

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

The Board of Education of Community Unit School District Number 304 met in a retreat session on Monday, November 9, 2020, at 6:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**NOTICE AND AGENDA**

**BOARD RETREAT MEETINGS**

Monday, November 9, 2020

6:00 p.m. @

Coultrap Educational Services Center  
227 North Fourth Street, Geneva, IL

**1. CALL TO ORDER**

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Pledge
- 1.4 Reminder to Sign Attendance Record

The meeting was called to order at 6:00 p.m. by President Egan.

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

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

District staff present: Laura Sprague, Communications Coordinator; Shonette Sims, Director for Learning & Teaching; Anne Giarrante, Director for Student Services (via Teams); Mike Wilkes, Director for Technology; Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Adam Law, Assistant Superintendent for Personnel Services; Dr. Kent Mutchler, Superintendent.

**2. PUBLIC COMMENTS**

None.

**3. BOARD DIALOGUE TOPICS**

**3.1 2020-2021 Board Goals Discussion**

Board members, along with district administrators, discussed and reviewed Board goals. The goals and topics covered included:

At 6:04 p.m., Dr. Andy Barrett and Shonette Sims joined the meeting

Learning & Teaching

- K-8 students will demonstrate high growth in learning through comparison of scores on the NWEA MAP assessments.

Board comments, questions, concerns:

- GHS students will demonstrate high achievement in learning through performance scores on the SAT.
- Leverage instructional technology to foster high quality, learning focused professional development.

At 6:42 p.m., Dr. Andy Barrett and Shonette Sims left the meeting.

At 6:43 p.m., Laura Sprague joined the meeting.

### Parents & Community

- Engage Geneva 304 stakeholders regarding updates in our school community through thoughtful and insightful storytelling on a regular basis.
- Promote the school district's vision-centered culture and Tradition of Excellence through multiple digital communication channels that result in continued community engagement on District's social media channels.
- Foster a culture of positive community relations through meaningful discussion among multiple voices that encourages informed decision-making through the Superintendent's Communications Task Force.

At 7:14 p.m., Laura Sprague left the meeting.

### Business and Finance

- Develop an efficient and effective working budget for the 2020-2021 school exclusive of possible COVID-19 factors.
- Complete a Comprehensive Annual Financial Report for the 2019-2020 school year.
- Conduct projection modeling for the 2021-2022 school year and identify operational spending changes to improve financial outlook resulting from COVID-19 and other financial challenges.

At 7:23 p.m., Anne Giarrante joined the meeting via Teams.

### Student Services

- The Student Services Department will reach measurable and rigorous targets of 100% for State Performance Plan (SPP) compliance indicators.
- Consider and develop systemic approaches and procedures to maintain efficacy during the COVID-19 crisis/pandemic.

At 7:39 p.m., Anne Giarrante left the meeting.

At 7:40 p.m., Dave Lamb left the meeting and Mike Wilkes joined the meeting.

At 7:42 p.m., Dave Lamb joined the meeting.

### Technology

- Create a cost-effective multi-year technology plan that will provide a model to sustain 1:1 learning for all K-12 students.
- Reduce the risk of email-based cyber threats targeting staff.

At 8:03 p.m., Mike Wilkes and Dan Choi left the meeting.

At 8:04 p.m., Dr. Adam Law joined the meeting

At 8:05 p.m., Dan Choi joined the meeting.

### Human Resources

- Actively recruit, train, and promote quality administrators, teachers, and staff.
- All employee groups will demonstrate compliance with trainings through the Global Compliance Network.
- Completion of non-tenured teacher evaluations.
- The Bus Driver Working Conditions Agreement will be successfully updated and approved by the Board of Education.

At 8:23 p.m., Dr. Adam Law left the meeting.

### Operational Services

- Complete projects listed as priorities on the Health, Life, Safety reports generated with architectural consultants as part of the Illinois State Board of Education requirements.
- Formulate short- and long-term plans for scheduled capital improvements with

analysis to explore possible cost saving and efficient products.

The Board concluded the discussion with administrative and professional development goals.

**4. ADJOURNMENT**

At 8:42 p.m., motion by Cabeen, second by Choi and with unanimous consent, the meeting was adjourned.

APPROVED December 14, 2020 \_\_\_\_\_ PRESIDENT  
(Date)

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