



**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, September 14, 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, Larry Cabeen, Dan Choi, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Alicia Saxton. Late: None. Absent: Vice President Mike McCormick.

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

District staff present: Laura Sprague, Communications Coordinator; 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: Ron Fabbi.

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

1. Regular Session, August 24, 2020
2. Executive Session, August 24, 2020

Motion by Cabeen, second by Choi, to approve the above-listed minutes, items 1-2. On roll call, Ayes, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

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

**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 are no new updates.

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

The Superintendent shared that MAP testing is taking place, and there have been some problems, so we are asking for a wider window for testing. It is great that testing can be done in person. Thank you to our staff. They have done a great job getting students back in person, which is important. We know as educators that the best learning takes place when students are in the classroom. Thank you to our students for making it work. It is also important for students and staff to remember that if they

are sick to stay home. We ask that you continue wearing masks and social distancing. Thank you to our parents for working with us as we work through issues. This is a new year for all of us. A huge thank you to our health staff. Our nurses have done a great job, as has the health department. Hopefully, we will be back with all students before we know it.

## 6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

1. Resolution for Reduction in Force: Special Education Assistant (Policy 5:290)  
Dr. Law shared that due to a drop in enrollment in the Geneva Early Learning Program (GELP) we have found ourselves overstaffed with our special education assistants. We moved one special education assistant from GELP to Heartland Elementary School where there was a vacancy. The only issue was that at GELP special education assistants work 6.25 hours per day and at the elementary schools it is 6 hours per day. We do need to do a reduction in force of hours and give the assistant five days' notice.

Motion by Juby, second by Saxton, to approve the above-listed resolution, item 1. On roll call, Ayes, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

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

1. Policy Updates: First Reading – **Updated and Reviewed** (Policy 2:240)
  1. Policy 2:260, Uniform Grievance Procedure - Updated
  2. Policy 2:265, Title IX Sexual Harassment Grievance Procedure – New
  3. Policy 5:10, Equal Employment Opportunity and Minority Recruitment – Updated
  4. Policy 5:100, Staff Development Program – Updated
  5. Policy 5:20, Workplace Harassment Prohibited – Updated
  6. Policy 5:220, Substitute Teachers – Updated
  7. Policy 7:10, Equal Educational Opportunities – Updated
  8. Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment – Updated
  9. Policy 7:185, Teen Dating Violence Prohibited – Updated
  10. Policy 7:20, Harassment of Students Prohibited – Updated

Policy Committee Chair Leslie Juby asked for Board discussion on policy 7:10. Last year, the state had a task force that was looking into ways that they could support transgender, nonbinary, nonconforming students. They formulated their recommendation, and PRESS included updates to our current policy that has included language written by the Illinois State Board of Education. We do not generally talk about administrative procedures, but they are so well thought out. Her recommendation would be to adopt this new language.

## 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)

### New Hires Certified Staff

Corkery, Jean, GHS, Project Lead the Way, .6 FTE, effective 8/31/20

### FTE Adjustments Certified Staff

Byrne, Kerrigan, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Evans, Zach, GHS, Science, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Horrigan, Lynn, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Kosecki, Lauren, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Martin, Rich, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Miller, Aly, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Nesci, Marc, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Owens, Megan, GHS, Science, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester

Potsic, Kayla, GMSN, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester  
Rago, Angela, GMSN, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester  
Sutor, Derek, GHS, Learning Behavior Specialist, 1.0 FTE to 1.2 FTE 1<sup>st</sup> semester  
Family and Medical Leave Certified Staff

Marschinke, Allison, FES, Grade 1, effective 1/11/21-3/26/21

Poppen, Jenna, GMSS, Learning Behavior Specialist, effective 11/16/20-1/29/21

Girard, Ashley, GELP, Learning Behavior Specialist, effective 11/30/20-3/9/21

Leave of Absence Certified Staff

Bechtle, Laila, HES, Learning Behavior Specialist, effective 11/23/20-12/11/20

New Hires Support Staff

Smith, Marcia, HES, Library Assistant, effective 9/14/20

Zaragoza Lopez, Jose, All Buildings, Custodian Substitute, effective 9/14/20

Resignations Support Staff

Hiller, Cliff, TRAN, Bus Driver, effective 8/6/20

Japuntich, Joe, TRAN, Bus Driver, effective 8/25/20

McKittrick, Christie, HES, Special Education Assistant, effective 9/18/20

Meier, Leigh, HES, Reading Tutor, effective 8/24/20

Metz, Maryann, TRAN, Bus Monitor, effective 8/10/20

Worthel, Shirley, TRAN, Bus Monitor, effective 5/29/20

Reclassifications Support Staff

Read, Bailey, WES, On-call Custodian to 2<sup>nd</sup> Shift Custodian

Matousek, Matt, All Buildings, On-call Custodian to Grounds

Dismissals Support Staff

Schultz, Faith, GHS/WAS, Custodian, effective 9/8/20

Family and Medical Leave Support Staff

Peruba, Karen, GMSN, Special Education Assistant, effective 8/17/20-8/21/20

Estrada, Christina, GHS, Administrative Assistant, effective 9/3/20-9/15/20

Retirements Support Staff

Mittman, Greg, TRAN, Bus Driver, effective 8/13/20

Ward, Suzanne, TRAN, Bus Driver, effective 8/3/20

2. Accounts Payable (Policy 4:50)

3. Request for Payment #2: \$126,216.23, Slaten Construction, Inc., GMSN & GMSS Health/Life Safety Repairs

4. Request for Payment #2 & #3: \$87,345 & \$192,105, Malcor Roofing of Illinois, Inc., roofing repairs at GHS, HSS, GMSS, HES, WAS, MCS

Motion by Juby, second by Cabeen, to approve the above-listed, items 1-4. On roll call, Ayes, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

## 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.*

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*

There are a couple of things that have come up in conversations that we will be discussing to provide information to our parents. The first is whether we have a threshold as a district for the number of positive COVID cases before we would close a building or the district. This is a complicated topic to discuss, because we have a threshold for the flu, which is 10%. We have heard different percentages, but we need to remember that we have positive cases and we have exclusions. We must look at the actual positive cases and do the contact tracing. This will give us the best information. We will partner with the health department to determine if we have reached a threshold.

There have also been concerns regarding staff and whether we have enough subs. There are several things that could move us to remote learning. We would like to transition to all students every day, but we must follow the state guidelines. Did the enrollment in St. Charles drop to allow them to have all elementary students every day? (We cannot answer that.) If you have an outbreak at one school, does that mean you have to shut down the whole district? (No.) Is there a definite limit where we would have to go remote, because what I'm getting is that as long as we are comfortable, we will continue to perform as we are unless circumstances justify a change, correct? (Yes.) Our numbers are supporting the guidelines, and procedures we have in place are working.

Another topic that has been out there is eLearning. We talked about how we could make improvements to our program, and one suggestion was to move to one platform that was uniform across the district. What we are hearing from the community is the complaint that there are several different platforms being used across the district. Can you speak to this? (The first thing we need to know is what platforms are being used. Microsoft Teams was the common starting place where all students check in, place their lunch orders, etc. There are a variety of web-based tools to work with and interact with kids. It might be the case that we are using multiple tools among teachers. The idea was to have a common starting point, which we have. From a platform perspective, many of our English teachers use Study Sync. This is their English curriculum and tool. When we talk about multiple platforms, it is probably that teachers are using different tools, which can feel like you are going to different platforms.) It took a good week for my kids to get familiar with Teams, however, the teachers have done a great job of linking tools within Teams. (This is actually pretty good for this new paradigm we are working through.) Is it fair to say that these are tools that kids would have used in the classroom and not just adopted for remote learning? (Yes, and kids are probably more familiar with these tools than parents are. If we were in a normal world, we would not be using all these tools, as some are out of necessity.)

Board members attended the Facilities Task Force today. Pictures were sent out of the new chillers being installed at the middle school. The plumbing on one unit is complete, and it is operational. The second unit is well under way and should be up and running soon. The task force looked at the spacers in the cafeterias and talked about different hand sanitizers and product recalls. There seems to be enough curriculum to keep the kids busy on their off-site days. This is impressive how we have managed to make things work during this time. Thank you to our administration, Dr. Mutchler, teachers, and staff for making our plan work within the parameters of the state guidelines. We spent a lot of time making this work, knowing there would be COVID cases, and we are extremely satisfied with how we have handled each case. The first few days of a new school year are spent just getting comfortable and creating a routine. During a normal school day, there are many other things happening that fill the time that we do not see at home. All those years, we wondered what our kids did in school, and now we know. Living near an elementary, there have been opportunities to talk to students and parents as they head to school. Those conversations have been very positive. This truly is a team effort, and we encourage everyone to think about the bigger picture.

## 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 7:42 p.m., motion by Cabeen, second by Juby, 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, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

At 7:58 p.m., the Board returned to open session.

**14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

1. Memorandum of Understanding I
2. Memorandum of Understanding II

Motion by Juby, second by Saxton, to approve the above-listed memorandums, items 1-2. On roll call, Ayes, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, one (1), McCormick. Abstained, none (0).

**15. ADJOURNMENT**

At 7:59 p.m., motion by Juby, second by Lamb and with unanimous consent, the meeting was adjourned.

APPROVED September 28, 2020 \_\_\_\_\_ PRESIDENT  
(Date)

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