



**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, January 10, 2022, at 7:00 p.m. at Geneva Middle School South, 1415 Viking Drive, 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: Larry Cabeen, Dan Choi, Jackie Forbes, Tammie Meek, Vice President/Finance Committee Chair Mike McCormick, Policy Committee Chair Alicia Saxton, President Taylor Egan. Late: None. Absent: None.

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

District staff present: Tim Baker, Security Supervisor; Laura Sprague, Communications Coordinator; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

Others present: Erik Minalga, Brigid Buchman, Pat H., Linnea Mason, Stephanie Fellingner, David & Claudia Eichelberger, Steve McHugh, Jean Smith, Mira Franco, John Zimny.

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

1. Regular Session, December 13, 2021

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

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

1. Update on COVID Protocols & Information

Dr. Kent Mutchler shared that the district has met with the KCHD several times regarding guidance for school. Time was spent yesterday preparing for school today, and we are fortunate to have most of our staff. One thing that the KCHD did accept with the new guidance, was decreasing the time someone must quarantine. ISBE has made it clear that they want in-person learning, which is something we share with them. There are still some things up in the air. The COVID Task Force will meet tomorrow to continue to work through things.

Dr. Andy Barrett shared that before winter break, we started to see a rise in positivity rates, along with intermittent enhanced mitigation practices. The ongoing goal is to maintain and maximize in-person learning. The CDC has not changed masking guidance, distancing guidance, cleaning and air practices, current protocols for learning, co-curricular, and extra-curricular activities, and ongoing situational monitoring. They have changed isolation and quarantine guidance by shortening it to five

days for the public. On January 6, they declared these recommendations would apply to K-12 schools and released school-specific guidance. On January 7, IDPH (and KCHD) and ISBE indicated that schools should align with the CDC's guidance. Additional regulations and guidance are expected to be released soon. Updated guidance was sent out via email to families and staff. As we move forward, we will implement the new 5-day exclusion procedures, maintain current mitigation practices, continue monitoring cases and numbers, review forthcoming guidance documents and current practices, and adjust practices as necessary.

## 2. AE Program Review: Additional Background & Context

Dr. Barrett gave a follow-up presentation on the AE Program. He shared the history of the AE Program and program reviews, AE population implications, additional assessment considerations, and additional pilot information. Going forward, he will give a final presentation at the next Board meeting on January 24 that will include educator insights and additional follow-up, and potential board action.

Board comments, questions, concerns: Any thought of feedback on starting in 4<sup>th</sup> grade as opposed to 3<sup>rd</sup>? (This is information that we will bring to you next time.) With the larger structure, I'm wondering about the concern of shifting that one year and if there will be additional consequences, such as less engagement for 3<sup>rd</sup> graders? (Some of the feedback we will want to bring you is feedback from third grade teachers and their students.) You said testing at 3<sup>rd</sup> for 4<sup>th</sup> would help capture a more accurate group for the AE Program, so for the students tested in 2<sup>nd</sup> for 3<sup>rd</sup>, are we seeing those students continue into 5<sup>th</sup> or drop off? (We tend to see those that were identified continue through 5<sup>th</sup> grade, but we think there are more students that could be identified.) If it is moved to 4<sup>th</sup> and 5<sup>th</sup>, for the small number of students in 3<sup>rd</sup>, is there going to be some sort of supplemental opportunity? (Absolutely. There are resources that the teachers can use in the regular classroom.)

## 3. Educator Staffing & Challenges

Dr. Adam Law shared that a study done by the Illinois Association of Regional Superintendents of Schools (IARSS) showed that 77% of school districts believe they have a teacher shortage problem and 65% reported that it is getting worse. Districts reported that 17% of open positions are unfilled or filled with someone less than qualified for the position. The areas with the highest need are special education, mathematics, elementary general education, and English language arts. The hard to fill positions are psychologists, library/media specialists, and computer science. The Learning Policy Institute attributed teacher shortages to four main factors. The survey from IARSS asked what factors affected recruitment, which showed school/district resources, community atmosphere, salary/benefits, geographic location, and pension. The survey also indicated that there is a substitute teacher shortage that is worse than in past years. IARSS suggested strategies for change that would help assist districts with teacher shortages. Over the last several years, we have hired 289 of 475 teachers. The current impact of Geneva 304 has been unfilled teaching positions, potential overloads, and substitute shortages. The district's goal is to recruit and retain teachers by offering a Staff Induction and Mentoring Program the first year.

Board comments, questions, concerns: What is the current retention rate? (It is currently 90%.)

## 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."*

Jackie Forbes reported that the 102<sup>nd</sup> General Assembly is in session, however they are having some challenges with members out with COVID. She will continue to follow what they are doing, and report back at the next meeting.

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

The Superintendent shared that parents should stay tuned for any updates, particularly regarding COVID. There is no school on Monday for Martin Luther King Day. Thank you to our maintenance staff and bus drivers with the winter weather that has caused them to go that extra mile.

## 6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

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

1. Policy Updates: First Reading (Policy 2:240)
  - 7.1 Policy 2:20, Powers and Duties of the Board of Education; Indemnification – **Updated**
  - 7.2 Policy 2:105, Ethics and Gift Ban – **Updated**
  - 7.3 Policy 2:110, Qualifications, Term, and Duties of Board Officers – **Updated**
  - 7.4 Policy 2:120, Board Member Development – **Updated**
  - 7.5 Policy 2:220, Board of Education Meeting Procedure – **Updated**
  - 7.6 Policy 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes – **Updated**
  - 7.7 Policy 2:220-E3, Closed Meeting Minutes – **Rewritten**
  - 7.8 Policy 2:220-E5, Semi-Annual Review of Closed Meeting Minutes – **Updated**
  - 7.9 Policy 2:220-E6, Log of Closed Meeting Minutes – **Updated**
  - 7.10 Policy 2:220-E8, Exhibit- Board of Education Records Maintenance Requirements and FAQs – **Rewritten**
  - 7.11 Policy 2:260, Uniform Grievance Procedure – **Updated**
  - 7.12 Policy 3:40, Superintendent – **Updated**
  - 7.13 Policy 3:50, Administrative Personnel Other Than the Superintendent – **Updated**
  - 7.14 Policy 3:60, Administrative Responsibility of the Building Principal – **Updated**
  - 7.15 Policy 4:60, Purchases and Contracts – **Updated**
  - 7.16 Policy 4:120, Food Services – **5-Year Review**
  - 7.17 Policy 4:160, Environmental Quality of Buildings and Grounds – **Updated**
  - 7.18 Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming – **New**
  - 7.19 Policy 4:170, Safety– **Updated**
  - 7.20 Policy 4:175, Convicted Child Sex Offender; Screening; Notifications – **Updated**
  - 7.21 Policy 5:10, Equal Employment Opportunity and Minority Recruitment – **Updated**
  - 7.22 Policy 5:20, Workplace Harassment Prohibited – **Updated**
  - 7.23 Policy 5:30, Hiring Process and Criteria – **Updated**
  - 7.24 Policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition – **Updated**
  - 7.25 Policy 5:90, Abused and Neglected Child Reporting – **Updated**
  - 7.26 Policy 5:100, Staff Development Program – **Updated**
  - 7.27 Policy 5:120, Employee Ethics; Conduct; and Conflict of Interest – **Updated**
  - 7.28 Policy 5:125, Personal Technology and Social Media; Usage and Conduct – **Updated**
  - 7.29 Policy 5:150, Personnel Records – **Updated**
  - 7.30 Policy 5:185, Family and Medical Leave – **Updated**
  - 7.31 Policy 5:200, Terms and Conditions of Employment and Dismissal – **Updated**
  - 7.32 Policy 5:220, Substitute Teachers – **Updated**

These policies were reviewed by the Policy Committee and will come back to the Board for a second reading at the next meeting.

## 8. INFORMATION

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests (Policy 2:250)

## 9. CONSENT AGENDA

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

### Long-Term Substitutes Certified Staff

Balassone, GHS, Counselor, 0.6 FTE, effective 1/19/22-4/20/22

Fuentes, Alejandra, HSS, Learning Behavior Specialist, 1.0 FTE, effective 1/10/22-TBD

### FMLA Certified Staff

Bechtle, Laila, HES, Learning Behavior Specialist, effective 1/10/22-1/19/22

Meister, Lisa, GHS, Health, Intermittent

Torrance, Kelly, HES, Kindergarten, effective 3/22/22-4/29/22

### New Hires Support Staff

Martin, Sherry, GMSS, Special Education Assistant, effective 1/13/22

Mines, Ginny, MCS, Special Education Assistant, effective 1/10/22

Moynihan, Jana, CO, Administrative Assistant, effective 1/10/22  
Plumley, Susan, TRAN, Bus Driver, effective 12/17/21  
Quandt, Lura, HSS, Special Education Assistant, effective 1/10/22  
O'Rourke, Heather, All Buildings, Building Technician, effective 1/10/22

FMLA Support Staff

Brock, Michael, All Buildings, Grounds, effective 12/17/21-12/31/21  
Cortez Moreno, Juan, GHS, Custodian, effective 12/8/21-12/17/21

Resignations Support Staff

Sherman, Tina, TRAN, Bus Driver, effective 12/15/21

Reclassification Support Staff

Clement, Andrew, WES, Custodian Floater to 2<sup>nd</sup> Shift Custodian (WES), effective 12/21/21  
Romero, Amy, HSS, Lunchroom Supervisor (FES) to PT Special Education Assistant (HSS), effective 1/24/22

Wray, Julie, GHS, Special Education Assistant (HSS) to Special Education Assistant (GHS), effective 1/10/22

Resignations Administrators

Mutchler, Kent, CO, Superintendent, effective 6/30/23

2. Updated 2021-22 Board Calendar

Motion by McCormick, second by Forbes, to approve the above-listed, items 9.1-9.2. On roll call, Ayes, seven (7), Cabeen, Choi, Forbes, McCormick, Meek, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

**10. PUBLIC COMMENTS**

*(PRESS Policy 2:230) Per Board Policy 2:230, attendees wishing to formally address the Board must register their intention to participate in the public portion(s) of the meeting upon their arrival at the meeting. Complete the form in the Welcome to Our Meeting brochure (print legibly) and give it to the Presiding Officer or the Recording Secretary before the meeting is called to order.*

Parents and community members shared their concerns about school dismissal process and time missed academically, masking and how do we eliminate them, and the district goals.

**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 will be attending the Western Avenue PTO meeting tomorrow night. I would like to echo Dr. Barrett's comment about the school nurses and how they have their work cut out for them and will for the foreseeable future. A thank you to them. A Board member reflected on the time that there was pushback with the school calendar because this past week was part of the winter break, and how it was actually beneficial for the district.

**12. NOTICES / ANNOUNCEMENTS**

**13. 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 [5 ILCS 120/2(c)(1); COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING THE SALARY FOR ONE OR MORE CLASSES OF EMPLOYEES [5ILCS 120/2(c)(2)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:05 p.m., motion by McCormick, second by Meek, 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.; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary for one or more classes of employees.

At 8:09 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 8:21 p.m., motion by Cabeen, second by Choi and with unanimous consent, the meeting was adjourned.

APPROVED January 24, 2022 \_\_\_\_\_ PRESIDENT  
(Date)

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