed into law

2017–2018 Registration Dates and Times

- Monday, August 7, 2:00 p.m.–8:00 p.m.
- Wednesday, August 9, 12:00 p.m.–8:00 p.m.
- Saturday, August 12, 8:30 a.m.–2:30 p.m.

Parent Notifications

- Letters regarding registration were sent to District families the week of July 24, 2017
- Registration information is on the District 162 website
- Registration information is on signs in front of all school buildings
- Automated calls were made to all District families

Writing Your Future

Ms. Sherry Grutzius, director of instructional support and academic advising at Southland College Prep, and Ms. Meghan Michals, English teacher at Southland College Prep, presented information about the collaboration between Southland College Prep and Matteson District 162 related to the 6+1 Traits Writing program. They noted that the 6+1 Traits program is supported by 20 years of research-based results. They reported that according to a Department

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of Education study and others, "...students who were taught according to the Model improved as writers significantly more than students who weren't."

Ms. Grutzius and Ms. Michals discussed the components of the program:

Detailed Rubrics for Grades 3–12

- Common language
- Ensures vertical alignment
- Provides meaningful feedback to students
- Easy to track progress

Mentor Texts & Traits

- Reaches diverse learners
- Provides a lens for writing and reading
- Builds rhetorical awareness

Writing Templates

- No more student complaints of "I don't know how to start."
- Common language ensures vertical alignment
- Makes writing accessible to all students
- Flexible, so students can adapt to their voice
- Emphasizes the power of text evidence
- Teaches structure, organization, and logic

Vertically-Aligned Assignments

Model: Southland College Prep cross/curricular research paper

- Content area collaboration
- Modern Language Association (MLA) formatting

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- Research process
- Revision process
- Time management

Grade level appropriate cross-curricular research projects for grades 3–12

Portfolios and Progress

- Students create writing portfolios
- Portfolios include rough drafts, 6+1 Traits feedback, revisions, and student reflections tracking progress
- Teachers track progress with a spreadsheet and in their grade books
- Portfolios become a pre-assessment for the following academic year

Objectives

2017–2018 Objectives

- Provide in depth professional development with the use of writing templates and tools to grades 6–8
- Implement the 6+1 Trait Rubric via writing assignments and MLA documentation and provide ongoing professional development and supporting materials to grades 6–8
- Improve the quality of student writing as measured by criterion-referenced assessments (portfolios, traits tracking) to grades 6–8

2018–2019 Objectives

- Extend professional development and writing program to grades 3–5
- Develop an articulated writing manual for grades 3–12 (vertical alignment, common language, rubrics, and tools)
- Share all dissemination practices or methods with other charter schools, charter development teams, and local education agencies (via a video library)

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Dr. Davis stated that Mrs. Grutzius and Ms. Michals are able to bring out the best in students. She said they are magnificent.

Ms. Michals stated that she is excited about the 6+1 Traits program. She said that she expects that the program will have a big impact. Ms. Michals commented that the 6+1 Traits program provides meaningful feedback to students. She noted that the program makes it easy to track student progress. She also commented on the program's "awesome rubrics."

Mrs. Grutzius stated that the program offers mentor tests to teach the traits. She noted that Southland is teaching students how to write a research paper across disciplines and at every grade level. Mrs. Grutzius said that introducing these skills and strategies at the elementary school level will ensure that by the time the students reach 12th grade, they will be able to produce sophisticated writing and research. Mrs. Grutzius spoke of the "community conversation" that will come from the program. She noted that packets will be sent to parents/guardians to engage them in the program. Mrs. Grutzius stated that the 6+1 Traits program will run for two years. She said that in year one, the collaboration will focus on sixth through eighth grades; in year two, it will target third through fifth grades. She stated that the 6+1 Traits program team will be visiting classrooms throughout the school year. Mrs. Grutzius announced that the team will develop a writing manual for District 162 and Southland College Prep at the culmination of the program. She noted that participants will also be creating videos for a video reference library, to be shared with other schools.

Mrs. Grutzius and Ms. Michals announced that the 6+1 Traits program will be rolled out to staff during staff development on August 11 and August 14.

Dr. Davis asked Mrs. Grutzius and Ms. Michals to meet with Ms. Karen Clay, assistant principal at Huth Middle School, as well as Ms. Lara Reznick and Mrs. Amanda Godin, co-presidents of the Matteson Education Association.

Mrs. Rodman McCray stated that Mrs. Grutzius' and Ms. Michals' presentation demonstrates that the District is on the right path. She described the 6+1 Traits program as focused and integrated programming that will make the District stand out from the rest.

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Mrs. Green asked how the writing program will work with transfer students. Ms. Michals responded that the templates associated with the program will help transfer students catch up with their peers.

Dr. Davis said she wants to be able to share the 6+1 Traits information and results with other school districts.

Mr. Simpkins said that it would be great if the District could extend the program to the community. He shared that some students at Prairie State College taking developmental courses could benefit from the program.

Cornelius Johnson

Dr. Davis disclosed that Mr. Cornelius Johnson, security officer at the District Office, had had a stroke while vacationing in Cancun, Mexico. She reported that a Go Fund Me page has been created to raise money to transport Officer Johnson back to the United States. Dr. Davis stated that the Go Fund Me campaign has been very successful and that Officer Johnson has arrived home and is now at Christ Hospital. She said that the District staff will assist Deidre Johnson, Officer Johnson's daughter, in any way that is needed.

Miscellaneous

Dr. Davis stated that she has one of the strongest administrative teams ever fielded by the District.

She reported that Arcadia School received a new computer lab.

Dr. Davis also reported that the installation of the air conditioning at Indiana School is close to completion. She stated that Sauk School will be the next school to get air conditioning.

Dr. Davis stated that the District's PARCC scores increased by seven percent.

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Dr. Davis announced that the District recently joined the South Cook Math Initiative.

Dr. Davis reported that Terra Nova was bought out by another company. She stated that the new owner is revamping the Terra Nova exam; therefore, the exam will not be available for use during the 2017–2018 school year. She noted that the company is rewriting the exam this year and that the revised version will be more user friendly, particularly for parents/guardians. Dr. Davis said that the District will be piloting a new program entitled Renaissance Star 360. She noted that Renaissance Star 360 will be introduced to the District’s administrators at the Administrator’s Academy.

LEGISLATION

Nothing at this time.

NEW BUSINESS

Nothing at this time.

OLD BUSINESS

Nothing at this time.

BOARD MEMBER ISSUES/REPORTS

Nothing at this time.

AUDIENCE TO VISITORS

Ms. Kelley Nichols-Brown, librarian at the Richton Park Library, addressed Dr. Davis and the Board regarding upcoming activities at the library. She invited Dr. Davis and the Board members to attend a fundraiser on July 29, 2017. She noted that the fundraiser would fund two \$500 scholarships. She also invited the Southland Ambassador Band to play at the library’s annual book sale event.


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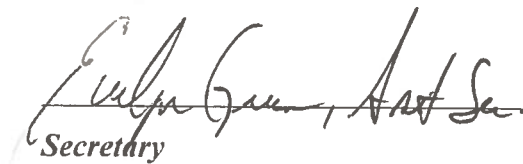
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ADJOURNMENT

Mrs. Rodman McCray adjourned the meeting at 7:26 p.m.


President


Secretary