

Meeting of the Board of Education  
Country Club Hills School District 160  
Tuesday, June 28, 2011

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

The meeting was called to order by President Giles at 6:20 p.m. Upon roll call, members Densmore, Hutson, McClelland, Young, and Giles were found to be present. Absent: Doss and Turner. Also in attendance: Superintendent Dr. Scott.

**Call to Order and Roll Call**

The assembly participated in the Pledge of Allegiance.

**Pledge of Allegiance**

**Closed Session**

At 6:21 p.m., it was moved by Mrs. McClelland, seconded by Mrs. Young, that the Board recess to closed session to consider information regarding: (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (2) litigation. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

**Recess to Closed Session**

At 7:18 p.m., it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board reconvene to open session. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

**Reconvene to Open Session**

At this time Business Manager Peeks and Director of Special Services Martin were seated.

Upon President Giles' recommendation, it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the agenda for the meeting of June 28, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

**Approval of the Agenda**

**Approval of Minutes  
and Financial Statements**

It was moved by Mrs. Young, seconded by Mrs. Densmore, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the minutes of its meeting of May 24, 2011, its Committee-of-the-Whole Meeting of June 14, and its Executive Committee Meeting of June 14, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

**Minutes of Meetings  
of the Board**

It was moved by Mrs. Densmore, seconded by Mrs. Young, 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 June 28, 2011, and does thereby authorize payment of expenses itemized therein, to wit:

**Disbursement Journal for  
the month of June 28, 2011**

Fund

Education	\$	398,267.02
Special Proceeds	\$	100.00
Operations/Maintenance	\$	31,932.95
Transportation	\$	65,150.44
Site and Construction	\$	277.57
Tort Immunity	\$	32,634.00
<u>Total Accounts Payable</u>	\$	<u>528,361.98</u>

Payrolls

5/27/11	\$	311,327.88
6/10/11	\$	447,008.97
6/24/11	\$	240,819.23
7/8/11	\$	50,314.25
7/22/11	\$	50,314.25

8/5/11	\$	49,541.01
<u>Total Payrolls</u>	\$	<u>1,149,325.59</u>
<u>Total Disbursement Journal</u>	\$	<u>1,677,687.57</u>

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

It was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby 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 May 31, 2011. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Financial Statements for the  
Periods Ended May 31, 2011

Dr. Scott commended all building administrators for their diligence in striving to keep the ADA at 92% or above throughout the school year. For the months of May/June, Southwood received the attendance award for achieving a 92.44% ADA. Congratulations to all administrative personnel and staff for a job well done!

**Special Presentation:  
Attendance Award**

Upon Ms. Giles' recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Young, that the public forum part of Recognition of Public be opened. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

**Recognition of Public  
Public Forum—Opened**

Carol David, 4131 W. 175<sup>th</sup> Place, stated she is part of a mentoring program that uses the modulars at Southwood for their meetings. She would like to see more of an effort made to maintain the properties around that area and also throughout the district. She suggested perhaps volunteers could be secured during the Community Cleanup Day.

Cheryl Coleman, 613 Primrose, Matteson, introduced herself and stated she is a board member in School District 227. Current items on their agenda include construction of a 4.2 million dollar administration building, dress codes, and improving the school environment.

Noting that all members of the audience who wished to address the Board were offered the opportunity, and upon Ms. Giles' recommendation, it was moved by Mrs. Young, seconded by Mrs. Densmore, that the public forum part of Recognition of Public be closed. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Public Forum—Closed

Mrs. McClelland reported a meeting was held on June 14 with Mrs. Densmore, Dr. Scott and Mrs. Martin in attendance. The Student Code of Conduct was reviewed with minor changes to board policy necessitating amending the policy.

**Reports of the  
Board of Education  
Executive Committee**

Mrs. Hutson stated the committee met on June 23. Agenda items included review of the accounts payable being approved this evening, increasing registration and lunch fees, and review of bids that will be presented for approval later in the meeting.

**Business Committee**

Ms. Giles attended the IASB President's Workshop held at the Doubletree Hotel in Oak Brook on June 18. Discussion focused on the Master Board Member Program and the requirements to achieve that recognition. She, Mrs. Densmore, and Mrs. McClelland are Master Board members and Mrs. Hutson is close to achieving that designation. Attendance or participation in IASB conferences, workshops, and meetings all qualify for credit.

**President's Report**

Consent Agenda

Personnel Items /  
Certificated Staff

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the consent agenda as follows:

- The employment of Kerry Dean, as Business Manager, effective July 1, 2011, at a salary of \$100,000.00.
- The employment of Erica Ventress, as Physical Education teacher, Meadowview School, effective August 22, 2011, at a salary of \$35,093, Step 1/Level 1.
- The employment of Sonya Prince, as second grade teacher, Sykuta School, effective August, 22, 2011, at a salary of \$38,027, Step 2/Level 6.
- The employment of Minson Rubin, as Physical Education teacher, Meadowview School, effective August 22, 2011, at a salary of \$36,020, Step 3/Level 1.
- The employment of Julie Snoreck, as 8<sup>th</sup> grade math teacher, Southwood Middle School, effective August 22, 2011, at a salary of \$36,974, Step 4/Level 1.
- Adoption of Resolution No. 10-319, *Annual Resolution re Prevailing Wage Compliance*, as presented and appended to official minutes.
- Approval of the Superintendent of Schools [or his/her designee], to approve payroll and exception accounts payable checks for the fiscal year commencing on or about July 1, 2011 and terminating on or about June 30, 2012.
- Approval of the following temporary expenditure levels for the Education, Operations & Maintenance, Bond & Interest, Transportation, Municipal Retirement/Social Security, Site & Construction, and Life Safety Funds, the same to (1) be based on percentages of the aggregate object amounts contained in the FY10 budget, (2) remain in effect until such time as an annual budget for FY 2012 is adopted, (3) be conditioned upon prior Board approval for any capital expenditures in excess of \$25,000 per item:
  - Object 100 [Salaries] -- 30%;
  - Object 200 [Employee Benefits] -- 30%;
  - Object 300 [Purchased Services] -- 40%;
  - Object 400 [Supplies & Materials] -- 80%;
  - Object 500 [Capital Outlay] -- 60%;
  - Object 600 [Dues & Fees] -- 100%;
  - Object 800 [Tuition] -- 20%;
- Approval of a one year extension of the food service contract for the 2011-2012 school year, with Preferred Meal System, Inc., to include a 1.3% increase.

Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

New employees, Kerry Dean, Sonya Prince, and Julie Snoreck were in the audience, and Dr. Scott introduced them to the board and welcomed them to the district.

Personnel Items /  
Educational Support Personnel

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the contract change of LaRhonda Cooper, District Floater, from eleven month to twelve month. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Employment—Contract Change  
LaRhonda Cooper

Upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the rescinding of the letter of intent to retire at the end of the 2011-2012 school year for Carol Jardine. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Rescinding of Retirement Letter  
Carol Jardine

**Action Items**

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve a one year extension of the transportation service contract for the 2011-2012 school year, with Illinois School Bus, to include a 3% increase. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Transportation Contract Extension

Upon Superintendent Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-320—Designating Interest Earnings for Fiscal Year 2011-2012*, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Resolution No. 10-320  
Designating Interest Earnings for  
Fiscal Year 2011-2012

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-321, a Resolution Directing the Transfer of Earned Interest from the Bond & Interest Fund to the Operations & Maintenance Fund, Country Club Hills School District 160, Cook County, Illinois*, in the amount of \$989.90, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Resolution No. 10-321  
Transfer of Earned Interest from Bond  
& Interest Fund to Operations &  
Maintenance Fund

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-322, a Resolution Approving a Tax-Exempt Bond Record-Keeping Policy*, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Resolution No. 10-322  
Tax Exempt Bond Record-Keeping  
Policy

Prior to approval of Resolution No. 10-323 Dr. Scott asked Ms. Peeks to explain the necessity for transferring funds from Working Cash to the TORT Immunity Fund. Ms. Peeks stated the TORT fund is a tax revenue funded levied account. Last year with a tax collection rate of 94% the district received \$275,000 which was mostly used to pay unemployment and business insurance. This year the anticipated collection rate is only 84% because of the poor economy. This necessitates the temporary borrowing from Working Cash to the TORT fund.

Resolution No. 10-323  
Transfer of Funds from Working  
Cash to TORT Immunity Fund

Following Ms. Peeks' comments, and upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board of Education,

School District 160, Country Club Hills, Cook County, Illinois, does hereby adopt *Resolution No. 10-323, a Resolution Transferring Funds from Working Cash to TORT Immunity Fund* in the amount of \$1,495,655.07, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Ms. Peeks reported the bid opening for this work was held on June 15 with five bids received. She was pleased to learn the bids were lower than expected with Matthew Paving being awarded the contract. The recommendation from our architects, DeTella Planera, was to include two alternate proposals that include a concrete entrance apron in lieu of asphalt, and addition of a new concrete walk along Keeler Avenue to connect the new driveway to an existing sidewalk.

Approval of Bid Proposal  
for New Driveway and  
Related Work—Sykuta School

Following Ms. Peeks' comments, and upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve a contract with Matthew Paving of Palos Hills, Illinois, in the amount of \$139,499.00, for a new driveway and related work at Sykuta School, as previously presented in a bid proposal approved by the Business Committee, as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Ms. Peeks reported the bid opening for this project was held on June 15 with seven bids received. The contract was awarded to Metropolitan Corp., the lowest bidder at \$131,500. The base bid includes renovation of the entrance and reception area at Meadowview, Southwood and Sykuta Schools. The purpose of this renovation is to provide higher levels of security at the entrances.

Approval of Bid Proposal  
for Entry Renovations—All Schools

Following Ms. Peeks' comments, and upon Superintendent Scott's recommendation, it was moved by Mrs. Densmore, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve a contract with Metropolitan Corp. of Dyer, Indiana, in the amount of \$131,500, for the entry renovations at all schools, as previously presented in a bid proposal approved by the Business Committee as presented and appended to the official minutes. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Upon Superintendent Scott's recommendation, it was moved by Mrs. McClelland, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby place the District's casualty/property insurance coverage for the period July 1, 2011 through June 30, 2012, with The Horton Group, of Orland Park, Illinois, said coverage to include, but not be limited to: (1) business package policy; (2) business auto; (3) umbrella liability policy; (4) workers' compensation insurance. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Renewal of Insurance Package

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 renewal of the Blue Cross Blue Shield health insurance, and the Guardian dental and life insurance proposal as presented and approved by the Business Committee from the Horton Group, for the 2011-2012 school year. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Renewal of Health Insurance  
Package

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 Student Code of Conduct for 2011-2012, as revised by the Student Code of Conduct Parent and Teacher Committee and the Executive Committee. Upon roll call vote, the following members voted *aye*: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Student Code of Conduct

Dr. Scott thanked everyone for their work and input in the revision of this document.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve Van Gogh School Photographers for the 2011-2012 school year. Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Van Gogh School Photographers

Dr. Scott is particularly pleased with this change in photographers due to the fact Van Gogh has the capability of photographing the students and issuing their IDs immediately. The question was raised as to the possibility of having students' teachers being included in a class picture. Dr. Scott indicated she would check into this.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve the creation of a Case Manager position for Special Education, to be funded through the IDEA Part B-Flow Through Grant. Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

New Special Education Position  
Case Manager

Upon Superintendent Scott's recommendation, it was moved by Mrs. Young, seconded by Mrs. McClelland, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve an increase to the current registration fees at each school in the amount of \$15.00. New fees will be as follows:

Registration Fee Increase

- Sykuta School \$55.00
- Meadowview School \$75.00
- Southwood Middle School \$95.00

Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Upon Superintendent Scott's recommendation, it was moved by Mrs. Hutson, seconded by Mrs. Young, that the Board of Education, School District 160, Country Club Hills, Cook County, Illinois, does hereby approve an increase to the current lunch fee in the amount of .20—which will be \$2.20 per day. Upon roll call vote, the following members voted aye: Mrs. Densmore, Mrs. Hutson, Mrs. McClelland, Mrs. Young, and Ms. Giles. Motion carried.

Lunch Fee Increase

Dr. Scott Reported:

**Information Items**

Arrangements have been finalized to conduct the Board Retreat at The Network Room on July 29 and 30. Dr. Edwards will facilitate the activities.

Board Retreat

The district will adopt the Principal Performance-Based Evaluation System developed by Governors State University as the evaluation tool for determining the effectiveness of principals during the 2011-2012 school year. Implementation of this evaluation tool provides the opportunity to address strengths and weaknesses of principals and includes multiple measures of performance including:

Principal Performance-Based  
Evaluation System 2011-2012

- Assessments of how well the principal performs on the ISLLC and Illinois Performance Standards for School Leadership (VAL-ED);
- Measures of how well the principal meets important goals in two areas; and,
- Indicators of student learning.

The components of the evaluation system also include the development of three goals:

- One organizational performance goal
- One professional growth goal
- One goal based on measures of student growth in achievement

Dr. Scott added the leadership standards (VAL-ED) are what the Board uses in their evaluation of the Superintendent and are based on ISLLC standards.

**Supplementary Reports—  
Administration**

Ms. Peeks reported:

**Business Manager**

The Summer Food Program continues to do well at all three schools. The end date for Sykuta and Southwood is June 30 but Meadowview will continue with the program through August 5. Our automated system to parents will be used to notify them of the extended date.

Food Service

We will use Illinois School Bus for one more school year and then go out for bid. Their continuing contract for 2011-2012 includes a 3% increase. Our contract with Preferred Meals for 2011-2012 includes a 1.3% increase.

Transportation / Food Service  
Renewals

The Horton Group will again be our insurance broker for 2011-2012. The district will continue to have Blue Cross/Blue Shield as the health care provider and our dental coverage will change from MetLife to Guardian. Our new package with BC/BS includes a wellness piece and many previous out-of-pocket expenses will now be covered. Those employees who take HMO coverage will now be eligible for Blue Advantage.

Health Care

The extensive roofing at Sykuta should be completed within the next two weeks. Paving of the parking lot is scheduled to begin July 5.

Sykuta Roofing/  
Parking Lot

The 2010-2011 school year will be closed out with the Treasurer's Office in July. We will end the year with a balanced budget.

Financials

Ms. Giles, on behalf of the board, thanked Ms. Peeks for her service to the district and wished her the best of luck in the future.

Dr. Scott:

**Superintendent of School**

In partnership with the Rich Township 227 consortium we will purchase AVATAR and Editure software. This joint directive meets a board goal of getting more by spending less. One of the many features of this software allows staff, administrators, and board members to track, online, heir workshop attendance, CPDUs, and other professional development opportunities. Increased professional development opportunities will be realized because the capability is there for online sharing of scheduled workshops, etc., within the consortium districts. Team meetings and/or notes from conferences attended will be accessible to all staff members, thus allowing for sharing of knowledge gained at a lower price than if more employees had attended the workshop. The cost of this purchase will be written into Title I of the NCLB grant.

AVATAR Editure Software

As a first step in "going green" the district is finalizing plans to begin sending Board material electronically. This will begin with the weekly Friday updates and eventually the whole Board packets will be transmitted that way. IPADS have been purchased and distributed to all Board members and administrative staff in preparation of this happening.

Paperless Board Packets

For the first time, Meadowview produced a yearbook for students. This was accomplished through the efforts of the PTO and the yearbook staff. A copy was passed around and all members commented on what a nice commemorative book it will be staff and students.

Meadowview Yearbook

Two of our schools, Southwood and Sykuta, have made Safe Harbor for AYP based on the preliminary results of ISAT. This heartening information reinforces we can do it, and the administrators were thanked for their work in making this happen.

Preliminary ISAT Results

**Supplementary Reports—  
Board of Education**

Mrs. Hutson commented Ms. Peeks will be missed and wished her all the best in her next endeavor.

Ms. Peeks

**Adjournment**

It was moved by Mrs. Young, seconded by Mrs. McClelland, that the meeting be adjourned. Upon voice vote, all members voted *aye*. The meeting was adjourned at 8:25 p.m.

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J.Kay Giles, President, Board of Education

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Tamara Young, Secretary, Board of Education