



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

The Board of Education of Community Unit School District Number 304 met in a retreat session on Monday, November 29, 2021, at 6:00 p.m. at Geneva Middle School South, 1415 Viking Drive, Geneva, Illinois.

**1. CALL TO ORDER**

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

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

Board members present: President Taylor Egan, Vice President/Finance Committee Chair Mike McCormick, Larry Cabeen, Dan Choi, Jackie Forbes, Tammie Meek, Policy Committee Chair Alicia Saxton. Late: None. Absent: None.

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

District staff present: Laura Sprague, Communications Director; Mike Wilkes, Director for Technology; Anne Scalia, Director for Student Services; Shonette Sims, Director for Learning & Teaching; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Todd Latham, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Mira Franco, Laura Petrucci, Kristin Jones, John Zimny, Emily Erickson, Brad Raschke.

**2. PUBLIC COMMENTS (Policy 2:220)**

(PRESS Policy 2:230) *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.

**3. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION**

1. 2021-22 District Goals Discussion

Administrators presented to the Board the district goals for their departments.

Learning & Teaching

- Student Growth Goal for K-8: Students will demonstrate high growth in learning through a comparison of scores on the NWEA MAP Assessment.
- GHS Performance Goal for High School: Students will demonstrate high achievement in learning through performance scores on the SAT.
- Vision & PD Goal: Leverage Instructional Technology to foster high quality, learning focused Professional Development.

Board comments, questions, concerns: How many AP courses do we have at the high school? (I

believe 17 but can confirm that for you. It increases every year. The only ones we do not offer are the very niche courses.) With the increase in AP courses are we seeing more demand? (There are certain courses that students are more interested in than others. This is the kind of data we need to look at. The higher AP courses are more for students who are going down a specific career path.) Do you see a lot of students taking AP courses that do not take the exam? (With COVID, there were issues, but most students do take the exam.) It would be nice to see a more well-rounded approach to all our students, because AP courses are not for all students. (We do have students that participate in the Fox Valley Career Center.) How do you monitor the intangibles? (Some of it is programmatic. There are conversations with Student Services and our counselors.) Can you talk more about professional development with teachers, and what the end goal is? (Most of this started pre-COVID. What we are really trying to see is if students are being successful.) It is important that we have measurable goals to make sure we are moving forward. Is there an optimal number of students for each course? If we have five in a course, are we consistently seeing five? (We can look at this and bring information back to you.) We need to see a goal for those that are not on the college track.

At 6:54 p.m., Dan Choi left the meeting.

#### Communications

- Engage & inform Geneva 304 stakeholders with the consistent production and distribution of District news and storytelling that celebrates the District's Vision-centered culture and Tradition of Excellence.
- Complete a District website transition to new page templates by the end of the FY22 year that incorporates actionable insights and feedback from the community survey.
- 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, consisting of community volunteers, board liaisons, and administration.

At 6:59 p.m., Dan Choi joined the meeting.

Board comments, questions, concerns: We talked about Board members participating in community events by having a table set up that would allow community members to talk with Board members directly and ask questions. Not sure if we could incorporate this into our goals or not.

At 7:07 p.m., Larry Cabeen left the meeting.

I commend all of you for everything you have done over the last two years.

At 7:08 p.m., Larry Cabeen joined the meeting.

Would it be possible to continually update our survey to continue to get community input throughout the year? What about QR codes? (We did talk about QR codes a few years ago and that is a great idea.) Parents need the website to be quick and easy to navigate. One thing we have heard a lot about is student voice. Not sure if this could be added into our goals, but this would be a great way for students to be heard and involved.

#### Business & Financial Services

- Develop an efficient and effective working budget for the 2021-2022 school year inclusive of ESSER Grant Funding.
- Complete a Comprehensive Annual Financial Report for the 2020-2021 school year.
- Conduct projection modeling for the 2022-2023 school year and identify operational spending changes to improve financial outlook.

Board comments, questions, concerns: Our job going forward is going to be more difficult with inflation and the supply chains. We need to try tightening our belts to get ahead of the inflation.

### 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 to maintain efficacy during the COVID-19 crisis/pandemic.

Board comments, questions, concerns: Are you seeing more students in programs that are resulting from COVID? (We are typically at 12-14%, and we have not seen that going up.) How many students are in the ALOP program? (We were at 50 at the end of last year.) Staffing is a huge concern for Student Services, as we are not seeing as many people going into these fields. We have had to get creative with how we provide services. Is there one specific area that needs to be focused on more than another? (We talk about this often. One area we look at is students who are hospitalized, how many come back to the ALOP program.) One easy goal would be staffing that would tie into Student Services.

### Technology

- Develop a comprehensive technology plan that will sustain 1:1 learning for all K-12 students.
- Reduce the risk of cyber threats.

Board comments, questions, concerns: Would it be appropriate to have a goal that is focused on collaboration or interactions? (This Cabinet works well across departments. The Bright Bytes data is where we are looking at the effective use of technology in the learning environment.) The work on the website would not be possible without the collaboration of technology. The simulations that we do shows us how staff is responding to training. Do you have data that shows that cyber threats have gone down? (Yes, and this year we have been able to do more simulations.)

### 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 Educational Support Service Personnel Working Conditions Agreement and the Operations & Maintenance Working Conditions Agreement will be successfully updated and approved by the Board of Education.

Board comments, questions, concerns: The strategy you are using when you have a retirement coming up is top notch. The retirement cycle always seems cyclical. Where are we with that? (Last year, there was only supposed to be two, but due to COVID we had more. This year we are slated to have four, but the following year may be larger.) Support is important, because we want to retain good teachers. In the past, we had discussed exit interviews, and we are not sure if it is more important now to do something like that. If there is a systemic issue, then it can be addressed, especially now with the shortage of staff. I am not sure if there is some way to incorporate something that gauges staff voice. Communication needs to be at its best now to retain staff. An annual check in with staff might go a long way. (Part of it is developing staff.) Do we still have the Collaborative Teacher Project? (It has been put aside for a while due to COVID.) Is there anything that you are sensing the teachers could use in terms of support? (I believe it is in December, but annually, we have our Board meet with our new teachers to hear about their experiences. As far as data on where staff are, we do have an Employee Assistance Program.) Dr. Law meets with teachers in the fall and spring to offer support.

### 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-term and long-range plans for scheduled capital improvements with analysis to explore possible cost saving and efficient products.

Board comments, questions, concerns: How is staffing? (It is getting better. We are still short about five custodians. The real problem is when someone is absent.)

**4. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO APPOINTMENT, EMPLOYMENT, COMPENSATION, OR DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC INDIVIDUALS WHO SERVE AS INDEPENDENT CONTRACTORS IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR SPECIFIC VOLUNTEERS OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE, A SPECIFIC INDIVIDUAL WHO SERVES AS AN INDEPENDENT CONTRACTOR IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR A VOLUNTEER OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY. HOWEVER, A MEETING TO CONSIDER AN INCREASE IN COMPENSATION TO A SPECIFIC EMPLOYEE THAT IS SUBJECT TO THE LOCAL GOVERNMENT WAGE INCREASE TRANSPARENCY ACT MAY NOT BE CLOSED AND MUST BE OPEN TO THE PUBLIC. [5 ILCS 120/2(c)(1). [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:39 p.m., motion by Cabeen, second by Choi, to go into executive session to consider matters pertaining to the appointment, employment, compensation, or discipline, performance, or dismissal of specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the local government Wage Increase Transparency Act may not be closed and must be open to the public.

At 9:01 p.m., the Board returned to open session.

**5. ADJOURNMENT**

At 9:02 p.m., motion by McCormick, second by Meek and with unanimous consent, the meeting was adjourned.

APPROVED December 13, 2021  
(Date)

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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