



**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, March 14, 2016, at 7:00 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 7:07 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: Tom Rogers, High School Principal; Kristy Poteete-Kriegermeier, Communications Coordinator; Mike Wilkes, Director of Technology; Shonette Sims, Director Learning & Teaching; Scott Ney, Director Facility Operations; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Madeleine Nowak, Caroline Nowak.

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, February 22, 2016
- 3.2 Executive Session, February 22, 2016

Motion by Nowak, second by Wilson, to approve the above-listed minutes, items 3.1 & 3.2 as presented. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso.
Nays, none (0). Absent, none (0). Abstained, none (0).

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARING

- 4.1 Tradition of Excellence Award: Geneva High School Students
2016 National Merit Program, IHSA State Wrestling Meet

Geneva High School Principal Tom Rogers presented students in recognition of their accomplishments. Students recognized included:

National Merit Scholarship Finalists

Alexander Maiorella

Alexander Novy

Madeleine Nowak

Wrestling State Qualifiers

Alexander Crowe

4.2 Student Growth (Policy 3220)

Dr. Law, Dr. Barrett and Ms. Sims presented to the Board information on PERA and student growth. The work on student growth began in earnest last year which has put us in a good position to implement student growth in teacher evaluations next year. We had conversations with other school districts that are just starting the process, and were asked to present at a seminar because of where we are in the process. PERA has radically changed how we conduct teacher evaluations. We redesigned the practice portion of the teacher evaluation so that it included an evidence-based rubric. It also required that we give teachers ratings of 1-4. The Student Growth Committee met in 2014-2015 to focus on learning over decision making. We then sent scouts out to learn and report back and began eyeing key decisions and sharing information with faculty. In 2015-2016, our focus was on decision making, piloting and practicing, information sharing and ensuring everyone was prepared to “go live” in 2016-2017. The key philosophies for our work were to be manageable and meaningful, meet the requirements of the law, collaborate, and show evidence of the impact of teaching on student growth. Our main focus was collaboration, and we saw potential gains as a potentially meaningful outcome of implementation. We encouraged the use of PLC structures and grade level teams, left sufficient flexibility in the process to increase team ownership, and placed control and responsibility in the hands of the collaborative team. Being mindful of all grade levels, we adopted the Austin Growth Model $((100 - \text{Pre-Test}) \times 0.5 = \text{Expected Growth})$ because of its flexibility for diversity of teacher categories, differentiation for students of different abilities, flexibility for differentiating between different assessment approaches, ease of use, mathematical and statistical integrity, and no “Black Box” process. Looking ahead, our goal is to ensure that everyone is prepared to “go live” next year by developing a formal document that merges practice and growth, being proactive, and having an amazing team working on this.

Board comments, questions, discussion: The principal evaluation model was developed several years ago, and it has 30% of the weighting of the principal’s rating based on student performance, so we’ve actually had some practice with this. Our model is a State approved model. We borrowed and based it on the DuPage ROE model. When the State took away the common assessments, it changed our model, so we will have to go back and adjust it. This has been good though, and as it provides reflective practice for our principals and building leaders. This helps our staff to know what’s expected, what sort of things we are evaluating, and it really elevates the self-reflection piece. We would be interested in how this goes forward and hear feedback from our teachers. Do we think a teacher can provide feedback taking a student from a 34 pre-test to a 67? (Yes.) Is that going to be a layup or is that going to be challenging? (It depends. There is cautious optimism in the beginning.) In our data meetings, it seems like this year, we have less students that are identified as “in need” because of the staffing that we have been allowed, the instructional coaching, and the awareness and self-reflection.

4.3 Policy 5463, Credits from Nonpublic Schools

Policy Committee Chair Juby talked to the Board about how the committee has been working to make sure that when a policy references another policy they include a live link to the referenced policy. What the committee would like to do with Policy 5463, is to add a live link to the Illinois State Learning Standards. The committee was informed that NEOLA would charge a fee to link the Standards. This is not a decision the committee wanted to make alone. They are looking for feedback from the full Board. It is our understanding that the fee is not a one-time fee but would be charged for each link.

Board comments, questions, discussion: NEOLA is very cost effective compared to other services out there. What we need to ask ourselves is do we want to keep marching through the policies or do we want to go with a broader brush stroke and say let’s link these all back. Do we have any

estimates from NEOLA? (The link for Policy 5463 would run us about \$100 an hour, and NEOLA should be able to insert the link in less than an hour.) The hourly rate is what is confusing to us, because we don't know how long each job could take. Even though we have a portal on our website to our policies, it's not really something we are hosting or can make changes to? (Correct. This is for copyright reasons.) What you are proposing is valuable, because there are policies that are linked together, so is there a way to edit language without adding a live link? (We do, and we do create those live links where we can, but when we ask more of NEOLA, then we incur more of a charge.) Would we get quotes project by project? (Correct.) Maybe when we meet with our representative from NEOLA quarterly, we could ask about getting quotes. We could give them leeway to obtain a quote and to proceed from there.

5. SUPERINTENDENT'S REPORT (Policy 1210)

The Superintendent reported that we can't legally use PARCC to assess teacher performance, but we can use it as part of principal assessment. PARCC is an ongoing script, and we continue to get more information to prepare for testing in a few weeks. As you are aware, last year we thought making two leaps of change was too large. In other words, taking the leap to a new assessment is one change, but taking a leap to an online version is another. We did paper and pencil throughout the district this year, but next year we are taking that second leap to online testing at all levels except high school. We are trying not to create a negative impact by getting everyone excited about the assessment. Spring break is coming up in a couple of weeks which will give everyone a chance to relax before testing begins.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

6.1 2016-2017 Technology Plan

The Director of Technology reported that there were only a couple of items that were added to the Technology Plan that was presented at the last Board meeting. The two items that were added are the internet services and the firewall. He is seeking approval on all items tonight.

Board comments, questions, discussion: We are actually going to start spending now? (Correct. These costs are in the pre-preliminary budget. Part of the cost will come from the 2015-2016 budget and part of the cost will come from the 2016-2017 budget.) The firewall would be installed in April, and the internet services would begin July 1. We need to look at the big picture with the deficit we have projected in our budget. Thank you to the Board members on the Task Force and to Phil Morris for his help in the bid process. The cost is being covered by a variety of sources including e-rate, Fabyan Foundation, and technology fee. We are very vulnerable right now, so the firewall needs to be added. This is a big expense, but there are some great things that come with that allowing us to make sure that we are protected. We have tried to put this off as long as we can, but we need to move forward and get approval. Folks are stunned that our firewall doesn't have backup.

Motion by Nowak, second by Lamb, to approve the above-listed item 6.1 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 Annual Resolution for Dismissal: Certified Part-time Teachers (Policy 3140)

Dr. Law reported to the Board that it has been practice in years past to dismiss certified, part-time teachers due to the return of teachers from full or partial leave, enrollment uncertainty, or other reasons not related to a teacher's job performance. This protects the school district from employing individuals whose services may not be required in the next school year. It also provides our administrators with greater flexibility in creating a staffing plan. When staffing requirements are more fully known, we will be in a better position to re-employ these staff members.

Motion by Wilson, second by Juby, to approve the above-listed item 6.2 as presented. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

6.3 Annual Resolution for Joint Agreement as Part of the FVCC (Policy 2451.01)

The Superintendent reported that the Fox Valley Career Center does a lot for our district, and the resolution does have to be approved each year.

Board comments, questions, discussion: This partnership is a gem, and we appreciate all that this partnership does for our students.

Motion by Juby, second by Stith, to approve the above-listed item 6.3 as presented. 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

7.1 Policy Updates-First Reading

7.1.1 Policy 8500, Food Services, **Revised**

7.1.2 Policy 8540, Vending Machines, **Revised**

7.1.3 Policy 8550, Competitive Food Sales, **Revised**

The Board will review these policies for a second reading at their next regular meeting.

7.2 2016-2017 Preliminary Staffing Plan (Policies 3120, 4120)

Assistant Superintendent Law presented to the committee the Preliminary Staffing Plan for the 2016-2017 school year. Over the past four months, the Administration has been engaged in a process of identifying staffing priorities in each of these strategic goal areas that are responsive to the changes in our priorities and to those thrust upon us by the Federal government, Illinois General Assembly, Illinois State Board of Education and societal and community expectations. Based on these deliberations, we are recommending the following positions: Science Instructional Facilitator (1.0 FTE) for K-8; Instructional Coaches (1.2 FTE) for the high school; Student Assistance Coordinator (0.5 FTE) for elementary; Psychologist (1.0 FTE) for elementary; HVAC Certified Position (1.0 FTE) for the district; Lead Grounds Stipend for the district; and Warehouse Manager/Maintenance Stipend for the district. The cost of many of these are being covered by offsets and grants, so the projected additional cost for these added positions/stipends is \$134,000. More detailed information on each of these positions/stipends can be found on our [website](#).

Board comments, questions, discussion: Instructional coaches can't be funded through grant dollars but other positions could be, so have you identified another position? (There are guidelines with grant dollars. Our grant funds are for targeted schools, so we cannot fund a district wide position with these funds. A reading coach at a targeted school could be funded through the grant, so this is what we are looking at.) For the HVAC position, do we have any idea about their access to the proprietary systems? (They would have access like we do, but physically programming would still have to be contracted with an outside contractor.) Appreciate how well thought out the staffing plan is, and glad we are bumping up the SAC and Psychologist positions. We need to continue to move in this direction.

8. INFORMATION

8.1 Suspension Report (Policy 5610)

8.2 Out-of-State Field Trip Request (Policy 2340)

9. CONSENT AGENDA (Bylaw 0166.1)

9.1 Monthly Financial Reports & Interfund Transfers

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

Resignation Certified Staff

Jankiewicz, Rachel, GHS, Speech Language Pathologist, 1.0 FTE, effective 5/26/16

Keyzer, Mary, GHS, Social Studies, 1.0 FTE, effective 5/26/16

Reclassifications Certified Staff

Swanson, Ashley, FS, .80 FTE Special Education to 1.0 FTE Special Education (15-16 school year), effective 3/15/16

Long-Term Substitutes Certified Staff

Zimmerman, Kristin (Becky Giltz), HSS, Grade 3, 1.0 FTE, effective 3/8/16-4/20/16

Clark, Tyler (Marc Nesci), GHS, Special Education, 1.0 FTE, effective 3/23/16-5/5/16

Family & Medical Leave Certified Staff

Giltz, Becky, HSS, Grade 3, 1.0 FTE, effective 3/8/16-4/20/16
Kimball, Gigi, GMSN, Librarian, 1.0 FTE, effective 4/4/16-5/26/16
Nesci, Marc, GHS, Special Education, 1.0 FTE, effective 3/23/16-5/5/16
Ring, Maggie, FS, Speech Language Pathologist, 1.0 FTE, effective 2/29/16-4/22/16
Szkola, Linda, GHS, Special Education, 1.0 FTE, 4/4/16-4/22/16

New Hires Support Staff

Reyes, Eugenio, GHS, 2nd Shift Custodian, 12 month, effective 3/15/16
Low, Andrea, HSS, Registered Nurse, 9 month, effective 8/22/16

Resignations Support Staff

Weber, Nicole, GHS, Hallway Supervisor, 9 month, effective 3/4/16
Kunzelman, Jacob, GHS, 2nd Shift Custodian, 12 month, 3/16/16

Reappointments/Reclassifications Support Staff

Delabar, Barb, FS Special Education Assistant, from 17 hours a week to 28 hours a week (15-16 school year) 9 month

Family & Medical Leave Support Staff

Benedict, Ron, MCS, Head Custodian, 12 month, effective 3/7/16-5/2/16

Long-Term Substitutes Support Staff

Hamilton, Alyssa (Lisa Case), GMSS, Special Education Assistant, 9 month, 4/4/16-5/26/16

9.3 Updated 2015-2016 Board Meeting Calendar (Bylaw 0165.2)

9.4 2016-2017 IHSA Membership Renewal

9.5 Employee Assistance Program

9.6 Gifts, Grants, Bequests: \$3442.66, WES PTO, Green Screen Photo Kit for Good Morning Williamsburg Team (\$454), Sketchbooks for Art (\$450), 4 HOKKI stools 2nd grade team (\$380), Sphero programming-coding for Building Technology(\$880) and Robotics for K-2 for Building Technology (\$720)(Policy 7230)

9.7 Gifts, Grants, Bequests: \$4,000, Honeywell Sensing & Productivity Solutions and The Intermec Foundation, for the GMSS Science Day (Policy 7230)

9.8 Gifts, Grants, Bequests: \$9045.01, Wasco Nursery & NRC, donation of two 2”diameter Chinkapin Oak trees for each our seven schools within the city limits and an additional Red Oak tree at WAS (Policy 7230)

9.9 Request to Lease: \$54,150, Midwest Transit, 1 year lease for 4-27 passenger buses (\$31,768) and 1 year lease for 3 multi-function activity buses (\$22,382) (Policy 6320)

9.10 Request to Purchase: \$64,600 (pre-discount), ISI Communications & Comcast Business, internet services (Policy 6320)

9.11 Request to Purchase: \$123,562, Heartland Business Systems, Palo Alto 5020 Firewall, 3 year agreement (Policy 6320)

9.12 Bid Summary/Award: \$87,192, Midland Paper Company, copy paper for the 2016-2017 school year (Policy 6320)

Motion by Nowak, second by Juby, to approve the above-listed items 9.1-9.7 and 9.9-9.12 as presented. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

Motion by Stith, second by Nowak, to approve the above-listed item 9.8 as presented. On roll call, Ayes, six (6), Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, one (1), Juby.

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, 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

One Board member indicated that there was discussion tonight about the pre-preliminary budget, and everyone on the Board knows where we stand, but in previous years we have gone through individual sections separately and never really had a big talk this early about how the overall budget is

impacted. This year, with all the potential changes coming out of Springfield, we decided it was appropriate to see where we fall in total on the budget and to see how that may impact decisions made on separate budgets. We know we have deficits to review and assumptions in budget that, as we move forward, we can hopefully shed some light on. We will probably recommend changes to the budget as we move forward. Two Board members attended the Scariano, Himes & Petrarca 36th Annual School Law Seminar. The keynote speaker was Ralph Martire who presented on the Illinois fiscal crisis. We talked about the implications of Senate Bill 100 and transgender student discrimination in Palatine. There were also breakout sessions that both attended. It was a great seminar. One Board member spent the weekend with the Board of Directors at IASB working on their constitution. Conference numbers were up, and the big topic was concussions. There has also been discussion on districts consolidating to decrease the number of school districts in Illinois. The Communications Task Force met today, and they discussed the upcoming Community Engagement Workshop with IASB on May 16th. They also discussed having the 100th Year Anniversary for Coultrap in the fall as opposed to the spring. Board members also attended the Technology Committee meeting and the Facilities Task Force meeting, both which were very productive. We are still discussing details in Facilities regarding the mobile classrooms.

12. NOTICES / ANNOUNCEMENTS

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/2(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 8:30 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, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Motion carried unanimously.

At 9:21 p.m., the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

14.1 O&M Work Agreement

Motion by Wilson, second by Juby, to approve the above-listed item 14.1 as presented. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

15. ADJOURNMENT

At 9:22 p.m., motion by Juby, second by Nowak, and with unanimous consent, the meeting was adjourned.

APPROVED April 11, 2016
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING SECRETARY

