

**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 22, 2011, at 7:00 p.m. at Coultrap, 1113 Peyton, Geneva, Illinois.

1. CALL TO ORDER

- 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 Vice-President Grosso.

Board members present: Vice President Mark Grosso, Matt Henry, Michael McCormick, Kelly Nowak, Mary Stith, Bill Wilson. Late: None. Absent: President Tim Moran.

The Vice-President led everyone in the Pledge and reminded them to sign the attendance record.

District administrators present: Elizabeth Janowiak, Director of Technology; Craig Collins, Assistant Superintendent Personnel Services; Dawn George, Assistant Superintendent Student Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Curriculum & Instruction; and Dr. Kent Mutchler, Superintendent.

Others present: R. L. Cabeen, Nancy Rasmussen.

2. APPROVAL OF MINUTES

- 2.1 Regular Session August 8, 2011
- 2.2 Executive Session August 8, 2011

Motion by Nowak, second by Wilson, to approve the above-listed minutes, as presented. On roll call, Ayes, six (6), Henry, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

3. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

- 3.1 Principal & Teacher Evaluation Plan Update

The Assistant Superintendent Personnel Services provided an update on the requirements of *The Performance Evaluation Reform Act of 2010* (PERA) that was approved by Governor Quinn in January 2010. The legislation incorporates student growth into teacher and principal performance ratings as a "significant" factor (which will be defined by the Illinois State Board of Education); provides for a model evaluation plan that uses student growth as 50% of the overall rating; establishes requirements for evaluation frequency and transparency; and gradually phases in implementation. By September 1, 2012, the District must adapt its existing principal evaluation plan or adopt the state's principal evaluation model. By September 2016, the District must adapt its existing teacher evaluation plan or adopt the state's teacher evaluation model. A Performance Evaluation Advisory Council was appointed to lead all of the state's evaluation-focused efforts and develop a state model for teacher and principal evaluations. The revised rating scale categories are excellent, proficient, needs improvement and unsatisfactory. Each non-tenured teacher must be evaluated annually. Each tenured teacher must be evaluated at least once every two years. All teachers receiving ratings of less than proficient must be evaluated annually, regardless of tenure status. Evaluators must be trained in the State's model. Based on current information, the teacher evaluation framework seems fairly well aligned with Geneva's evaluation process. Geneva's Teacher Evaluation Committee is comprised of fourteen teachers and five administrators and began meeting

last year to study the Performance Evaluation Reform Act. The committee will continue to meet throughout the implementation period and will communicate with staff regarding its work.

Senate Bill 7 (Public Act 097-0008), which was approved by Governor Quinn on June 13, 2011, modifies teacher tenure rules, modifies reduction-in-force (layoff) procedures, and streamlines the process for dismissal of tenured teachers. The Bill also requires that beginning in the 2012-2013 school year, and then every two years, a statewide survey of learning conditions assessing the instructional environment in a school must be administered to students in grades six through twelve and to teachers. The results of the survey will be reported to the Illinois State Board of Education and then later shared with the public.

Geneva's Teacher Evaluation Committee will continue to study PERA and Senate Bill 7 and incorporate provisions of the laws, where appropriate, in the District's teacher evaluation plan. New layoff procedures will be subject to the collective bargaining process. Information about learning conditions survey will be shared as it becomes available.

Meeting dates, locations and information regarding the progress of the Performance Evaluation Advisory Council's work can be found at www.isbe.net/PEAC. The Council's meetings are open and individuals interested can attend.

Board discussion, comments, questions: if new legislation is up to us to interpret, does that leave us open to possible legal action (every Illinois school district must create a plan and submit it to the state for approval, at this time, we are unsure of the amount of latitude that will be allowed in the plan, but all plans must be approved by the state, so they will probably have to be aligned with the state model); have we worked with other districts to develop a model (yes, we are conversing and will be working with other Kane County school districts and are all waiting to see the state's model); will we need to figure this out prior to negotiations (we'll probably not have a teacher evaluation plan ready to submit to the state for a couple more years, and the Board will need to approve both the principal and teacher evaluation plans).

3.2 Emergency Notification System

The District's Technology Director reported that the District's Safety Committee surveyed other district's, reviewed a variety of products, developed criteria for a quality emergency notification system to meet the District's needs. Proposals were solicited via an RFI. The respondents were narrowed to five and in-depth presentations were held with the top two vendors. The Committee selected the EduLink InTouch system. REMS grant funds will purchase the first two years of service and implementation is anticipated in September 2011. The new system seems to integrate well with our eSchool program, fits our immediate needs with room to grow, has multiple message formats available, can deliver messages in multiple languages, and it is cost effective at only ninety-nine cents per student.

Board discussion, comments, questions: we've wanted to do this for a long time, and it's good that the REMS grant will fund it for two years; are there plans for training and guidelines (yes, and this system will allow us to eliminate phone trees); will we need to have a new policy (this falls under our communication policy but we will need to clarify it); are there adequate safety/security controls (yes, we want to ensure that our student/parent data is secure, our administrators and staff will need to log in to leave messages, and we will monitor it); are there multiple server locations (yes, four of them); REMS grants cover the cost for two years (correct and we are always looking for cost savings).

4. SUPERINTENDENT'S REPORT

The Superintendent reported on meetings held last week with new teachers, bus drivers, operations and maintenance staff, technology staff, and twelve-month educational support staff. He thanked the Joint PTO Council for sponsoring the new teacher luncheon and the Kane County Teachers Credit Union for sponsoring the staff welcome back breakfast. He added that he was looking forward to the students returning on Wednesday, August 24th and encouraged everyone to attend the Corn Boil at the high school Wednesday night.

5. PUBLIC COMMENTS

The Vice-President read the following statement regarding public comments.

The meeting agenda includes an opportunity for comments from the audience. It is the prerogative of the Presiding Officer to recognize members of the audience who wish to address the Board during the time reserved for public comment. No discussion of individual students or personnel matters is permitted, as those items are appropriate for closed session pursuant to Section 2 (c) of the Open Meetings Act. If you have a concern regarding an individual student or a personnel issue, you are asked to bring it to the attention of the administration. In the interest of providing all visitors an equal opportunity to address the Board, comments will be limited to five (5) minutes. Those individuals needing more time should submit their thoughts in writing to the Board's recording secretary. Visitors addressing the Board need to come to the podium, use the microphone, and state their full name and address because the proceedings are video recorded for later broadcasting to the community. The Board reserves the right to edit the video recordings for the purpose of excluding any public comment regarding an individual student or a personnel issue. Per Board of Education Bylaw 0167.3, "No interviews should be conducted in the meeting room while the Board is in session." If members of the press/audience want to conduct an interview, they should wait until the conclusion of the meeting, or go out in the hallway or to another room.

There were no comments from the public.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 Resolution for Dismissal: Transportation Support Staff

The Assistant Superintendent Personnel Services explained that due to the consolidation of bus routes for the 2011-2012 school year, we will not require the services of one bus driver. In order to comply with mandated notification requirements, the adoption of a resolution authorizing notice of non-renewal was required. He added that if it is determined that additional routes are required during the 2011-2012 school year, the person let go would be the first person hired back.

Motion by Stith, second by Henry to adopt the resolution as presented. On roll call, Ayes, six (6), McCormick, Nowak, Stith, Wilson, Henry, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

7.1 Board Policies for First Reading:

7.1.1 5510, Student Use of Personal Wireless Communication Devices, **Revised**

7.1.2 6320, Purchasing, **Revised**

7.1.3 8431, Preparedness for Toxic Hazard & Asbestos, **Revised**

7.1.4 8432, Chemical Safety Acts, **New**

7.1.5 8433, Integrated Pest Management, **New**

7.1.6 9160, Public Attendance at School Events, **Revised**

The Policy Committee Chair reviewed the revisions required or reason a new policy was necessary. She reported that the policies are presented for first reading and any feedback or questions from Board members should be directed to the Policy Committee or the superintendent prior to the next meeting when these policies will be presented for second reading and adoption.

8. INFORMATION

8.1 2011 ACT Scores

8.2 FOIA Requests / Responses

8.3 Regional Office of Education Annual Health, Life/Safety Status Report

8.4 2011 Summer Institute: Thinking Outside the Box

8.5 OPEB (Other Post Employment Benefits) Update

8.6 Standard & Poor's Bond Rating Outlook

No discussion.

9. CONSENT AGENDA

9.1 Monthly Financial Reports & Interfund Transfers

9.2 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires

New Hires Certified

Dennie, Alice, GMSN, Psychologist, .60 FTE, Start Date 8/22/11
Hanlon, John, HES/HSS, Instrumental Music, .40 FTE, Start Date 8/22/11
Karakas, Katelyn, GMSN, Math, 1.0 FTE, Start Date 8/22/11
Leibforth, Jennifer, HSS, Social Worker, .50 FTE, Start Date 8/22/11
Lloyd, Renee, FS, Special Education, .50 FTE, Start Date 8/22/11
Montgomery, Stefany, GHS, Guidance Counselor, .50 FTE, Start Date 8/22/11
Quint, Jason, GMSN&S, Technology Education, .40 FTE, Start Date 8/22/11
Santo, Jason, GHS, English/TV Production, 1.0 FTE, Start Date 8/22/11
Yingst, Nicole, GHS/GMSN&S, Art, .30 FTE, Start Date 8/22/11

Resignations Certified

Aulisa, Gerrie, Art/Technology Education, .70 FTE, Effective 6/7/11

Long-term Substitutes

Beres, Alaina, GHS, Social Studies, 1.0 FTE, 8/22/11 to 1/13/12
Higgins, Mary, GMSN, Special Education, 1.0 FTE, 8/22/11 to 1/22/12
Fyre, Stephanie, GHS, Math, 1.0 FTE, 8/22/11 to 10/31/11

New Hires Support Staff

Bolin, Christine, GHS, Hallway Supervisor P.M., 4 hrs/day, 9 month, Start Date 8/24/11
Chapman, David, GHS, Study Hall Supervisor, 5.25 hrs/day, 9 month, Start Date 8/23/11
Curl, Rebecca, GMSN, Special Education Assistant, 7 hrs/day, 9 month, Start Date 8/23/11
Honeyman, Robert, GMSN, Special Education Assistant, 7 hrs/day, 9 month, Start Date 8/23/11
Jones, James, GMSN, Custodian 2nd Shift, 12 month, Start Date 8/15/11
Klein, Danny, GHS, Special Education Assistant, 7 hrs/day, 9 month, Start Date 8/23/11
Korbel, Allison, GMSN, Special Education Assistant, 7 hrs/day, 9 month, Start Date 8/23/11
Little, Regis, HES, Special Education Assistant, 6 hrs/day, 9 month, Start Date 8/23/11
MacRitchie, Jennifer, HES, Kindergarten Assistant A.M., 3 hrs/day, 9 month, Start Date 8/23/11
Potts, Michelle, GHS, Special Education Assistant, 7 hrs/day, 9 month, Start Date 8/23/11
Salesky, Jacqueline, WAS, Special Education Assistant, 3 hrs/day, 9 month, Start Date 8/23/11
Schimandle, Justin, GHS, In-School Suspension Supervisor, 7 hrs/day, 3 days/week, 9 month, Start Date 8/23/11
Van den Akker, Nancy, WES, Kindergarten Assistant A.M., 3 hrs/day, 9 month, Start Date 8/23/11

Resignations Support Staff

Chapman, Frank, GHS, Study Hall Supervisor, 9 month, Effective 6/7/11
Durovey, Joan, FES, Special Education Assistant, 9 month, Effective 6/7/11
Johnson, Eileen, GHS, Hallway Supervisor, 9 month, Effective 6/7/11
Lukazewski, Mark, GHS, Special Education Assistant, 9 month, Effective 6/7/11
Toniolo, Andrew, GHS, In-School Suspension Supervisor, 9 month, Effective 6/7/11
Kosto, Laura, GMSS, Building Secretary, 10 Month, Effective 7/21/11

Reappointments/Reclassifications

Barber Kathy, FES Classroom Assistant 5.75 hrs/day to HES Building Secretary, 10 month
Goodfellow, Debbie, GMSN&S Guidance Secretary to GMSS Main Office Secretary, 10 month
Ney, Scott, O&M Technology Assistant to Technology/Security/HVAC Supervisor, 12 month
Palarz, Ashley, FES Special Education Assistant, 3 hrs/day to FES Special Education Assistant, 6 hrs/day, 9 month
Read, Tracy, HES, A.M. Booster Kindergarten Assistant, 3 hrs/day, 9 month
Siciliano, Teresamarie, WAS Kindergarten Assistant, 5.75 hrs/day, 9 month
Towler, Kelly, WAS Special Education Assistant, 3 hrs/day to WES Special Education Assistant, 6 hrs/day, 9 month

Board discussion, comments, questions: why is the District taking a different approach to dealing with trees infected with the emerald ash borer beetle than the City of Geneva (the City has many more trees to deal with than we do; we are trying to save trees on district property by injecting a chemical that kills larva; the City of Geneva has approached the district about the possibility of a student service project to help replant trees).

Motion by Wilson, second by Stith, to approve Consent Agenda Item 9.1 and 9.2, as presented. On roll call, Ayes, six (6), Nowak, Stith, Wilson, Henry, McCormick, Grosso. Nays, none (0). Motion

carried unanimously.

10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION

None.

11. BOARD MEMBER COMMENTS AND LIAISON/COMMITTEE/TASK FORCE REPORTS

Policy Committee, Financial Task Force, Facilities Task Force, Joint PTO, Geneva Music Boosters, Geneva All-Sports Boosters, Geneva Academic Foundation, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, REMS Grant

The next Policy Committee meeting is scheduled for September 12th. The Financial Task Force met and has finalized plans for the October 1, 2011 community forum which will focus on school finance. The Facilities Task Force toured Coultrap last week in order to determine the condition of the building. Information about upcoming Sports Booster and Geneva Academic Foundation events has been distributed via 304 Connects. The P.R.I.D.E. organization is looking for retired individuals to help in our classrooms, those interested should contact Board Member Kelly Nowak at www.board@geneva304.org.

12. NOTICES / ANNOUNCEMENTS

None.

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY [5 ILCS 120/2(c)(1)] AND PENDING LITIGATION [5 ILCS 120/2(c)(11)]

At 7:52 p.m., motion by Henry, second by Wilson, to go into executive session to consider matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, and pending litigation. On roll call, Ayes, six (6), Stith, Wilson, Henry, McCormick, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

At 7:59 p.m., the Board moved into executive session.

At 8:08 p.m., Assistant Superintendents Collins, George, Oberg, and O'Neil, and the Recording Secretary were excused from the executive session and the meeting.

At 8:20 p.m., motion by Wilson, second by Henry, and with unanimous consent, the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

Motion by Wilson, second by Nowak, to accept the administrator contracts recommendation, as presented. On roll call, Ayes, five (5), Wilson, Henry, McCormick, Nowak, Stith. Nays, one (1), Grosso. Motion carried.

15. ADJOURNMENT

At 8:23 p.m., motion by Henry, second by Wilson, and with unanimous consent, the meeting was adjourned.

APPROVED _____

PRESIDENT

SECRETARY _____

Pamela S. Burgeson

RECORDING
SECRETARY

Kent D. Mutchler

RECORDING
SECRETARY