

**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, ILLINOIS  
RECORD OF PROCEEDINGS OF A REGULAR SESSION  
OF THE BOARD OF EDUCATION**

The Board of Education of Community Unit School District Number 304 met in a regular session on Monday, August 11, 2014, at 7:00 p.m. at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

**1. CALL TO ORDER**

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Pledge
- 1.4 Reminder to sign attendance sheet

The meeting was called to order at 7:00 p.m. by President Grosso.

Board members present: President Mark Grosso, David Lamb, Mike McCormick, Vice President Kelly Nowak, Policy Committee Chair Mary Stith.

Late: None. Absent: Leslie Juby, Finance Committee Chair Bill Wilson.

The President welcomed everyone, reminded them to sign the attendance record, and then led the Pledge of Allegiance.

District administrators present: Kelley Munch, Communication Coordinator; Elizabeth Janowiak, Director of Technology; Todd Latham, Director Business Services; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Learning & Teaching; and Dr. Kent Mutchler, Superintendent.

Others present: Lori Dowd, Pam Voorlees, Brenda Schory, Kane County Chronicle

**2. PUBLIC COMMENTS**

*Per Board Policy 0167.3, Section C, Attendees wishing to speak at the Board meeting must register their intention to participate in the public portion(s) of the meeting upon their arrival at the meeting. Complete the form found in the Welcome to Our Meeting brochure (print legibly) and give it to the Presiding Officer or the Recording Secretary before the meeting is called to order.*

None.

**3. APPROVAL OF MINUTES**

- 3.1 Regular Session, July 21, 2014
- 3.2 Executive Session, July 21, 2014

Motion by Nowak, second by Stith, to approve the above-listed minutes as presented. On roll call, Ayes, three (3), Nowak, Stith, Grosso. Nays, none (0). Absent: two (2), Juby, Wilson. Abstained, two (2) Lamb, McCormick.

The President asked for the minutes from the regular and executive session from July 21<sup>st</sup> meeting to be tabled because there was not a quorum present to vote.

**4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS**

None.

**5. SUPERINTENDENT'S REPORT**

The Superintendent reported that they are gearing up for the start of the 2014-2015 school year. Teachers, administrators, and a Board member attended the 3 day PLC Conference in Lincolnshire this past week to learn a variety of strategies to help all students succeed. We have been having staff meetings taking place over the past week. Last week our office support staff attended a safety meeting, Operation and Maintenance staff had a safety meeting, our bus drivers will have their safety

meeting and driving refresher course this week, and we have new certified staff orientation this week. Next week all staff will be returning on Monday and students will start on Wednesday. The Assistant Superintendent of Personnel will speak on the activities we have had for our new teachers.

The Assistant Superintendent of Personnel Services compared the agenda for new certified staff orientation from 2000-2001 to the agenda for 2014-2015 and the changes were incredibly different. In 2000-2001 new teacher orientation was one day and now it is nearly a full week. The orientation is much more extensive now. Our nurses spend time training our teachers on how to address students with medical concerns such as diabetes, asthma, etc. The nurses do a great job at preparing our staff for these situations. Our safety/security coordinator goes over emergency response plans with new teachers and has done a great job with this. In 2000-2001 there was no curriculum on the agenda, as it was assumed they knew what to do. In 2014-2015, there is comprehensive curriculum review and we have Common Core. Our new teachers will be working through Common Core Math tomorrow. Not sure how we ever prepared our teachers in one day. In 2000-2001 there was no mention of technology, and today that is the number one area where teachers request more professional development. We also cover this topic after school in October/November. We need to let them know what type of system and resources we have, and what they can and cannot do. We have a very tech savvy group. We are spending time tomorrow talking to them about the variety of different technology resources that are available to them. We will also talk about the instructional framework that we use for teacher evaluation. These are just some of the things that are different now compared to 2000-2001. Teaching is not something that you can just pick up and do. Teachers spend a lot of time preparing for that first day. Who knows, in 15 years it may take two weeks to prepare our teachers. The Board will have a chance to meet all of the new teachers in September, where we will ask them some questions about their experiences. The teachers will have an opportunity to share what they have learned with the Board.

## **6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION**

### **6.1 Policy Updates Second Reading/Adoption**

#### **6.1.1 Policy 5500, Student Conduct, Revised**

#### **6.1.2 Policy 5600, Student Discipline, Revised**

Motion by McCormick, second by Nowak, to approve the Policy updates for 6.1.1 and 6.1.2. On roll call, Ayes, five (5), Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, two (2), Juby, Wilson. Motion carried unanimously.

## **7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS**

### **7.1 2014-2015 DRAFT Board PTO Presentation Schedule**

The document in BoardBook gives the dates the PTO's would like you to attend their meetings. Not sure if you want everyone to sign up tonight or with Bonnie? (Let's have everyone email Bonnie which meetings they would like to attend.)

## **8. INFORMATION**

### **8.1 New Teacher Induction Program**

### **8.2 Forum Update**

No discussion.

## **9. CONSENT AGENDA**

### **9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires**

#### New Hires Certified Staff

Alfredson, Margaret, MCS, Grade 2, 1.0 FTE, effective 8/18/14

Bauer, Katie, FES, Grade 3, 1.0 FTE, effective 8/18/14

Behlow, Laura, MCS, Grade 2, 1.0 FTE, effective 8/18/14

Brenner-Mitchell, Maureen, GHS, Career Counselor, .40 FTE, effective 8/18/14

Burns, Kelly, MCS, Grade 2, 1.0 FTE, effective 8/18/14

Cherwin, Jay, HES, Physical Education, .50 FTE, effective 8/18/14

Dagres, Kathryn, GMSS, Language Arts, 1.0 FTE, effective 8/18/14

Doyle, Kathryn, HSS, Grade 3, 1.0 FTE, effective 8/18/14  
Hoffman, Linnie, HES/HSS, Band, .40 FTE, effective 8/18/14  
Keller, Kasey, FS, Special Education, 1.0 FTE, effective 8/18/14  
Koerner, Giselle, HSS, Bilingual, 1.0 FTE, effective 8/18/14  
Mitchell, Joe, FES, General Music, .50 FTE, effective 8/18/14  
Murphy, Lisa, WES, Kindergarten, 1.0 FTE, effective 8/18/14  
Neukirch, Diana, HES, ELL/Lead Teacher, 1.0 FTE, effective 8/18/14  
Raz, Elise, GMSN, Science, 1.0 FTE, effective 8/18/14  
Santo, Stephanie, GMSS, Social Worker, 1.0 FTE, effective 8/18/14  
Stone, Jason, FES, Grade 5, 1.0 FTE, effective 8/18/14  
Sutor, Derek, GHS, Special Education, 1.0 FTE, effective 8/18/14  
Winter, Nicole, FES, Special Education, .50 FTE, effective 8/18/14

Resignations Certified Staff

Byars, Laura, GMSN, Language Arts, 1.0 FTE, effective 6/5/14  
Miller, Karen, HSS, Grade 3, 1.0 FTE, effective 6/5/14  
O'Keefe, Sarah, MCS, Grade 2, 1.0 FTE, effective 6/5/14  
Reyes, Anna, HSS, Bilingual, 1.0 FTE, effective 6/5/14  
Roman, Donna, MCS, Grade 5, 1.0 FTE, effective 6/5/14

Reappointments Certified Staff

Yingst, Nicole, GMSS/N, Art, .30 FTE to .30 FTE

Long-Term Substitutes Certified

Anderson, Kristin, GMSN, Language Arts, 1.0 FTE, effective 8/18/14-10/1/14  
Wallin, Cathleen, FES, Psychologist, 1.0 FTE, effective 8/18/14-10/14/14

New Hires Support Staff

Webster, John, Garage, Bus Driver, 9 month, effective 7/23/14  
Padilla, Rodolfo, Garage, Bus Driver, 9 month, effective 7/24/14  
Wassel, David, Bus Driver, 9 month, effective 7/24/14  
Adams, Susan, MCS, Special Education Assistant, 9 month, effective 8/18/14  
Hanson, Jenny, FS, Special Education Assistant, 9 month, effective 8/18/14  
Hayes, Kathleen, FES, Special Education Assistant, 9 month, effective 8/18/14  
Keller, Angie, HSS, Special Education Assistant, 9 month, effective 8/18/14  
McDonald, Kathleen, GHS, Administrative Assistant, 9 month, effective 8/18/14  
Miller, Janet, WES, Special Education Assistant, 9 month, effective 8/18/14  
Nottke, Nicole, FES, Special Education Assistant, 9 month, effective 8/18/14  
Potocki, Rebecca, WAS, Special Education Assistant, 9 month, effective 8/18/14

Resignations Support Staff

Arloff, Crystal, HES, Special Education Assistant, 9 month, effective 6/5/14  
Berns, Sarah, FES, Reading Tutor, 9 month, effective 6/5/14  
Chapman, David, GHS, Special Education Assistant, 9 month, effective 6/5/14  
Deitelhoff, Carol, Garage, Bus Driver, 9 month, effective 6/12/14  
Godlewski, Dan, GHS, Special Education Assistant, 9 month, effective 6/5/14  
Hurley, Patti, GHS, Special Education Assistant, 9 month, effective 6/5/14  
Joerg, Jeanette, GMSS, Special Education Assistant, 9 month, effective 6/5/14  
Pennybacker, Leslie, GHS, Special Education Assistant, 9 month, effective 6/5/14  
Schmidt, Brian, GHS, Hallway Supervisor, 9 month, effective 6/5/14

Reappointments/Reclassifications Support Staff

Kassarda, Carole, FES, Special Education Assistant, 9 month, effective 8/18/14  
Khan, Sabha, FS, Special Education Assistant, 9 month, effective 8/18/14  
Koester, Clover, FS, Special Education Assistant, 9 month, effective 8/18/14  
Morgan, Janice, WAS, Special Education Assistant, 9 month, effective 8/18/14  
Walker-Adkins, Jacqueline, MCS, Special Education Assistant, 9 month, effective 8/18/14  
Yow, Julie, HES, Special Education Assistant, 9 month, effective 8/18/14

New Hires Administrators

Kramer, Kurt, GMSS, Assistant Principal, 12 month, effective 8/4/14

Resignations Administrators

Schwartz, Jane, GMSS, Assistant Principal, 1.0 FTE, effective 7/31/14

- 9.2 Disposition of Closed Session Minutes – January through June 2014
- 9.3 Request to Purchase, \$34,809.41, John Deere, 1575 Terrain Cut Front Mower
- 9.4 Pay Request #1, \$189,592.20, Vortex Enterprises, initial phase of flooring replacement at GHS
- 9.5 Pay Request #1, \$33,997.50, Happ Builder's, initial phase for security upgrades at GHS
- 9.6 Pay Request #1, \$98,617.50, Midwest Track Builders, track resurfacing at GMSS & GMSN
- 9.7 Pay Request #1, \$91,861.74, Geneva Construction Co., concrete replacement at Fabyan, GHS, GMSS, Harrison, Mill Creek, and Western
- 9.8 Technology Purchase, Comprehensive Technology Plan: \$54,553.40, PDS, Inc., 220 ASUS VivoTab Note8
- 9.9 Geneva High School Class Rank GPA Distribution
- 9.10 Amended Hazardous Bus Routes for FY 14-15

Glad to see we are only getting one mower. We really need to stretch out the time between purchases so we are not purchasing so much in one year and rotating equipment replacement. Are we replacing just one per year? (We did just talk about the budget and SB 16 at the Facilities meeting and where we could cut costs.) It does seem like administration is stepping up and doing what they can to cut back and spread costs over time. The superintendent is always the first to question if we don't need this. Getting 20 years out of the old mowers is great.

Motion by McCormick, second by Stith, to approve Consent Agenda Items 9.1 – 9.10. On roll call, Ayes, five (5), Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, two (2) Juby, Wilson. Motion carried unanimously.

**10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION**

None.

**11. BOARD MEMBER COMMENTS AND REPORTS**

*Policy Committee, Finance Committee, Boundary Task Force, Communications Task Force, Facilities Task Force, Joint PTO, Geneva Academic Foundation, Geneva All-Sports Boosters, Geneva Music Boosters, Geneva High School Theater Boosters, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board, REMS Grant Advisory Board*

Mary Stith expressed thanks for allowing her to attend the PLC Conference in Lincolnshire, along with teachers and administrators from the district. It was great to see so many people excited about doing what's right for students. Do we know how many districts attended the conference? (Don't know exactly. Over 1,000 attendees and many from other states in addition to Illinois.)

Mark Grosso & Mike McCormick recently toured the high school with our Director of Facilities Operations and Superintendent. The staff and administrators were very impressive. It's great to see staff working to cut costs as we are trying to be more proactive. The tour was very informative, and provided a better sense of how our money is spent.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY [5 ILCS 120/2(c)(1)]; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED [5 ILCS 120/2(c)(5)]; AND COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/2(c)(2)]**

At 7:22 p.m., motion by Lamb, second by McCormick, to go into executive session to consider matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; and collective negotiating matters between the public body and its employees or their representatives. On roll call, Ayes, five (5), Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, two (2) Juby, Wilson. Motion carried unanimously.

At 7:31 p.m., following a break to relocate to the Williamsburg conference room, the Board moved into executive session.

At 8:11 p.m., motion by McCormick, second by Lamb, and with unanimous consent the Board returned to open session and relocated to the Williamsburg cafeteria.

At 8:14 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 8:15 p.m., motion by Nowak, second by Lamb, and with unanimous consent, the meeting was adjourned.

APPROVED August 25, 2014  
(Date)

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PRESIDENT

SECRETARY \_\_\_\_\_

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RECORDING  
SECRETARY