

**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 10, 2015, at 7:00 p.m. at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois

1. CALL TO ORDER (Bylaws 0163 & 0164)

- 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: Policy Committee Chair Leslie Juby, David Lamb, Mike McCormick, Vice President Kelly Nowak, Mary Stith, Finance Committee Chair Bill Wilson, President Mark Grosso.
Late: None. Absent: None.

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

District staff present: Kristy Poteete-Kriegermeier, Communications Coordinator; Dr. Adam Law, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Kent Mutchler, Superintendent.

Others present: Kristen Foley.

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.

Kristen Foley spoke on 5th grade class sizes at Fabyan Elementary School. She has stayed silent over most issues, but now feels the need to speak out about class sizes. She came to the conclusion that 28 is a magic number. According to the union contract, when a class size reaches 28 students, the principal should consider an assistant in the classroom. According to the union contract, the District strives to have an average class size of 25, and 27 and 28 are higher than that. Also, according to section 2231 of your rules, any student in a class in which there are more than 28 students, parents can choose to send their child to another school. All of these things tell us that we want less than 28 students in a class. When looking at section 2231 of your rules, it states that the Board of Education will review the plan on class sizes with appropriate recommendation from the Superintendent and in consultation with administrators. When determining the appropriate class sizes, the following factors would be considered: maturity of students, similarity or variability of class groups, nature of learning tasks and activities, support of services required and available, curricular changes, financial considerations and physical environment. She is not aware as to whether these factors have been considered. As a parent of a ten year old boy, do I question his maturity? Absolutely. Do I question if he will be distracted in a big classroom? Yes. Did I hear firsthand that teachers last year were re-directing students? Yes. She is asking that we please consider adding an additional 5th grade classroom at Fabyan.

Board comments, questions, discussion: The Board President thanked Ms. Foley for her comments and indicated that they are monitoring class sizes at all of the schools.

3. APPROVAL OF MINUTES (Bylaw 0168.1)

3.1 Regular Session, July 20, 2015

3.2 Executive Session, July 20, 2015

Motion by Juby, second by Nowak, to approve the above-listed minutes, items 3.1 - 3.2 as presented. On roll call, Ayes, five (5), Juby, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, two (2), Lamb, McCormick.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

4.1 IASBO Certificate of Excellence in Financial Reporting Award

Dr. Mutchler recognized Donna Oberg and the finance staff for their hard work on submitting the application for this award. He also thanked Steve Miller from PMA, and our auditor Scott Duenser. When the Superintendent arrived in Geneva ten years ago, he wanted CAFRs for a variety of reasons, and not only did Ms. Oberg agree to do that, but she took it on with pride. There are very few districts that receive this recognition and that use CAFRs. Recognition from this group shows that our district is credible financially, has an extra level of transparency, and is able to secure and maintain a better bond rating. This has saved the District a great deal of money over the years. The CAFR allows us to accumulate data that can be used in a longitudinal manner. This is our 7th year running receiving this prestigious Gold Standard award.

5. SUPERINTENDENT'S REPORT (Policy 1210)

Dr. Mutchler thanked the Board members that were able to attend the O&M annual picnic and safety meeting today. There have been various trainings with O&M staff throughout the summer. He thanked Dr. Law for his work in putting together the new certified staff orientation which is taking place this week. He also thanked Dr. Barrett and Mrs. Sims for their work in setting up all of the professional development that has been taking place. We had teams that attended the annual Illinois PLC conference last week. There are a lot of things going on with the entire staff coming into our schools on Monday. We also have our all staff kick off coming up next Tuesday. He always tells staff that if you make every year the best year ever, before you know it you will be ready to retire and you can look back at the best career ever as you go out. The most exciting thing coming up is our students coming back next Wednesday.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

6.1 Policy Updates: Second Reading (Bylaw 0131.1)

6.1.1 Policy 1613, Student Supervision and Welfare, **Revised**

6.1.2 Policy 3213, Student Supervision and Welfare, **Revised**

6.1.3 Policy 4213, Student Supervision and Welfare, **Revised**

6.1.4 Policy 2111, Parent and Family Involvement, **Revised**

6.1.5 Policy 5111.02, Homeless Students, **Revised**

6.1.6 Policy 5114, Foreign and Foreign-Exchange Students, **New**

6.1.7 Policy 5121.01, Transfer and School Choice Option, **Revised**

6.1.8 Policy 5350, Student Suicide, **Revised**

6.1.9 Policy 5460, Graduation Requirements, **Revised**

6.1.10 Policy 5517, Student Anti-Harassment, **Revised**

6.1.11 Policy 5730, Equal Access for Nondistrict-Sponsored Student, **Revised**

6.1.12 Policy 9160, Public Attendance at School Events, **Revised**

Motion by Juby, second by McCormick, to approve the above-listed policies, items 6.1.1 – 6.1.12 as presented. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

6.2 2015-2016 Tentative Budget Adoption and Authorization to Establish Public Hearing Date (Policy 6220)

Donna Oberg presented the 2015-2016 Tentative Comprehensive Budget to the full Board, which outlined the budget process timeline; assumptions for revenue and expenditures; the Education, Operations & Maintenance, Transportation, Municipal Retirement, Debt Service and Working Cash funds; and the summary of all funds. The 2015-2016 budget revenue is \$96,053,184, and the

expenses are \$101,036,218 leaving the District with a \$4.9 million deficit. Some of the shortfalls have been intentional to help reduce the levy. To view the PowerPoint for this presentation click [here](#). This budget should be approved at the Board meeting on September 28th.

Board comments, questions, discussion: Dr. Mutchler thanked Donna Oberg for her work on this budget. To be extra transparent, we took extra steps by presenting not only a preliminary budget, but a pre-preliminary budget. We would like to move forward with this budget and set a hearing date. Ms. Oberg indicated that the budget needs to be on display for 30 days beginning tomorrow to set a September hearing. Mike thanked Ms. Oberg for her work on this budget. On the budget history are these the actual numbers? (Actual numbers are in the meritorious budget that will be presented to you. She can do a comparison of budgets.) Is there ever an occasion when we come in under budget with expenditures. (Pretty much every year, due to careful planning and tracking expenditures closely.)

Motion by Wilson, second by Juby, to approve the above-listed tentative budget be put on display for 30 days and a hearing be set for the September 28th BOE meeting, item 6.2. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

8. INFORMATION

8.1 New Teacher Induction Program

8.2 FOIA Requests

9. CONSENT AGENDA (Bylaw 0166.1)

9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 1520, 3120, 4120)

New Hires Certified Staff

Barron, Elyse, GHS, Spanish, 1.0 FTE, effective 8/17/15

Calderone, Rebecca, GMSS, Language Arts, 1.0 FTE, effective 8/17/15

Edwards, Skyelar, HES, Grade 5, 1.0 FTE, effective 8/17/15

Markuson, Jay, GHS/GMSS/GMSN, Industrial Technology/Woodworking, 1.0 FTE, effective 8/17/15

Robertson, Tom, MCS, Kindergarten, 1.0 FTE, effective 8/17/15

Schaefer, Rebecca, WES, Grade 3, 1.0 FTE, effective 8/17/15

Shipton, Neal, GHS, Band, 1.0 FTE, effective 8/17/15

Shirimulis, Kathryn, FES/HES, Speech Language Pathologist, 1.0 FTE, effective 8/17/15

Vester, Sarah, HES, Grade 3, 1.0 FTE, effective 8/17/15

Resignations Certified Staff

Evangelista, Logan, GHS, Spanish, 1.0 FTE, effective 6/2/15

Flodstrom, Mark, GHS, Technology Education, 1.0 FTE, effective 6/2/15

Maxwell, Shawn, GHS, Band, 1.0 FTE, effective 6/2/15

Mitchell, Joseph, FES, Music-Vocal, .50 FTE, effective 7/20/15

Long-Term Substitutes Certified Staff

Algrim, Stephanie (Kristan Buckman), GMSS, Science, 1.0 FTE, effective 8/17/15-11/11/15

Miller, Janet (Erin Wallace), WES, Grade 4, 1.0 FTE, effective 8/17/15-10/13/15

Sweet, Debra (Sheryl Clark Leturgey), HES, Grade 1, 1.0 FTE, effective 8/17/15-10/9/15

Rotter, Carole (Gigi Kimball), GMSN, Librarian, .80 FTE, effective 9/1/15-1/4/16

Salzman, Stacie (Katie McGowen), FES, Grade 2, 1.0 FTE, effective 9/10/15-11/23/15

New Hires Support Staff

Lippold, Raymond, Garage, Bus Driver, 9 month, effective 8/5/15

Steuart, Michael, Garage, Bus Driver, 9 month. Effective 8/5/15

Alaniz, John, GMSS, Special Education Assistant, 9 month, effective 8/17/15

Difino, Amy, WES, Special Education Assistant, 9 month, effective 8/17/15

Francis, Matthew, GHS, Special Education Assistant, 9 month, effective 8/17/15

Latham, Kristine, HES, Special Education Assistant, 9 month, effective 8/17/15

Takesue, Michelle, GMSN, Special Education Assistant, 9 month, effective 8/17/15
Tanquary, Kimberly, WAS, Special Education Assistant, 9 month, effective 8/17/15
Burke, Danielle, HES, Special Education Assistant, 9 month, effective 8/19/15
DeLaBar, Barbara, FS, Special Education Assistant, 9 month, effective 8/19/15
DeRioSolis, Thalia, FS, Special Education Assistant, 9 month, effective 8/19/15

Resignations Support Staff

Bahler, Derek, GHS, Special Education Assistant, 9 month, effective 6/2/15
Carberry, Darcia, HES, Library Assistant, 9 month, effective 6/2/15
Chenoweth, Amy, GHS, Study Hall Supervisor, 9 month, effective 6/2/15
Moy, Sally, GMSS, Library Assistant, 9 month, effective 6/2/15
Pearson, Brenda, WES, Reading Tutor, 9 month, effective 6/2/15

Reappointments Support Staff

Brennan, Cheryl, HSS, Special Education Assistant, 9 month
Ernst, Michelle, MCS, Special Education Assistant, 9 month
Koester, Clover, FS, Special Education Assistant, 9 month
Morgan, Janice, WAS, Special Education Assistant, 9 month
Peters, Karen, MCS, Kindergarten Assistant, 9 month
Walker-Adkins, Jacqueline, MCS, Special Education Assistant, 9 month
Weber, Gretchen, HES, Kindergarten Assistant, 9 month

Reclassifications Support Staff

Dibble, Robin, from Kindergarten Assistant at HSS to Special Education Assistant at MCS

Long-Term Substitutes Support Staff

Berthold, Tracy (Janet Miller), WES, Special Education Assistant, 9 month, effective 8/17/15-10/13/15

9.2 Disposition of Closed Session Minutes– January through June 2015 (Bylaw 0167.2)
Motion by Nowak, second by Wilson, to approve Consent Agenda Items 9.1 – 9.2. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

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

Bill shared with the Board that there will be a couple of things coming forward from the Finance Committee at the next Board meeting. He will bring forward the Finance Committee Operating Guidelines with a recommendation to change the number of committee members to four (4) with all seats having the right to vote and a two (2) year term. He will also bring forward the draft calendar of finance topics to be reviewed. Mike shared that orientation at the high school is this week, and his wife is in charge of volunteers. If you are interested in helping, you can email Jessica at jessicamccormick@taxgroup.com. He also attended a memorial golf tournament for one of our former students who passed away a couple of years ago, Ray Kaligis. This is a great event where students come back and share their fond memories of Ray and high school. It really shows the impact that this District makes on their lives. Kelly shared that she submitted the application for the IASB Governance Award. She thanked those who helped her pull together documents for the application. GEARS is planning a college forum. Leslie shared that she sat in on Cabinet two weeks ago when our NEOLA representative was here to review the latest changes in policies. It was good to see how they review and follow-up on new and revised policies. Mary shared that the Communication Task Force has been meeting more frequently and has gotten a lot of things done. Our latest project was the survey that went out today to see how we can improve our communications. We have also been talking to our teachers engaged in our process of bringing in in-house professional development. Thank you to those who helped. Mark shared that he and Kelly attended the Technology Task Force meeting with Mike Wilkes, our new Director of Technology. There was a two way conversation on the importance of technology in our District. Mike will do a top

to bottom inventory of expenditures, and will create an organizational chart. This will give the Board better insight on how to move forward. They also talked about having a technology forum/fair. Dr. Mutchler shared that Mike is on a National Task Force regarding safety on the internet. He was flown out to Washington D.C. earlier in July, and will report back. He is also working with our Communications Coordinator on several projects.

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 OR LEGAL COUNSEL FOR THE PUBLIC BODY [5 ILCS 120/2(c)(1)]; COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/2(c)(2)]. (Bylaw 0167.2)

At 7:43 p.m., motion by Wilson second by McCormick, to go into executive session to consider matters pertaining to student disciplinary cases; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; collective negotiating matters between the public body and its employees or their representatives. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

At 10:12 p.m., the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

14.1 Possible disciplinary action regarding non-certified employee (Policy 4139)
No action taken.

15. ADJOURNMENT

At 10:13 p.m., motion by Wilson, second by Juby, and with unanimous consent, the meeting was adjourned.

APPROVED August 24, 2015
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING SECRETARY