



**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 24, 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)

- 1.1 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 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: Scott Ney, Director for Facility Operations; Anne Scalia, Director for Student Services; 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: Suzanne Skeens, Cindy Blayney, Ron Fabbi, Carolyn Quinn, Lisa Gratz, Leah Stevens.

Motion by McCormick, second by Juby, to approve moving public comments after item 3. 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)

- 2.1 Regular Session, August 10, 2020
- 2.2 Executive Session, August 10, 2020

Motion by Cabeen, second by Juby, 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

- 3.1 Return to School Safety Measures Presentation

Dr. Mutchler shared that all the staff were in last week to see the work that has been done over the summer and to join us in collaborative planning. It was a very productive week, ranging from issues specifically related to cleaning, as well as, Human Resources and Learning & Teaching. The presentation tonight will give some highlights to help reassure people that we are opening safely, in-person, next Monday.

Carolyn Quinn from Pike Systems shared the difference between cleaning and sanitizing. Cleaning is the process of removing visible soils from the surface. Sanitizing is the process of removing some germs from the surface. Disinfecting is chemically removing or killing germs on surfaces. The Environmental Protection Agency (EPA) regulates and determines which chemicals kill what. We worked very hard to create a program that allows us to use the safest products available knowing that we would need to collaboratively clean.

Dr. Dean Romano reviewed the process for students riding the bus. Students should be socially distanced and wearing a mask while waiting at the bus stop. Additional masks will be available if a child forgets theirs. All students will ride the bus, even if they do not have their self-certification sheet. No one can be left behind. Students will have assigned seats, siblings will be assigned to the same seat, and there will be no more than 49 students and one driver per bus. The seat behind the driver will not be assigned to any students. The only time students will pass each other on the bus is at the end of the day. At the end of every route, the bus driver or transportation staff will disinfect the bus. Windows will be open weather permitting and the only person that should open them is the driver.

Scott Ney reviewed snack time, passing periods and teacher cleaning procedures. During snack time, surfaces should be cleaned before and after each use. Before a student leaves a classroom for passing period, they must clean and sanitize their desk. All classrooms were provided with the supplies needed to sanitize. After students wipe down their desk, the teacher sprays the desk with a disinfectant. There are other shared items, like sewing machines and microscopes, in which teachers have received alcohol wipes for cleaning them.

Dr. Romano reviewed lunch time. Each morning, the staff or students will login into their Teams account, where there will be a link that takes them to the page to order lunch. There will be another link that will have what the meals are for that day. Teachers will assist younger students in making their selection. The system is setup to take the last selection made before 9 a.m. and that will be what is provided for the student. These orders will flow through PushCoin, where parents will still be able to see what their child ordered. Lunches will be labeled and delivered to the appropriate lunch zone. There will be no lines, which will speed up the process. At the elementary level, we will have one lunch area for period A and period B to allow staff to clean. At the middle schools and high school, we built in enough time for cleaning and disinfecting.

Carolyn shared that, for the Custodial Cleaning Plan, there are three steps: establish for protection, educate for protection, and inspect for protection. In the first step, this is where we are looking at all the safety guidelines. The definition of a high-touch surface is a surface touched many times throughout a day by many people. We have broken high-touch surfaces into two categories. Category one is high-touch surfaces that need to be cleaned multiple times throughout the day. Category two is surfaces that need to be deep cleaned overnight. In the second step, we created a training curriculum. The custodial staff is going through an infection control certification program. In the last step, this is where we verify what is actually happening. The district will be using a cloud-based inspection that staff are expected to be following.

Board comments, questions, concerns: Could you go into more detail about the cloud-based inspection? (There are several ways to collect data, but the method we are going to be using is marking surfaces with an ultraviolet pen that is only visible with a black light. After second shift cleans, we will go back through to make sure the marks have been removed.)

District nurses Cindy Blayney, Leah Stevens and Lisa Gratz shared that the primary objective is to establish protocols for health and safety that will support the school community in the everchanging landscape of instruction, in-person or remote learning under COVID-19 and to work collaboratively with health departments, offices of education and administration to maximize learning and minimize instruction interruptions as much as possible.

Symptom Review – We follow the COVID symptoms per the CDC and IDPH. There is a wide range

of symptoms with varying severity and most people will have symptoms within 2-14 days after exposure. There is no vaccine, so the best prevention is to minimize exposure.

Screening & Prevention – We are asking all families to complete a one-time agreement that goes over all the symptoms they should be monitoring for every day. Parents will also do a daily self-certification before they send their children to school. Staff have been asked to do the same.

Personal Protective Equipment – Face masks must always be worn, starting from entry onto the bus to departure at the end of the day. There are student discipline procedures for students who choose not to comply. All employees have been provided with masks and a face shield. Face masks will be available in all buildings and busses.

Terminology – Quarantine is 14-days for those who have or may have been exposed. Isolation is for 10-days for symptomatic people. Contact tracing will be done daily. We have created different procedures based on whether you are person A, B, C or D. Person A is someone who has tested positive. Person B is anyone living in the same household as a person who has been isolated. Person C is anyone coming in close contact with Person A. Person D is anyone that has not been around Person A, but has been around Person B or C. For students, seating charts are a big part of contact tracing.

Typical Return to School/Work – Staff and students can return after at least 10 days have passed since symptoms first appeared, the individual has been fever free for 24 hours without the use of fever reducing medications, and the individual has improvement of symptoms.

After Quarantine and Remaining Asymptomatic – Asymptomatic close contacts should self-quarantine for 14 days after last exposure and follow the recommendations of public health authorities. A negative test result for contacts does not change the length of quarantine. It is still 14 days.

Board comments, questions, concerns: Why is isolation 10 days and quarantine 14 days? (Because it takes up to 14 days to show symptoms. Isolation is 10 days, because the person is already sick and that is how long symptoms typically last.) Once a student goes home, gets a test and it is negative, then is he immediately allowed back into school? (It depends on the symptoms and diagnosis.) The challenge with the current guidelines is that any one symptom could lead us to believe you could have the virus. When a child is in their classroom, and they start to feel ill, the teacher calls the nurse correct? (Yes.) Is that student sent right to the isolation room? How are we separating the sick from those with medical needs? (We can meet the student in the hallway before they enter the nurse's office to assess the symptoms to decide if they should be isolated.)

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.*

Parents shared suggestions and concerns for the beginning of the school year. One parent suggested that the district provide links to detailed instructions and video's that would assist parents, of online only students to help their children with their daily work. Another parent shared that there seems to be a lack of leadership within the district and that there needs to be more communication with the community. They also have concerns for their child and the instruction that they will receive.

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 there was a great deal of collaboration with staff last week with professional development, as they prepare to welcome students back next week. This week, we are

giving everyone an opportunity to get comfortable with the safety and health protocols, as well as, providing more professional development.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

6.1 Policy Updates: Second Reading – **Updated and Reviewed** (Policy 2:240)

6.1.1 Policy 2:220, Board of Education Meeting Procedure – Updated

6.1.2 Policy 4:180, Pandemic Preparedness – Updated

6.1.3 Policy 7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students - Updated

6.1.4 Policy 7:190, Student Behavior – Updated

Motion by Juby, second by McCormick, to approve the above-listed policies, items 6.1.1-6.1.4. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

6.2 Resolution Authorizing Intervention in Proceedings Before State of Illinois Property Tax Appeal Board

Motion by Cabeen, second by Juby, to approve the above-listed resolution, item 6.2. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

6.3 Approval of the 2020-2021 Tentative Budget (Policies 2:20, 2:110, 4:10, 4:60)

Dr. Dean Romano reviewed the tentative budget, which was presented at the last meeting. The final budget will be voted on at the September 28th meeting.

Board comments, questions, concerns: Is the \$81,000 for the EVF, is that new money? (No.)

Motion by McCormick, second by Lamb, to approve the above-listed tentative budget, item 6.3. 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

8. INFORMATION

8.1 Board Meeting/Presentation Schedule

8.2 FOIA Requests

9. CONSENT AGENDA

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

New Hires Certified Staff

Alcala-Gates, Dawn, WAS, Grade 1, 1.0 FTE, effective 8/17/20

Jensen, Jill, FES, Grade 4, 1.0 FTE, effective 8/17/20

Kuehl, Sandy, WES, Grade 3, 1.0 FTE, effective 8/17/20

Reclassifications Certified Staff

Johnson, Bridget, HES, Library Assistant to Grade 2 Teacher

McCloud, Nicole, WAS, Special Education Assistant to Grade 2 Teacher

Resignations Certified Staff

Gurgone, Frank, GHS, Project Lead the Way, effective 5/29/20

Long-Term Substitutes Certified Staff

Levin, Lea, WES, Grade 2, 1.0 FTE, effective 8/17/20-2/25/21

Family and Medical Leave Certified Staff

Anderson, Kristin, GMSN, Language Arts, effective 2/2/21-5/4/21

Forni, Taylor, GHS, Physical Education, effective 1/4/21-3/26/21

Yonkman, Jessica, HES, Grade 4, effective 2/16/21-5/17/21

Retirement Certified Staff

Swidenbank, Rene, GHS, German, 1.0 FTE, through 2022-2023

Marsh, Janice, FES, Grade 2, 1.0 FTE, through 2023-2024

Medernach, Daniel, MCS, Grade 5, 1.0 FTE, through 2023-2024

Striedl, Mary, GHS, Learning Behavior Specialist, 1.0 FTE, through 2023-2024
Luedtke, Sarah, GHS, English, 1.0 FTE, through 2024-2025
Nagle, Susan, GHS, Social Studies, 1.0 FTE, through 2024-2025
Spencer, Kathy, WAS, Learning Behavior Specialist, 1.0 FTE, through 2024-2025
Wyllie, Sherri, MCS, Kindergarten, 1.0 FTE, through 2024-2025

New Hires Support Staff

Ahuatl, Fermin, All Buildings, On-call Custodian, effective 8/24/20
Baier, Theresa, WES, Kindergarten Assistant, effective 8/17/20
Grams, Terri, WES, Special Education Assistant, effective 8/17/20
Kish, Mark, All Buildings, On-call Custodian, effective 8/17/20
Kruit, Lori, FES, Reading Tutor, effective 8/31/20
Patterson, Johanna, WES, Kindergarten Assistant, effective 8/31/20

Resignations Support Staff

Adam, Susan, WAS, Special Education Assistant, effective 5/29/20

Dismissals Support Staff

Fehrenback, Connor, All Buildings, On-call Custodian, effective 8/24/20

Reclassifications Support Staff

Boser, Ann, GHS, Hallway Supervisor 20 hrs/wk to 27.5 hrs/wk
Haney, Jen, WAS, Lunchroom Supervisor (HES) to Reading Tutor (WAS)
Lawrence, Sarah, GHS, Hallway Supervisor to In-school Suspension Supervisor
McBride, Helene, WES, Kindergarten Assistant 15 hrs/wk to 29.75 hrs/wk
Wagner, Tom, GHS, Hallway Supervisor 20 hrs/wk to 27.5 hrs/wk
Weber, Gretchen, GELP, Special Education Assistant 16.25 hrs/wk to 31.5 hrs/wk

Reappointments Support Staff

Cedergren, Christine, HSS, Kindergarten Assistant
Sweeney, Lindsey, MCS, Kindergarten Assistant

Family and Medical Leave Support Staff

Patterson, Tenese, GHS, Custodian, effective 7/28/20-8/31/20

Retirement Support Staff

Graue, Andrea, WAS, Special Education Assistant, effective 5/29/20

9.2 Accounts Payable (Policy 4:50)

9.3 Request for Purchase: \$535,350 Johnson Controls, Inc., for two 270 Ton York YVAA air cooled chillers at GMSN

Motion by Juby, second by Saxton, to approve the above-listed, items 9.1-9.3. 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

On Friday, Board members were invited to visit schools to speak to principals and staff. It seems that the staff that they spoke with are happy to be back and feel safe within their buildings. There have been a lot of emails and phone calls from parents and there have not been a lot of complaints. It seems everyone understands that this is a really difficult situation. The administrators have been working diligently on the opening of school, and parents and taxpayers know this. The nurses are dealing with students that are sick, and that is something very special. Teachers were thankful for the extra time they received to prepare for the beginning of the year. The Policy Committee had a policy today that is being forwarded to the full Board that will hopefully allow us to have some further conversations about. A Board member attended an IASB webinar on diversity, which was called "Are You Listening", that featured staff from District 308. Our Board should consider doing a retreat on diversity, as it is recommended by IASB. Thank you to Dr. Romano for his work on the tentative budget. It is not an easy task with all the moving parts.

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/(c)(2)]; LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR 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)]; 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)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:43 p.m., motion by McCormick, second by Cabeen, to go into executive session to consider matters pertaining to collective negotiating between the public body and its employees or their representatives; appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; litigation, when an action against, affecting, or on behalf of the particular 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; 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), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

At 9:11 p.m., the Board returned to open session.

- 14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

14.1 2020-21 Administrator Contracts

Motion by Lamb, second by McCormick, to approve the above-listed, item 14.1. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

- 15. ADJOURNMENT**

At 9:12 p.m., motion by McCormick, second by Cabeen and with unanimous consent, the meeting was adjourned.

APPROVED September 14, 2020
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING SECRETARY