



**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, April 24, 2017, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois

**1. CALL TO ORDER (Bylaws 0163 & 0164)**

- 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 President Grosso.

Board members present: Taylor Egan, Policy Committee Chair Leslie Juby, Dave Lamb, Mike McCormick, Vice President Kelly Nowak, Mary Stith, Finance Committee Chair Bill Wilson, President Mark Grosso. Late: None. Absent: None.

The President welcomed everyone, reminded them to sign the attendance record, and lead them in the Pledge of Allegiance.

District staff present: Kristy Poteete-Kriegermeier, Communications Coordinator; Tom Rogers, Principal Geneva High School; Dr. Andy Barrett, Assistant Superintendent Teaching & Learning; Dr. Adam Law, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Robert Wilson, Mary Lou O'Halloran, Donna Potaczek, Brigid Buchman, Jill Marsh, Terri Helfers, Leann Enneking, Jen Napravnik, Lisa Adam, Lori Strauss, Teresa Kappel, Cathy Carrino, Cindy Spencer, Karen Baumgartner, Sammi Branshaw, Frank, Elissa & David Gore, Denise & Matthew Sclakey, Elizabeth Hellstrom, Kailey Robbins, Lucy Kalkman, Rick Herwaldt, Hannah & Maureen Borodin, Louise Grissinger, Nancy VanderAkker, Gail Rynn, George Keenan, Patrick & Melissa McCann, Jenny Waldchen, Doug Lassiter, Lori Alford, Kevin, Lynn & Madison Moravick, Karen Dillonburg, John Connors, Cindy Whitley, Adam & Ann Marie Turner, Mary Schultz, Grace & Anne Marie Brolly, Christina Kovarik, Luisa Lee, Teresa Keenan, Kristine Rathuride, Alexander Lindenfelser, Molly Kramer, Grace Lyons.

**2. BOARD OF EDUCATION REORGANIZATION – President Mark Grosso**

- 2.1 Accept Kane County Clerk's Abstract of Votes for the April 4, 2017, Election of Members for the Board of Education

The Abstract of Votes reported that votes for members of the Board of Education for Geneva Community Unit School District 304 were as follows: Leslie Juby, 4391; Mark Grosso, 4297; Taylor Egan, 4506; Dave Lamb, 3885; Bill Wilson, 3374.

Motion by McCormick, second by Nowak, to approve the above-listed abstract of votes for the April 4, 2017 election of members of the Board of Education, item 2.1. On roll call, Ayes, seven (7), Juby, Lamb, McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

## 2.2 Oath of Office and Seating of New Board Members

Vice-President Nowak asked Bill Wilson to administer the Oath of Office to newly elected members Egan, Grosso, Juby and Lamb. Following the oath, the newly elected members were welcomed and took their places at the Board table.

## 2.3 Election of Officers

Current Vice President Nowak served as the president pro tempore until the Board elected a permanent president

The president pro tempore explained the process for nominations and voting. Any member can make a nomination, including self-nominations. Nominations do not require a second. Election of an officer requires a majority of those voting. Voting occurs during an open meeting and must not be by secret ballot. Voting can be by a show of hands, or a voice vote in which each member has an opportunity to vote "yes" or "no" for the nominated candidate. If two or more members are nominated for an office, the member receiving a majority of the votes cast is elected.

For the office of president, Juby nominated Grosso. There were no other nominations. Second by Lamb. Grosso was unanimously elected to serve as president and assumed the position and continued the election process for the remaining offices of the board.

For the office of vice president, Lamb nominated Nowak. There were no other nominations. Second by Stith. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Nowak was unanimously elected to serve as vice president.

The President noted that traditionally, the Superintendent has served as Secretary to the Board and the Assistant Superintendent of Business Services has served as Treasurer.

For the office of secretary, Stith nominated Superintendent Mutchler. There were no other nominations. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Superintendent Mutchler was unanimously elected to serve as the board secretary.

For the office of treasurer, McCormick nominated Assistant Superintendent Oberg. There were no other nominations. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Assistant Superintendent Oberg was unanimously elected to serve as treasurer.

## 2.4 Adopt 2017-2018 Board Meeting Calendar

Motion by Nowak, second by Juby, to adopt the preliminary 2017-2018 meeting calendar draft, as presented. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Motion carried unanimously.

It was noted that the meeting calendar may be amended to add or change meeting dates as appropriate and that board members should keep Monday nights open to accommodate changes or for the need for special meetings.

## 2.5 Review Committee & Liaison Assignments

It was decided that the Board would review their committee and liaison assignments and let the President know if they would like to make any changes from their current assignments. The President will discuss these and bring them back to the entire Board at a later meeting.

## 3. APPROVAL OF MINUTES (Bylaw 0168.1)

### 3.1 Executive Session, March 13, 2017

Motion by Nowak, second by Stith, to approve the above-listed minutes, item 3.1. On roll call, Ayes, five (5), Juby, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, two (2), Egan, Lamb.

### 3.2 Regular Session, April 10, 2017

3.3 Executive Session, April 10, 2017

Motion by Juby, second by Nowak, to approve the above-listed minutes, items 3.2-3.3. On roll call, Ayes, five (5), Juby, Lamb, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, two (2), Egan, McCormick.

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

4.1 Tradition of Excellence Award: Geneva High School Students (Policy 5451)

WYSE (Worldwide Youth in Science and Engineering), FCCLA (Family, Career and Community Leaders of America), Meritorious Budget Award

WYSE State Competition

Grace Brolly	Katelyn McBride
Alexander Linderfelser	Avery Moore

FCCLA State Competition

Magdalene Ammon	Kelsey Chambers	Grace Lyons
Hannah Borodin	Holly Kramer	Madison Moravick

4.2 Elementary STEM & Vision Progress Student Presentation

Donna Potazcek, Brigid Buckman and Jill Marsh presented to the Board elementary STEM & Vision progress. Ms. Potazcek had students demonstrate for the Board a math strategy called a Tape Diagram, which is a problem-solving tool that bridges the gap between concrete and abstract thinking. Once the students demonstrated how they were able to solve the problem, they asked Board members to participate in solving a problem using a tape diagram.

Ms. Buchman shared that teachers received professional development on video newsletters so that they could teach their students this process. Students demonstrated to the Board how they create video newsletters collaboratively. The students shared that it can get tricky at times but when you see the final product you would never know.

Ms. Marsh shared that students have been adamant about their love for Mystery Science. Each Board member was given the tools needed to create a sundial. Board members were given instructions how to create their sundials, and once complete, students asked them questions they had to determine the answers to.

4.3 Sodexo Food Service Presentation – Rick Herwaldt (Policy 8500)

Sodexo's General Manager shared with the Board what has been happening in the world of food service. In 2016-17, Sodexo was able to increase individual servings of entrees, fresh fruits and vegetables daily; provide an offering bar with at least four fresh vegetables and one fresh fruit at lunch, continue and improve products with lower fat, whole grains and less sodium; promotions focused on healthy eating; and baked chips. Sodexo is continually looking for ways to reduce carbon footprint and support the health of our environment through their "Better Tomorrow" Plan. They continue to improve customer service and staff safety, as well as, collaborate with the community through food donations, serving the Geneva school community, overseeing fund raising activities that are food service related, and collaborating with community organizations such as Geneva Mothers Club and Geneva Lions Club.

New this year was the opportunity to work with the On the Job Training Program, offer internships and hire high school students to help market the food service program. Also new this year, is Captured which is an innovative approach to gathering student feedback. There have been several activities throughout the school year such as the A to Z Garden Bar, beach parties, cookouts and more! Sodexo continues to communicate with parents and students through newsletters, menus and surveys. Our employees immerse themselves into the Geneva 304 culture every day through their involvement and commitment to the district!

**5. 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.*

Community members shared their 20-year journey into the story of the “Malvina Hoffman Project.” It was accomplished 20 years ago through the Geneva High School Art Department with the help of students who did an independent study of Malvina Hoffman’s sculptures, “Races of Mankind”, in collaboration with the Chicago Field Museum. Students created an art project from what they had learned from studying Malvina’s work, which was displayed at the GHS Arts Affair on May 1, 1997. In September 2016, the GHS National Honor Society decided to re-discover Malvina’s work. After visiting the new exhibit at the Field Museum “Re-Thinking Malvina Hoffman” students did a mobile and seven paintings depicting what they learned. The entire project now hangs proudly and permanently in the GHS Library. On April 24, 2017, Louise Grissinger, Mary Lu O’Halloran, and Sammi Branshaw will be speaking before the Geneva 304 School Board about the entire project.

A former Geneva special education student shared with the Board his support of the GSSA. During his 14 years in Geneva, he had the opportunity to work with many aides, and they are the hardest working individuals he knows who should receive equal pay to teachers. They work with so many students with so many different needs. His brother, who has Down’s syndrome, has done tremendous in his journey so far with the assistance of aides. Aides do just as much as teachers, and many of the students they work with require more help because of their needs.

The Vice President of the GSSA, also a paraprofessional for 9 years in Geneva, spoke on behalf of her members, sharing that Geneva is an inclusive school district that prides itself on this. It cannot be denied, that a big component of Geneva’s success at being inclusive is being a paraprofessional. Our students have a variety of developmental, mental and emotional special needs, however, we have one name for our students, we call them “friends”. Paraprofessionals do not have a work area. You may find us sitting at a large table, in a team center, in the hallways, the library, the nurse’s office or a variety of other locations to help to assist the many needs of our “friends”. We get to know our “friends” on a personal level to understand their day-to-day needs and what works and does not work for them. In addition to our duties for our “friends”, we also have updated sub plans to prepare, professional goals and weekly meetings with members of the team. We have helped many of our “friends” step out of their comfort zones. It is because of paraprofessionals that Geneva has been a success as an inclusion school.

## **6. SUPERINTENDENT’S REPORT (Policy 1210)**

The Superintendent shared that spring is very busy with end of year activities, the art show and concerts, retiree gatherings, testing and formulating goals for next year.

## **7. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION**

7.1 2017/18 Finance Meeting Calendar – Draft

This item has been tabled for a future meeting.

## **8. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION**

8.1 Board Meeting/Presentation Schedule

The Superintendent shared that the Board continues to make changes as necessary and hopes that the community will continue to watch for future agenda items that might be of interest to them. This planning document does change regularly.

8.2 Board Working Agreements Discussion

There are no recommended changes at this time. This item will be brought back at a future meeting for approval.

## **9. INFORMATION**

9.1 Property Tax Freeze Scenarios

9.2 Evidence-Based Funding Proposal

9.3 PTAB Summary

**10. CONSENT AGENDA (Bylaw 0166.1)**

10.1 Monthly Financial Reports & Interfund Transfers

10.2 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 1520, 3120, 4120)

New Hires Certified Staff

Burns, Valerie, GMSS, Speech Language Pathologist, 1.0 FTE, effective 8/21/17

Daly, Amanda, GHS, French, 1.0 FTE, effective 8/21/17

Hoskins, Gary, GMSN, Industrial Technology, 1.0 FTE, effective 8/21/17

Oswald, Kelsey, GHS, Physics, 1.0 FTE, effective 8/21/17

Resignations Certified Staff

Bach, Deanna, GHS, Spanish, 1.0 FTE, effective 6/5/17

Possley, Cathleen, WAS, Grade 2, 1.0 FTE, effective 6/5/17

Whitman, Stephen, GHS, English, 1.0 FTE, effective 6/5/17

Leave of Absence Certified Staff

McAvoy, Kristen, HES, Grade 5, 1.0 FTE, effective 1<sup>st</sup> semester 2017-2018

New Hires Support Staff

Corrigan, James, All Buildings, 2<sup>nd</sup> Shift Custodian-Floater, 12 month, effective 4/12/17

Family and Medical Leave Support Staff

Fitzmaurice, Phil, GMSN, 2<sup>nd</sup> Shift Custodian, 12 month, effective 7/18/17-10/12/17

10.3 Lease Request: \$53,703, Midwest Transit, Special Education Buses (\$31,024) and MFSAB (\$22,679) for 2017/18

10.4 Request for Proposal: \$7,400, Key Benefit Concepts, summary for actuarial services for other post-employment benefits

10.5 Bid Summary/Award: \$76,135.27, CDW-G, for 59 APC uninterruptable power supplies (UPS)/21 APC battery expansion packs/59 APC environmental sensors

10.6 Bid Summary/Award: \$27,824.75, Paragon Development Systems, Inc., for 25 HPE 1950 network switches

10.7 2016-2017 Budget Amendment & Authorization to Establish Public Hearing Date

Motion by Nowak, second by McCormick, to approve the above-listed items, 10.1-10.7 as presented.

On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0).

Absent, none (0). Abstained, none (0).

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

None.

**12. 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*

Kane County Connects shared that out of 16 townships Geneva has the lowest property taxes.

Board members met with the PRIDE committee last week and are working on the Spring Thank You scheduled for May 17. Next week, the Kishwaukee Division of IASB will meet and Board members will attend to discuss alignment in relation to elections and what topics would be useful at upcoming dinners. Please let us know if you have any ideas. When we reorganize our committees, Policy and Finance, we need to look at our guidelines, as they have not been looked at in a while. Thank you to the English Department at GHS for the recent Poetry Slam that was well attended. The Literary Magazine takes hours and hours to complete, so we would like to express our gratitude toward the staff that works on this. World Languages had their first Emersion Day in the Mack Olsen Gym, and we would like to thank those staff members that made this event possible. There was a phenomenal STEM Fair at Fermilab, and we had several students in attendance. Thank you to Mike Wilkes for allowing Board members sit in on the tech presentations for the new phone system. It was very enlightening, as the vendors talked through their products. Joint PTO met last week and discussed a possibility of a new fundraiser. Prom is around the corner on May 13, and we are looking for volunteers. Please let us know if you can help. GHS seniors shared with a Board member that they would love an opportunity to visit with their elementary and middle school teachers before they graduate. This may not happen this year, but maybe it could be something we offer students in the

future. During the facilities meeting a couple of weeks ago, the task force discussed safety and security issues. The task force is still looking for a cover to and from the modular classrooms to the high school. We still have not found a solution.

**13. NOTICES / ANNOUNCEMENTS**

**14. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY [5 ILCS 120/2(c)(1)]. (Bylaw 0167.2)**

At 9:20 p.m., motion by Juby second by McCormick, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Motion carried unanimously.

At 10:29 p.m., the Board returned to open session.

**15. ADJOURNMENT**

At 10:30 p.m., motion by McCormick, second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_  
(Date)

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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