



**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 Tuesday, October 13, 2020, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER (Policy 2:220)**

1. Roll Call
2. Welcome
3. Pledge
4. Reminder to sign attendance sheet

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

Board members present: President Taylor Egan, Vice President Mike McCormick, Larry Cabeen, Dan Choi, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Alicia Saxton.  
 Late: None. Absent: None.

The President welcomed everyone and lead them in the Pledge of Allegiance.

District staff present: Laura Sprague, Communications Coordinator; Shonette Sims, Director Learning & Teaching; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Steve McHugh, Jason Flaks.

Motion by Lamb, second by Cabeen, to move item 10 to item 6. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

**2. APPROVAL OF MINUTES (Policy 2:220)**

1. Regular Session, September 28, 2020
2. Executive Session, September 28, 2020

Motion by Juby, second by Cabeen, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

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

1. Second Semester Learning & Teaching Planning Update – Dr. Barrett  
 Dr. Andy Barrett and Mrs. Shonette Sims presented second semester planning, sharing that the District began this year with hybrid learning and online learning options. Families who chose online learning were asked to commit through at least December 2020. Due to staffing and capacity issues, in-person options may be limited when and if an in-person return is considered. The District will closely monitor the most up-to-date information and develop options for January 2021 and beyond. Currently, there are 300 elementary, 130 middle school and 150 high school students in online-only

learning. To build the current model, the district had to adjust such things as collapsing sections, reducing course offerings, reducing elective offerings, and creating dedicated online-only learning sections. The critical questions that must be asked now are: How are the current models structured? What are the implications for any potential learning model changes? What hopes might families have regarding learning models beyond January of 2021? There are different model transitions to consider at each level. The important implications are teacher assignment, course assignment and offerings, learning locations, educator insights and staffing parameters, impact on all stakeholders, and family perspective regarding many conditional variables. The District plans to gather insights from parents regarding their children's learning settings for second semester by distributing a general survey to families of enrolled students. Once the results are in, we will review and analyze, return to communicate potential solutions, and then develop plans for implementation.

Board comments, questions, concerns: Are the high school courses mostly year-long courses? (There are year-long and semester courses.) Could we keep the survey out longer? (Yes.) And communicate better that it is out there? (We talked about that today.) I like the idea of a survey, but can we link this portion of the meeting video with the survey so that parents truly understand what is being asked? (We could do that.) At the last meeting, it was asked if we could just retrofit a warehouse or something to accommodate students. Is there school code regarding this? (Yes, there is school code, as well as, health, life, safety requirements and codes. We do appreciate the creativity though.) It is important to make the parents' choices reflect on the current situation. Based on our success at this point, I think there will be more parents interested in sending their students back to school. As we plan and develop more, then we will come back with more detailed information. What we have heard from the last survey is that we need to make sure that everyone knows about the survey, and that we explain why it is important for parents to complete it.

#### 4. **LEGISLATIVE UPDATES**

*Board Member Code of Conduct #8 - "I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonable knowledgeable about the local, State, national, and global education issues."*

There is nothing new to report.

#### 5. **SUPERINTENDENT'S REPORT (Policy 3:40)**

The Superintendent shared that MAP testing has been taking place and right now we are implementing the PSAT's for our juniors at the high school beginning tomorrow. Those are important gauges, because they give us feedback on our curriculum and how we are doing with our students. It is especially important at this time that we have different platforms for learning. We are anxious to do this testing and look at the data, not just for the year, but in a longitudinal sense for several different years. Again, thank you to our community and our staff for all that they are doing to make this work. We appreciate everyone.

#### 10. **PUBLIC COMMENTS**

*Per Board Policy 2:230, attendees wishing to formally address the Board during Public Comments must register their intention to participate in person by completing a **Public Comments Form** [at this link](#). Copies will also be made available and collected at the entrance.*

Steve McHugh, who spoke at our last meeting and presented a resolution regarding safe gun storage, suggested that if we pass the resolution this evening, that we track how many people read the letter. This is an annual letter that goes out, so if you find that not a lot of people read it this year, then you can adjust for next year. He also shared that if any parents ask for a lock, that he has cable gun locks available.

A parent and Geneva 304 staff member shared that it has been great making music with the students in person, even if it is in the parking lot. It has been a ton of extra work, but there is no substitute for being in-person with students. He wanted to bring a concern forward about data transparency as we move closer to winter. As we move closer to a time where it has been predicted there could be a second wave of COVID cases, he would like for the district to increase the level of data that is being shared with both staff and community. It is important the all the stakeholders have a clear picture of how well we have done of protecting the health and safety of students and staff. To date, the communication from the district has been timely and consistent each time someone has contracted

COVID. He has been notified by the school his children attend in Geneva and this information does not provide enough specifics to assess how things are going district wide. While he knows how many cases his children's school has had, he would also like to know how many cases there have been district wide, when the cases occur, how many are staff, how many are students, and how many students and staff are in quarantine at a given time. Without this information, it is hard to see how the trend is emerging, and as a parent and staff member, he wants to have confidence in his decision to have his children attend in-person, as well as himself. It has been said that these cases are being spread from outside of our district, which speaks to the hard work of many. Other districts that are sharing more information with their stakeholders and they have a clearer picture of how things are going. You will soon be asking parents to choose if they will be participating in the hybrid or the online-only method for the second semester. In the coming months, as the district re-evaluates in-person learning, this should be a conversation that involves all stakeholders. Thank you for all your hard work in making the hybrid model a reality, but please consider this request to provide more transparency.

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

### **1. Tax Year 2020 Tentative Tax Levy (Policy 4:10)**

Dr. Dean Romano presented the tentative tax levy, sharing that the tax levy, budget and cashflow are all intertwined within the financial operation of the District. The purpose of the local property tax is to access funding to maintain and enhance the programs associated with providing all Geneva 304 students with a high-quality educational experience. Local property taxes represent approximately 85% of the total school district revenue. The amount of the district's authorized tax rate is determined by the total amount of the taxes levied by the Board of Education. To ensure that we do not lose revenue relating to the "tax cap" formulas, we "safeguard" levy, or levy a slightly larger amount than what will be received. The capped funds for 2020 are 3.75%. A 0.75% safeguard would capture all revenue of up to \$21,475,000 in new property. The District is expected to receive about 2.97% in new revenue for the general operating funds and the total taxes to be estimated would represent an overall estimated increase of 2.2%. The next step in the levy process will be for the final proposed levy to be developed and approved by the Board on November 16.

Board comments, questions, concerns: Given that we are in this environment where we can project accurately, the 0.75% safeguard is okay. If we were in an environment that was futile, we could be off. The fact that we are asking for this safeguard tax does not affect any current homeowner and what they are going to pay. It only helps us capture any new property we may not have anticipated. If we did get into more volatile construction, having the safeguard would allow us to provide enough cushion to bring in all the new construction and not miss any. (This is an opportunity for us to have something in place to define the mechanism for why we do it and defined reasoning for what it is. This number is a bit more conservative than last year.) Thank you to Mike and Dave for their extra work on this.

Motion by Lamb, second by McCormick, to approve the above-listed levy, item 1. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

### **2. Student Safe Storage Resolution**

The Board President shared that the signature portion of the resolution has been removed and is not sure how the district would track who reads this as suggested by Steve McHugh. This is information for parents and students, so not sure how this would benefit the district.

Board comments, questions, concerns: It brings us back to the issue of the signature. Will this go out proactively or will it be on our website? (It will go out in the Online Backpack.)

Motion by Cabeen, second by Juby, to approve the above-listed resolution, item 2. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

### **3. Board Action on Red Ribbon Week Resolution**

Motion by Cabeen, second by Saxton, to approve the above-listed resolution, item 3. On roll call,

Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

4. Discussion & Potential Action on School Calendar Updates

Dr. Andy Barrett shared that staff needs more planning time, as a lot of hard work goes into making our in-person and online learning successful. The State provided districts with five remote planning days. Two of those days were used at the beginning of the school year. With the remaining days, we have broken them out into six half days. These six half days, along with other half days will be remote days for all K-12 students.

Board comments, questions, concerns: There are surrounding districts that are now moving to the hybrid model. Our staff has been doing this since day one and there has been a lot of chatter from surrounding districts about how much work this is. We need to remember in the community, as we see if this is passed tonight, that this is a result of a lot of hard work. This has been a very collaborative process to date.

Motion by Juby, second by McCormick, to approve the above-listed calendar, item 4. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

7. **WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION**

1. Policy Updates: First Reading – **Updated and Reviewed** (Policy 2:240)

1. Policy 7:340, Student Records - **Updated**

This policy will go forward to the next meeting for a second reading.

8. **INFORMATION**

1. Board Meeting/Presentation Schedule
2. FOIA Requests

9. **CONSENT AGENDA**

1. Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)

Family and Medical Leave Certified Staff

Rogers, Meggan, MCS, Learning Behavior Specialist, effective 11/20/20-2/12/21

Sharko, Josh, GMSS, Language Arts, effective 11/30/20-1/1/21

Sheridan, Marianna, HES, Grade 4, effective 10/26/20-10/30/20

Leave of Absence Certified Staff

Bryant, Molly, GMSS, Language Arts, effective 10/19/20-12/18/20

Long-Term Substitutes Certified Staff

Frey, Megan, WAS, Kindergarten, 1.0 FTE, effective 10/27/20-12/18/20

Mundry, Stephanie, MCS, Grade 3, 1.0 FTE, effective 10/19/20-1/29/21

Mundry, Stephanie, HES, Grade 4, 1.0 FTE, effective 2/16/21-5/17/21

Prefountain, Kara, GELP, Learning Behavior Specialist, 1.0 FTE, effective 11/30/20-3/9/21

New Hires Support Staff

George, Beau, All Buildings, Custodian Floater, effective 10/26/20

Malay, James, Transportation, Bus Driver, effective 9/29/20

McDonald, Amanda, Transportation, Bus Driver, effective 10/9/20

Morales, Veronica, All Buildings, Custodian Floater, effective 10/13/20

Stratton, Stephen, All Buildings, Custodian Floater, effective 10/8/20

Ventresca, Tom, All Buildings, Bus Driver, effective 9/29/20

Wilson, William, Transportation, Bus Driver, effective 9/29/20

Resignations Support Staff

Cook, Kerry, GMSS, Custodian, effective 10/16/20

Palacios, Kelly, CO, Benefits Specialist, effective 10/16/20

Haney, WAS, Reading Tutor, effective 10/6/20

Hamilton, Nancy, GMSS, Administrative Assistant, effective 11/24/20

Reclassifications Support Staff

Horn, Lisa, WAS, Lunchroom Supervisor MCS to Special Education Assistant WAS  
Teti-Teal, Frankie, GMSS, Special Education Assistant to Lunchroom Supervisor  
Retirement Support Staff

Bailey, Jeanne, GHS, Administrative Assistant, effective 1/4/21

2. Accounts Payable (Policy 4:50)
3. Gifts, Grants, Bequests: \$10,263.71, WAS PTO, for classroom supplies (Policy 8:80)
4. Gifts, Grants, Bequests: \$1,372, Abbvie, for field trips or other classroom related projects at WAS (Policy 8:80)
5. Gifts, Grants, Bequests: \$3,100, FES PTO, for books, field tips/educational activities, supplies (Policy 8:80)
6. Gifts, Grants, Bequests: \$500, Anonymous Donor, for HES to purchase library books (Policy 8:80)
7. Request to Purchase: \$35,616 (\$11,872 per year), EdPrivacy, annual subscription for 5,300 students

Motion by Juby, second by Cabeen, to approve the above-listed, items 9.1-9.7. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

**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*

Board members thanked staff for their hard work in preparing for the second semester. The next Board packet will include IASB resolutions that will be voted on at the Delegate Assembly on November 14. The resolutions can be found on the IASB website if Board members would like to review them in advance. Feedback is welcomed. A postcard was sent out regarding the IASB Virtual Summit on November 20. If you have not registered, you are encouraged to. Next week Board members will begin attending PTO meetings. This past week the Board President was asked by the Introduction to Education class at the high school to talk about what it is like to be a Board President. This is what we enjoy most about our job. The Culinary Arts class has taken a creative path and is using the Hello Fresh Program for the students. It is great to see how creative our staff have been.

**12. NOTICES / ANNOUNCEMENTS**

**13. ADJOURNMENT**

At 8:26 p.m., motion by McCormick, second by Cabeen and with unanimous consent, the meeting was adjourned.

APPROVED October 26, 2020  
(Date)

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

\_\_\_\_\_ RECORDING SECRETARY