

**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 retreat session on Friday, November 4, 2011, at 6:30 p.m. at the District's Central Office, 227 North Fourth Street, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by President Moran.

2. ROLL CALL

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

District administrators present: 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: None.

3. BOARD DIALOGUE TOPICS

3.1 Update on Progress of Goals  
and

3.2 Preliminary Discussion of 2012-2013 Goals

The Superintendent shared that he'd had a phone call from a Board President from a New York school district who commented on Geneva's 2011-2012 outlines for goals and the emphasis in goal areas and planning practices in our district. It was a very positive phone call and reflected on what Geneva is doing for our students.

The Superintendent's presentation included highlights on information from our goals booklet, including defining the Tradition of Excellence for the district, providing background information on the planning process, and on the current goals of the district.

The Assistant Superintendent for Curriculum and Instruction provided an overview of the work being accomplished in curriculum for the current school year with an emphasis on the work to establish teaching and assessment of the new Core Curriculum Standards. She also highlighted committee work being done in the various curriculum areas, particularly in reading, writing, and math utilizing interventions to help all students succeed; as well as in the areas of assessment and data use to help continuously improve the educational opportunities for all of Geneva's students. The group also discussed the role of homework as needing to be purposeful and meaningful in the educational process, AP and dual credits, concerns over college guidance, Naviance, the possible need for more study skills for all students, and distance learning.

The Assistant Superintendent for Personnel Services provided an overview regarding Senate Bill 7 and work being done at the State level to bring about changes in the teacher and administrator evaluation plans, as well as other policies impacted by this bill. We continue to gather information regarding the Performance Evaluation Review Act of 2010 (PERA) as it becomes available and are working to implement it in a timely manner that coincides with the regulations from the State of Illinois. He also highlighted activities regarding the evaluation of educational support staff and operations and

maintenance staff. Evaluation for school districts have received a great deal of attention and is requiring a lot of our time to work through the necessary changes in our evaluation processes.

The Assistant Superintendent for Student Services presented information on the work being done to standardize procedures, revise manuals, provide parent education, and student services in-service training. Her presentation included reflection on what is being done in Geneva to meet the needs of every student in the area of social/emotional learning standards. The role of partnerships was discussed, particularly of Geneva with other school districts and with the Mid-Valley Special Education Cooperative to meet the needs of all students.

The Assistant Superintendent for Business Services provided an overview of Geneva's facility and maintenance planning, transportation services, and the work being done on the current tax levy in regard to operating funds and our long-term debt. She highlighted some of the savings recently realized by the District and on the work of various committees to continue to bring forth efficiencies in the District's daily operations.

### 3.3 Reports from Committees

Facilities Committee reported on the possibilities for planning the future of Coultrap and its relationship to the administrative services building on Fourth Street. The committee continues to gather information and will bring information to the entire board within the next few months so decisions can be made about both of these facilities.

Finance Committee reported that there was great value in the William Blair presentation at the last Board meeting and that the District's administration continues to work with Elizabeth Hennessey and other financial consultants to determine the parameters for the levy rate that needs to be passed in December. Discussion focused on obtaining the most for the taxpayer dollar in terms of looking at CPI, operating rate, and the debt-service rate. There has been extensive planning to determine whether the overall tax levy rate could be lowered by utilizing the operating rate and District reserves to reduce the debt-service rate and, therefore, reduce the overall rate for Geneva 304 taxpayers. The Committee members reported that they are looking at getting the most for the taxpayer dollars and providing tax relief over the next few years while working within the constraints of the Illinois educational funding constraints. The Committee will bring options to the Board that were discussed and will be explored at the Board's next regular meeting on November 14, 2011.

Communications – The Board discussed possible changes in the areas of communications in terms of making the District newsletter quarterly and taking a more thematic approach with a changed format; work to update the question and answer section on the District web site, and exploring other methods to enhance communication.

Other issues discussed included exploration of Board development topics and the role of extra-curricular programs in our educational program.

### 4. ADJOURNMENT

At 9:38 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_

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PRESIDENT

SECRETARY \_\_\_\_\_

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(Kent Mutchler)

RECORDING  
SECRETARY