



**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 24, 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: Christina Kovarik, Cathy Fuller, Linnea Mason, Dean Smith, Ginger Reynolds, Elisabeth Peacock, Troy Peacock, Michael Moylan, Alex Collier, Desiree Collier, Tiffany Douglas, Kate Bochte, Jane Westerhold, Ashley Newcomb, Emily Erickson, Pat H., A. Heeg, Glenn Schlichting, Johnnie Thomas, Ken Arndt.

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

1. Regular Session, January 10, 2022
2. Executive Session, January 10, 2022

Motion by McCormick second by Cabeen, to approve the above-listed minutes, items 2.1-2.2. 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. AE Program Review: Additional Background & Context

Dr. Andy Barrett gave a final presentation on the AE program at the elementary schools. He shared that there have been multiple instances of insufficient enrollment in third grade AE reading. Teachers have approached this situation in a variety of ways. They have been piloting the extension of the fourth and fifth grade AE time and have found that the additional time is beneficial to the students. Teachers and students have shared their thoughts about this pilot program. As we plan for the 2022-23 school year and beyond, there would need to be programming modifications, such as stakeholder communication, additional planning and curriculum work for the AE teachers, additional planning and resources for the third-grade teachers, and modifications to our CogAT assessment protocols. Going forward, we need to make a final decision, and there needs to be ongoing reflection and review.

Board comments, questions, concerns: Have any second graders going into third grade been identified yet? (No. There are two key assessment pieces that are used in the identification process, which are MAP and CogAT.) You noted that, with the 75 minutes, it would align better with the 90-minute reading block, but do I understand then that they would have 15-minutes of instruction in the general classroom and then go off to AE after that? (Yes.) You have showed us that you are not just trying to push this through without the research to back it. There were doubts in the beginning, but now we are seeing the benefit. If there is any way to track the progress, that would be appreciated.

#### 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."*

IASB has put together a summary of new school laws that were enacted in 2021. The Illinois General Assembly is continuing to meet. There are several bills aimed at addressing the teacher substitute shortage. One is looking at having the Illinois Students Assistance Commission administer teacher student loan reimbursement for up to eight semesters for tuition. Another one is looking at lowering the fee to renew a lapsed teacher license.

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

The Superintendent shared that we have had a mild winter so far, and we have now had two snowy days. We are watching the temperatures as well. It is January, and it takes some acclimating to winter again. We appreciate our maintenance crews, who have been out early in the morning, and our bus drivers who are doing a great job of getting our students to school on time safely. A reminder that the 5 Essentials Survey is out, and we are hoping we get good feedback from parents, staff, and students. We are trying to stay up to date on our COVID information, and our task force will look at possible changes from the executive order of the governor. We are in the middle of evaluations and observations of our certified staff, as well as our support staff. We had our O&M Task Force meeting today, and we are seeing just how large of an impact inflation is having on our district.

#### 6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

##### 1. AE Program Recommendations

Motion by McCormick second by Cabeen, to approve the above-listed recommendation, item 6.1. On roll call, Ayes, seven (7), Cabeen, Choi, Forbes, McCormick, Meek, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

##### 2. Policy Updates: First Reading (Policy 2:240)

6.1 Policy 2:20, Powers and Duties of the Board of Education; Indemnification – **Updated**

6.2 Policy 2:105, Ethics and Gift Ban – **Updated**

6.3 Policy 2:110, Qualifications, Term, and Duties of Board Officers – **Updated**

6.4 Policy 2:120, Board Member Development – **Updated**

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

6.6 Policy 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes – **Updated**

6.7 Policy 2:220-E3, Closed Meeting Minutes – **Rewritten**

6.8 Policy 2:220-E5, Semi-Annual Review of Closed Meeting Minutes – **Updated**

6.9 Policy 2:220-E6, Log of Closed Meeting Minutes – **Updated**

6.10 Policy 2:220-E8, Exhibit- Board of Education Records Maintenance Requirements and FAQs – **Rewritten**

6.11 Policy 2:260, Uniform Grievance Procedure – **Updated**

6.12 Policy 3:40, Superintendent – **Updated**

6.13 Policy 3:50, Administrative Personnel Other Than the Superintendent – **Updated**

6.14 Policy 3:60, Administrative Responsibility of the Building Principal – **Updated**

6.15 Policy 4:60, Purchases and Contracts – **Updated**

6.16 Policy 4:120, Food Services – **5-Year Review**

6.17 Policy 4:160, Environmental Quality of Buildings and Grounds – **Updated**

6.18 Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming – **New**

6.19 Policy 4:170, Safety – **Updated**

6.20 Policy 4:175, Convicted Child Sex Offender; Screening; Notifications – **Updated**

- 6.21 Policy 5:10, Equal Employment Opportunity and Minority Recruitment – **Updated**
- 6.22 Policy 5:20, Workplace Harassment Prohibited – **Updated**
- 6.23 Policy 5:30, Hiring Process and Criteria – **Updated**
- 6.24 Policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition – **Updated**
- 6.25 Policy 5:90, Abused and Neglected Child Reporting – **Updated**
- 6.26 Policy 5:100, Staff Development Program – **Updated**
- 6.27 Policy 5:120, Employee Ethics; Conduct; and Conflict of Interest – **Updated**
- 6.28 Policy 5:125, Personal Technology and Social Media; Usage and Conduct – **Updated**
- 6.29 Policy 5:150, Personnel Records – **Updated**
- 6.30 Policy 5:185, Family and Medical Leave – **Updated**
- 6.31 Policy 5:200, Terms and Conditions of Employment and Dismissal – **Updated**
- 6.32 Policy 5:220, Substitute Teachers – **Updated**

Motion by Cabeen second by Meek, to approve the above-listed policies, items 6.1-6.32. On roll call, Ayes, seven (7), Cabeen, Choi, Forbes, McCormick, Meek, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

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

### 8. INFORMATION

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests (Policy 2:250)
3. Suspension Report (Policy 7:200)

### 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

Longo, Michael, GHS, Industrial Technology, .4 FTE, effective 1/10/22-TBD

Feulner, Pat, GHS, Industrial Technology, .4 FTE, effective 1/18/22-TBD

Castoro, Katelyn, GMSN, Science, 1.0 FTE, effective 1/31/22-2/22/22

Castoro, Katelyn, GMSN, Science, 1.0 FTE, effective 2/23/22-5/15/22

Kennedy, Kathleen, GMSN, Language Arts, 1.0 FTE, effective 1/31/22-4/29/22

#### FMLA Certified Staff

Nickas, Stephanie, WES, Kindergarten, effective 4/4/22-5/27/22

#### Resignations Certified Staff

Graves, Wendy, WAS, Grade 2, effective 2/4/22

#### FMLA Support Staff

Spencer, Cynthia, HSS, Kindergarten Assistant, effective 2/8/22-2/22/22

#### Resignations Support Staff

Maldonado, Daisy, All Buildings, On-call Custodian, effective 1/7/22

Morales, Veronica, GMSS, Custodian, effective 1/28/22

Prior, Anthony, GHS, Custodian – Campus Manager, effective 1/28/22

Wynn, Erin, HSS, Special Education Assistant, effective 2/25/22

#### Reclassification Support Staff

Romero, Amy, HSS, Lunchroom Supervisor (FES) to PT Special Ed Assistant, effective 1/24/22

McDonald, Kathy, GHS, 10-month Administrative Assistant to 9-month Administrative Assistant, effective 1/10/22

#### FMLA Administrators

Westerhoff, Brenna, GMSN, Principal, effective 12/14/21-intermittent

#### New Hires Administrators

Heiss, Mark, GMSN, Interim Administrator, effective 1/25/22

2. Monthly Financials - December (Policy 4:40, 4:55)

3. Disposition of Executive Session Minutes July 2021 through December 2021

4. Contract for 1:1 Nursing Services

Motion by McCormick, second by Meek, to approve the above-listed, items 9.1-9.3. 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 regarding students wearing masks and the mitigations that are put in place. They shared concern about the relocation of classrooms and the challenges teachers have when they do not have access to the materials and supplies needed to teach. There was also concern about the way board meetings are set up and run, who is allowed to attend, and why there is a need for police presence.

#### 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*

The Communications Task Force meeting was well led by Laura Sprague with discussion on improvement to the district's website. The Facility Task Force met today, and several topics were discussed, including inflation, staff shortages, and providing masks for students. Board members attended the HES and WAS PTO meetings, where they had the opportunity to talk with teachers and parents. Board members also attended the COVID Task Force meeting recently.

At 7:54 p.m., motion by McCormick, second by Forbes, to take a short break before item 13. On roll call, Ayes, seven (7), Cabeen, Choi, Forbes, McCormick, Meek, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

At 8:00 p.m., the Board meeting reconvened.

#### 12. NOTICES / ANNOUNCEMENTS

#### 13. PRESENTATIONS

1. Search for New Superintendent for 2023-24 School Year Proposal – BWP & Associates  
Glenn Schlichting and Johnnie Thomas from BWP & Associates shared with the Board that BWP was established in 2006 and has nine partners and forty plus associates. They have multiple offices and strong connections with national and state professional organizations. Their track record shows that 98% of candidates have completed a minimum of 3 successful years, 95% were offered successive contracts, satisfaction ratings of 95%, and no candidate has been found to be negligent/criminal in the performance of his/her duties. They will be on call throughout the search, will mentor the Superintendent and Board at no cost for at least one year, will repeat the search for expenses only if candidate does not complete two years, and will not slate a previously placed candidate in another search. The search consists of a planning meeting, recruitment launch, auditing and development of leadership profile, preparing Board for candidate interviews, and employing new superintendent. The fee is \$18,500 and the only additional fees would come from special requests from the Board or special circumstances.

Board comments, questions, concerns: How does your background check differ from other search firms? (We google candidates, we do reference checks, and we do an in-depth internet search (news articles, social media, etc.). Tell us more about the community engagement and how you work with them. (We would do a survey, then focus groups, and then create a profile to bring back to you.) With bringing a superintendent in before the other leaves, what does the overlap time look like? (It is different depending on the circumstances, but there are a variety of options.) Generally, how many stakeholders do you meet with? (Typically, around ten.)

2. Search for New Superintendent for 2023-24 School Year Proposal – Hazard, Young, Attea & Associates

Kenneth Arndt and Jane Beyer Westerhold from HYA & Associates shared with the Board that HYA

has been doing executive searches for 35 years with over 1,500 searches. They have more than 100 associates and work with a national recruiting network. Their signature search process consists of engaging with the community, recruiting from the widest range of candidates, selecting the best match, and supporting the transition. The engagement phase includes forums, board interviews, community survey, focus groups, and individual interviews. Recruiting includes a national reach and local focus, which provides more recruits and inside knowledge. Once a selection is made, then we move to the transition phase that includes meeting with the appointed superintendent and Board, and to support the transition with mentoring, coaching, workshops, goal setting, and strategic planning. The search fee is \$18,500 and includes community engagement, advertising, and reference checks. There are optional enhancements that the Board may select.

Board comments, questions, concerns: Background checks are important, so tell us what sets you apart from other search firms? (We do the initial background check, but when you get down to the finalists, we work with Baker Eubanks Company. They look at the candidate's financial records, college dissertation, and social media. It is a very comprehensive check.) You talked about the national reach versus local experience, and I am wondering if in your experience if the national search is an important factor or is it more of a local that understands Illinois? (The national search gets the word out and a person who is interested might have a specific reason for wanting to come to Illinois, such as family.) What is the next step if the 4-8 candidates chosen do not work out? (We start over.) How frequently does something like this happen? (It has never happened to me, but I do know someone it has happened to.) Focus groups, it is the same cost if you have 25 versus 55? (Correct.) How would you handle it if you were working with a neighboring district? (We did just sign with St. Charles to do their search, so we would work closely with that team, and we would not slate the same candidate for both districts.) How much does the more detailed background check cost? (The comprehensive one is \$1,900.) What would you do if you thought a candidate was well suited for one district, but they really wanted to be in the other district? (We would look at the leadership profile, the stakeholders, the interviews with the Board, and the community survey. Then we would work with the other district to determine the best match for the candidate.) If there were eight candidates slated for another district and you thought one would be a better fit for our district, how does that work? (Given the timeline, they might be ahead of us, so we would know if that candidate were moving on in the process.) How rigid is the leadership profile report and is there any flexibility in this report? (There is no such thing as the perfect leader. A candidate may only fill a couple of your requirements.)

**14. ADJOURNMENT**

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

APPROVED February 14, 2022 \_\_\_\_\_ PRESIDENT  
(Date)

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