

**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, September 9, 2013, at 7:00 p.m. at Williamsburg Elementary School, 1812 Williamsburg Avenue, 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 7:01 p.m. by Vice President Nowak.

Board members present: Leslie Juby, David Lamb, Michael McCormick, Vice President Kelly Nowak, Finance Committee Chair Bill Wilson. Late: None. Absent: President Mark Grosso, and Policy Committee Chair Mary Stith.

The Vice President welcomed everyone and reminded them to sign the attendance record. She asked audience member Matt Henry to lead everyone in the Pledge of Allegiance.

District administrators present: Kelley Munch, Communication Coordinator; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Curriculum & Instruction; and Dr. Kent Mutchler, Superintendent.

Others present: Lori Dowd, Julie Stocker, Sheri Miles, Jason Flaks, Matt Henry.

**2. PUBLIC COMMENTS**

*Per Board Policy 0167.3, Section C, Attendees wishing to speak at the Board meeting must register their intention to participate in the public portion(s) of the meeting upon their arrival at the meeting. Complete the form found 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.*

Comments included:

A Geneva music teacher reported on his experience this summer at Yale with 49 other music educators. He noted that it was a valuable time for him and provided an opportunity to form a strong, supportive network in his field. Many of the other music educators spoke about advocacy for their arts programs and the reductions and cuts to their programs. He thanked the Board and community for their appreciation and support of the district's arts programs which allows him to get to do his job. He also thanked the Board for allowing him the year leave that he had taken previously because it enabled him to come back a stronger teacher.

**3. APPROVAL OF MINUTES**

- 3.1 Special Session August 17, 2013
- 3.2 Regular Session August 26, 2013
- 3.3 Executive Session August 26, 2013

It was requested that Item 3.3 be voted on separately.

Motion by Wilson, second by Lamb, to approve Item 3.1 and 3.2, as presented. On roll call, Ayes, five (5), Juby, Lamb, McCormick, Wilson, Nowak. Nays, none (0). Motion carried unanimously.

Motion by Wilson, second by McCormick, to approve Item 3.3, as presented. On roll call, Ayes, four (4), Lamb, McCormick, Wilson, Nowak. Nays, none (0). Abstained, one (1), Juby. Motion carried unanimously.

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

None

**5. SUPERINTENDENT'S REPORT**

Back-to-School Curriculum Nights are occurring throughout the District. The Mid-Valley Special Education Cooperative is celebrating its 50th anniversary. Board members were encouraged to attend the Fox Valley Career Center's Open House on Thursday, September 12th. The VALEES Board of Directors is beginning their year and the superintendent will provide reports on their activities throughout the year. The Coultrap Educational Services Center dedication and time capsule opening is scheduled for 10:30 a.m. on Saturday, September 28th at the District's Central Office, 227 North Fourth Street. Paul Coultrap and members of the Coultrap family will be attending. The former Coultrap site is leveled and will be seeded soon. Members of the Teacher Evaluation Committee were thanked for their collaborative efforts to find ways to serve staff and students, and update meetings with staff took place at Williamsburg, Heartland, and Harrison Street elementary schools last week.

**6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS**

None

**7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS**

None

**8. INFORMATION**

8.1 FOIA Requests

8.2 IASB School Board Governance Recognition

8.3 P-Card / Business Services

No discussion.

**9. CONSENT AGENDA**

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

New Hires Certified

Pitner, Keith, HES/HSS, Instrumental Music, .40 FTE, Start Date 9/4/2013

Long-term Substitutes Certified

Towler, Kelly, WES, Grade 2, 1.0 FTE, 10/15/2013 - 1/6/2014

New Hires Support

Fleming, Marcia, GMSN, Special Education Assistant, 9 Month, Start Date 9/3/2013

Holmes, Steven, GHS, Custodian, 2nd Shift, 12 Month, Start Date 9/3/2013

Kahn, Amtulfatima, FS, Special Education Assistant, 3.25 hr/day, 9 Month, Start Date 9/3/2013

Roeder, Amie, HES, Special Education Assistant, 6 hr/day, 9 Month, Start Date 9/3/2013

Berns, Sarah, FES, Reading Tutor, 9 Month, Start Date 9/9/2013

Rausch, Nicole, MCS, Special Education Assistant, 6 hr/day, 9 Month, Start Date 9/9/2013

Baert, David, CO, Mail Courier, 12 Month, Start Date 9/10/2013

Farley, Beth, CO, Student Services Administrative Assistant, 12 Month, Start Date 9/11/2013

Resignations Support

Kinney, Marjorie, GMSS, Special Education Assistant 9 Month, Effective 9/13/2013

Long-term Substitutes Support

Miller, Janet, WES, Special Education Assistant, 1.0 FTE, 10/15/2013 - 12/20/2013

9.2 Pay Request #3, \$425,461.92, Performance Services, GHS Unit Ventilator Replacement/Lighting Upgrade Project; GMSS VAV Boxes Replacement & Heating/Hot Water Re-piping Project

9.3 Intergovernmental Agreement Renewal, Marjorie Murray Park - Five Years, Geneva CUSD 304 & Geneva Park District

Motion by Wilson, second by Juby, to approve Consent Agenda Items 9.1 through 9.3, as presented. On roll call, Ayes, five (5), McCormick, Wilson, Juby, Lamb, Nowak. Nays, none (0). Motion carried unanimously.

**10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION**

None.

**11. BOARD MEMBER COMMENTS AND REPORTS**

*Policy Committee, Finance Committee, Boundary Task Force, Communications Task Force, Facilities 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, REMS Grant Advisory Board*

The Saturday before last, a Board member attended a bench dedication for a Geneva High School alum who had passed away and noted we are fortunate to live in such a caring community.

**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); COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/2(c)(2); AND PENDING LITIGATION [5 ILCS 120/2(c)(11)]**

At 7:12 p.m., motion by Wilson, second by Juby, 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, collective negotiating matters between the public body and its employees or their representatives, and pending litigation. On roll call, Ayes, five (5), Wilson, Juby, Lamb, McCormick, Nowak. Nays, none (0). Motion carried unanimously.

The Vice President reported that no action would occur following executive session.

At 7:59 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the Board returned to open session and moved back to the Williamsburg auditorium.

**14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION**

None.

**15. ADJOURNMENT**

At 8:01 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_ PRESIDENT

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