



**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**

NOTICE OF SPECIAL MEETING

****PLEASE TAKE NOTICE** that the Board of Education of Geneva Community Unit School District Number 304 has rescheduled its Regular Meeting, originally scheduled for Monday, July 25, 2016, at 7:00 p.m. to Monday, July 25 at 6:00 p.m. Accordingly, the Board of Education will hold a Special Meeting on July 25, 2016, at 6:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois. The purpose of the meeting will be to discuss, consider and take action on the Agenda set forth below.

Mark Grosso
Board President

The Board of Education of Community Unit School District Number 304 met in a special session on Monday, July 25, 2016, at 6:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, 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 6:00 p.m. by Vice-President Grosso.

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

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

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

Others present: Susan Sarkaukas, George Rieber.

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 (Bylaw 0168.1)

- 3.1 Regular Session, June 27, 2016
- 3.2 Executive Session, June 27, 2016
- 3.3 Special Session, July 11, 2016

Motion by Juby, second by Nowak, to approve the above-listed minutes as amended, items 3.1-3.2 as presented. On roll call, Ayes, four (4), Juby, Lamb, Nowak, Stith. Nays, none (0). Absent, one (1), McCormick. Abstained, two (2), Wilson, Grosso.

Motion by Nowak, second by Juby, to approve the above-listed minutes, item 3.3 as presented. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

4. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

4.1 City of Geneva Intergovernmental Agreement

The Board President reported that the City has sent our amended agreement back without the additional properties included. The district's attorney presented to the Board two other proposals that were created in response to the City's. The first option has seven properties included as "surplus" as opposed to the fifteen we initially requested. The second option would be to limit the properties to the ones proposed by the City, but we would propose to remove any reference in the IGA that the school district is removing any objections they might have to the TIF district. Mr. Petesch does not feel that the second option will be approved, but feels that the District could have a chance with the first option. Option one represents a true compromise. We are not standing in the way of redevelopment, but trying to be proactive to redevelopment. Mr. Petesch asked the Board to vote on another counter proposal to be presented to the City at their meeting this evening.

Board comments, questions, concerns: Did the City not say that their "no votes" on that would return the TIF to a "clean" TIF so what they would be returning back to us would have no properties? (No. What they were returning back to us was their original proposal with two properties with the understanding that if the District does not approve that agreement, they would present the rest of the ordinances to the full Council without any agreement what so ever. That's what he meant by a "clean" TIF.) What's the rough EAV of those seven properties? (The reduction was around half a million dollars.) It seems that what we understood was that it was take it or leave it. If we come back with a counter proposal now, does that allow them to say they reject ours and go with their original proposal with no properties? (It's our hope that they will recognize how difficult, with the time restraints, it has been for this Board to meet.) We want to protect our revenue source. When we lose properties that fund our operations that harms us and taxpayers. We owe it to the District and its taxpayers to get as many properties identified as "surplus". This goes beyond disruption of revenue. It goes to treatment of our local taxpayers, which is why we objected to it.

5. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO LITIGATION WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING IN A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT SUCH AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING [5 ILCS 120/2(c)(11)].

At 6:19 p.m., motion by Nowak second by Wilson, to go into executive session to consider matters pertaining to litigation when an action against, affecting, or on behalf of the particular public body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting [5 ILCS 120/2(c)(11)]. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Motion carried unanimously.

At 6:55 p.m., the Board returned to open session.

6. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

6.1 City of Geneva Intergovernmental Agreement

Mr. Petesch presented the Board with three options to be presented at the City's meeting. This first option is to accept the proposal with two properties, the second option includes seven properties and the third option would include the original two properties that the City suggested, but removes any

mention of this Board giving up its rights to contest this TIF if it so chooses.

Board comments, questions, concerns: When we originally met with the City, we thought there was the ability to compromise beyond the initial two properties. The second option to seek a compromise sounds good, even though they may reject it. We may also want to consider option one in case they should decide to throw out all proposals and go back to the original TIF. We have made progress in educating some of the aldermen on what a TIF really is, and we did make progress by being given two properties, however the City's lack of negotiation and communication has been a disappointment to this Board.

Motion by Juby, second by Lamb, to approve option two, counter offer with additional seven properties, item 6.1 as presented. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

7. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARING

7.1 Learning & Teaching Summer Updates

Dr. Barrett presented to the Board an update on summer activities taking place within Learning & Teaching. The 1:1 implementation and professional development has been focusing on four areas that include vision competencies and reflection, Innovation University, tech coaches and facilitators, and Microsoft Trainer Academy. Another area we have focused on is writing instruction, especially at the elementary level. We have been able to address the Standards, update progress reports, create locally developed instructional units, tap into a variety of resources, and develop professional development and collaboration time throughout the 16/17 school year. We have also had the opportunity to work on the area of Science and the STEM fields with our Science Facilitator Jill Marsh. Another area we wanted to update the Board on is PARCC assessment. We have formally made the decision to transition from the ACT to the SAT this past year which will officially replace PARCC for high school students. We will also implement the SAT Suite of Assessments for our other high school students. The opening day theme is going to be "Keep Moving Forward", and we have been working hard to prepare for this. There will be no "keynote" speaker this year. Instead, you will be hearing from our own staff and students.

7.2 Extended School Year (ESY) for Special Education and Alternative Learning Opportunities Program (ALOP)

Ms. Giarrante presented to the Board on ESY and ALOP. This year at the high school, we had thirty-seven students hospitalized and of those, nine were hospitalized more than once for some type of mental health reason. Last year, we had over 80 hospitalizations and about 100 instances. The majority were female, over half were in 10th and 11th grade, and the majority were regular education students and students with a 504 Plan. The reasons for hospitalization varied from anxiety to eating disorders. There are different levels of care that range from inpatient to partial hospitalization, and the length of a stay averaged more than three weeks. Students who are hospitalized receive approximately one hour of academic instruction per day, and students who miss one week of school miss approximately 30 hours of instruction. The school is responsible for providing all work and instructional materials to the hospital or homebound tutor. Our school staff work diligently to re-integrate students after hospitalization because they are overwhelmed when they return. When students return, they receive individual counseling with a guidance counselor, individual and group sessions with a social worker, self-monitoring system, and student-family based supports. The next step for this year is that we will team with Mid-Valley and start a pilot program called the Alternative Learning Opportunities Program. Mid-Valley will be providing the teacher, and the program will be covered mostly by a grant. Our goals are to reduce the number of students that have to withdraw from a class for medical reasons and to increase those classes that students pass. We also had about 70 students in extended school year, and 20 of them were from our pre-school. The purpose of extended school year is to make sure students don't regress, not to teach them new skills. There were about 50 students that qualified for other extended school year services.

Board comments, questions, concerns: Is it too late to change the name, because when I saw the name ALOP, I thought we were talking about the truancy program through the ROE? (It is.) It's the same? (Yes.) How does that tie in then? Is the ROE is giving us the support on the social worker or

certified teacher? (The ALOP Program is a grant and it's not just for truancy.) The ROE takes a percentage of ALOP funding and are there to make sure we are compliant. It's typically 15% that the ROE receives which does not pay for any supportive services from them.

8. SUPERINTENDENT'S REPORT (Policy 1210)

The Superintendent reported that there is a lot going on this summer. In terms of Operation & Maintenance, we have also had a lot going on. The crane was here and lifted and removed the chiller off of Western Avenue and put the new one in place. We are on schedule with the floor replacement for the defective flooring at Fabyan which should be done later this week. We are also on schedule with the pipe replacement at the high school for the new steam pipe. It was tested for compression this past weekend and passed. We did get the seven sections of the modular classrooms, and they are in place now as one unit. Those classes should be ready at the start of school. There were major flooring repairs at the high school that are completed. All of these projects have been on schedule, and we are thankful for that. As it is close to August, we will have our new certified and support staff coming in for orientations. The certified staff has the extended four-day orientation that we are excited about. There are 47 new licensed staff with the possibility of more. That reflects mostly the amount of retirements this past year. Geneva is a district that staff want to spend their career in, so we are in that part of the cycle where we are losing a larger number of staff due to retirement.

9. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

9.1 Presentation of Tentative Budget for 2016-2017

Ms. Oberg presented the tentative budget to the Board to be put forward in September for adoption. There is a budget process time line that began in 2015 with the property tax levy. Following that are the pre-preliminary and the preliminary Operations & Maintenance/Transportation budget, the pre-preliminary and preliminary Education budget, the tentative budget, and then the budget hearing and adoption. The revenue assumptions for the tentative budget are the CPI, General State Aid, reduction in Corporate Personal Property Replacement Tax, technology service fee, State and Federal funding, bus buyback program, Project Lead the Way, and loan proceeds for the modular classrooms. The expenditure assumptions for the tentative budget are salary increases per agreement, insurance benefit increases, increased staffing per staffing plan, level building budgets, Project Lead the Way, bus purchases, energy increases, Technology Plan, Capital Plan, Alternative Learning Opportunities Program, and State and Federal grants. The budget summary for all funds includes revenues of \$98,129,857 and expenditures of \$105,029,994. The budget for 2016-17 is projected to have a shortfall of \$6,900,137. The budget will be on display in the Business Office until the September 12th adoption.

Board comments, questions, concerns: This format is much easier to grasp. Are there interfund restrictions on transfers from the Ed Fund to the O&M Fund? (No.) With the \$2.5 million shortfall in capital improvements, the ending balance that we are projecting of \$1.7 million combined with the capital plan and any unforeseen in future years, it gets us to the point that in a year or two we may be at zero. (We may have to consider moving corporate personal property tax over to O&M, additional State aid, or doing a transfer from the Education Fund into the O&M Fund.) In the actual reporting of the fund balance, does it really matter if it's negative or not? (We can have a negative balance provided we have carryover fund balance and the ending fund balance with the revenue minus expenditures is positive, which we do.) Our levy under the tax cap is at its max, so what we are looking to do this next year is to levy under Health Life Safety. It's a separate levy.

Motion by Nowak, second by Wilson, to approve the above-listed tentative budget for display, item 9.1 as presented. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

10. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION

10.1 2016-2017 Board and District Goals

The Superintendent reported to the Board that we have one goal that is focused on our statement to develop a learning environment that empowers our students and educators as they become self-

directed lifelong learners, effective communicators, complex, creative and adaptive thinkers, and collaborative and productive citizens. What we then did was take all of the goal areas that were identified and put them into action statements that followed. We would like to know if we are heading in the right direction by doing this, and then also take a look at the Board goals from 2015-16 that we discussed at the Communications Task Force meeting to see what should be done with those three Board goals from last year and possibly move them forward. If we are off track, we need to know this now so that we can look at a different format.

Board comments, questions, concerns: Some of our goals were more action items as opposed to high level goals, so I like that we put our goals up at a higher level. Below that is how we are going to achieve our action items. There was discussion at the Communications Task Force meeting about bringing forward last year's goals. We said that we would have to change the wording on the first one, because we had already established this and need to work off of that on our plan for engaging the community. For the third goal, we just figured that was already procedure and practice so we had discussion about removing it. We felt it was an ongoing goal with our Policy Committee. We discussed perhaps introducing another big goal that would be multi-year, where we would talk about Next Generation Science Goals. When we look at these goals, I'm not sure why we approve them, because we don't evaluate them, and they're not part of Dr. Mutchler's evaluation. They are referenced as Exhibit A, but in the Superintendent's contract Exhibit A should be Dr. Mutchler's goals that we evaluate him on. (In the past, we had the goals booklet organized around the different columns in our graphic, and then we had a section on Board goals. The Board goals are something that the Board and the Superintendent do as a team. In the changes we made to our goals booklet last year, we did not get everything consistently placed in our documents. If you have a goal in mind to replace number three that is something that the Board does or at least leads, then that would be a good thing.) If the seven areas in the goals booklet are how we are still managing the district and we are going to evaluate the Superintendent on, then they need to be presented clearly in the goals booklet. This is part of a broader conversation that we are going to have later this evening. We might want to consider having this be something that Communications and Policy work on together. We have more directed things that we would like our Superintendent to be working on, and some of them may be exactly as they are listed. We need to propose that when we complete the evaluation process that we create a different document out of that process that says here is what the Board agrees they should be evaluating their Superintendent on, and that becomes Exhibit A.

10.2 Policy Updates: First Reading (Bylaw 0131.1)

10.2.1 Bylaw 0144.3, Conflict of Interest, **Revised**

10.2.2 Policy 1130, Conflict of Interest-Private Practice, **Revised**

10.2.3 Policy 3113, Conflict of Interest, **New**

10.2.4 Policy 4113, Conflict of Interest, **New**

10.2.5 Policy 2370, Educational Options, **Revised**

10.2.6 Policy 6110, Grant Funds (Uniform Grant Guidance), **Revised**

10.2.7 Policy 6111, Administration of Grant Programs, **Revised**

10.2.8 Policy 6112, Cash Management of Grants, **New**

10.2.9 Policy 6113, Internal Controls, **New**

10.2.10 Policy 6114, Cost Principles – Spending Federal Funds, **New**

10.2.11 Policy 6116, Time and Effort Reporting, **New**

10.2.12 Policy 6325, Procurement – Federal Grants/Funds, **New**

10.2.13 Policy 6550, Travel Payment and Reimbursement, **Revised**

10.2.14 Policy 7300, Disposition of Real Property, **New**

10.2.15 Policy 7310, Disposition of Surplus Property, **Revised**

10.2.16 Policy 7450, Property Inventory, **New**

10.2.17 Policy 8450, Control of Communicable Diseases, **Revised**

11. INFORMATION

11.1 FOIA Requests

12. CONSENT AGENDA (Bylaw 0166.1)

12.1 Monthly Financial Reports and Interfund Transfers

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

New Hires Certified Staff

Corp, Kirsten, WES, Kindergarten, 1.0 FTE, effective 8/22/16
Koehler, Kathryn, GHS, English, 1.0 FTE, effective 8/22/16
Madden, Shannon, GHS, Math, .60 FTE, effective 8/22/16
Serluco, Alexander, FES, Physical Education, .50 FTE, effective 8/22/16
Thorgesens, Troy, GHS, Physical Education, 1.0 FTE, effective 8/22/16
Voss, Heather, MCS, Grade 4, 1.0 FTE, effective 8/22/16

Reappointments Certified Staff

Swanson, Ashley, FS, Special Education, .80 FTE
Thorson, Kristen, WAS, Student Assistance Coordinator, .50 FTE

Lon-Term Substitutes Certified Staff

Sewell, Clay, GMSN/GMSS, Industrial Technology (1st Semester), .34 FTE, effective 8/22/16-1/20/17
George, Dawn (Shannon DelRe), GHS, HS Student Services Coordinator, 1.0 FTE, effective 8/30/16-11/29/16

Family and Medical Leave Certified Staff

Brady, Sandie, GMSS, Science, 1.0 FTE, effective 8/22/16-1/3/17
Browning, Susie, GHS, Physical Education, 1.0 FTE, effective 9/25/16-1/3/17

New Hires Support Staff

Wysocki, Ed, CO, Technology Technician, 12 month, effective 7/18/16
Walker, Mark, GHS, HVAC, 12 month, effective 8/1/16
Burkitt, Scott, Garage, Bus Driver, 9 month, effective 8/22/16
Colin, Elodie, MCS, Library Assistant, 9 month, effective 8/22/16
Cunningham, Karen, HES, Special Education Assistant, 9 month, effective 8/22/16
McGreer, Sarah, GHS, Registered Nurse, 9 month, effective 8/22/16
Pott, Kirsten, Garage, Bus Driver, 9 month, effective 8/22/16
Shultz, Mary, HES, Special Education Assistant, 9 month, effective 8/22/16
Feucht, Valerie, MCS, Reading Tutor, 9 month, effective 8/29/16
Flatt, Tonya, MCS, Reading Tutor, 9 month, effective 8/29/16

Resignations Support Staff

Birschbach, Barbara, Garage, Bus Driver, 9 month, effective 5/26/16
Neswold, Sharon, MCS, Kindergarten Assistant, 9 month, effective 5/26/16
Rausch, Nicole, MCS, Special Education Assistant, 9 month, effective 5/26/16
Torres, Caitlin, HES, Special Education Assistant, 9 month, effective 5/26/16

Reappointments/Reclassifications Support Staff

Maranville, Chrystal, MCS, Special Education Assistant-3 hrs day, 9 month

Family and Medical Leave Support Staff

Stevens, Brandon, GHS, 2nd Shift Custodian, 12 month, effective 7/11/16-7/26/16
Avalos, Senaida, CO, Payroll Specialist, 12 month, 9/7/16-10/20/16

12.3 Disposition of Verbatim Record of Closed Meetings January 2014 through December 2014

12.4 2016-2017 Policy Meeting Calendar

12.5 2016-2017 Mid-Valley Special Education Cooperative Classroom Use Agreement:
Geneva High School, Geneva Middle School South, Fabyan, Harrison, Mill Creek

12.6 2015 PTAB Appeal – Geneva Nursing and Rehab Center

12.7 Hazardous Bus Routes for 2016-2017

12.8 10-year Health Life Safety Report – Work Items/Violations

12.9 Pay Request #1: \$249,879.27, Laub Construction, for Capital Improvement Projects

12.10 Pay Request #4: \$11,553.27, FGM Architects, for Capital Improvement Projects

12.11 Pay Request #2: \$102,708, Monaco Mechanical, for Steam Line at GHS

Motion by Nowak, second by Juby, to approve the above-listed items 12.1-12.11 as presented. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

13. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION

None

14. BOARD MEMBER COMMENTS AND REPORTS

Policy Committee, Finance Committee, Boundary Task Force, Communications Task Force, Facilities Task Force, Technology 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

The Board President thanked the Vice-President for filling in during his absence and for responding to correspondence. The Communications Task Force was singled out for their website. Apparently, eSchoolView was using it as an example site at the National School Public Relations Association seminar last week. The Facility Task Force met today and they looked at some of the work that had been done at the high school. The epoxy floor was impressive in lieu of carpet that we did put in the robotics area. We did get to go out and look at the modular classrooms. The structure was impressive and solid. The aesthetics looked great as well.

15. NOTICES / ANNOUNCEMENTS

16. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; 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)]. (Bylaw 0167.2)

At 8:17 p.m., motion by Juby second by Wilson, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Motion carried unanimously.

At 9:12 p.m., the Board returned to open session.

17. ADJOURNMENT

At 9:14 p.m., motion by Wilson, second by Nowak, and with unanimous consent, the meeting was adjourned.

APPROVED August 8, 2016
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING SECRETARY