



**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, May 14, 2018, 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, Finance Committee Chair Dave Lamb, Mike McCormick, Vice President Kelly Nowak, Mary Stith, 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: Brenna Westerhoff, Principal Harrison Street Elementary; Kimberly Hornberg, Principal Heartland Elementary; Larry Bidlack, Principal Geneva Middle School North; Tom Rogers, Principal Geneva High School; Scott Ney, Director of Facility Operations; Laura Sprague, Communications Coordinator; Mike Wilkes, Director of Technology; Dr. Andy Barrett, Assistant Superintendent of Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

Others: Michelle Johnson, Deb Cefalu, Cathy & Caroline Atkinson, Karen Tatlock, Karl Schmitt, Jacob Arensmeier, Stephanie Hack, Mackenzie Nissen, Meredith Carlson, Anne Marie & Grace Brolly, Lisa Gratz, Fenil Patel, Jake Goedken, Ann Williamson, Gretchen & Ben Weber, Monica O'Hara-Noonan, Cindy Blayey, Joe Halder, Braden Foerch, Reese Gosain, Christopher Hall, Audrey LaCost, Sarah Mozden, Willem Van Der Meij, Collin Weber, Alex Williamson Junk, Kyle Mickelsen, Alexandra & Frank Smola.

**2. APPROVAL OF MINUTES (Bylaw 0168.1)**

2.1 Regular Session, April 23, 2018

Motion by Juby, second by Nowak, to approve the above-listed minutes, item 2.1. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

2.2 Executive Session, April 23, 2018

Motion by Nowak, second by Lamb, to approve the above-listed minutes, item 2.2. On roll call, Ayes, six (6), Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, one (1), Egan.

2.3 Board Retreat Session, April 27, 2018

Motion by Nowak, second by Juby, to approve the above-listed minutes, item 2.3. On roll call, Ayes,

six (6), Egan, Juby, Lamb, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, one (1), McCormick.

### 3. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

#### 3.1 Tradition of Excellence: GHS Students (Policy 5451) ICTM, SkillsUSA, DECA

##### ICTM

Caroline Atkinson  
Jack Brandt  
Grace Brolly  
Eston Brunswig  
Michael Daanen  
Braden Fioresi  
Braden Foerch  
Clark Giansanti

Reese Gosain  
Christopher Hall  
Noah Hood  
Katherine Kilmer  
Ryan Klemm  
Audrey LaCost  
Konnor Mickelsen

Sarah Mozden  
Ian Oleson  
Aayush Shah  
Yash Shah  
Willem Van Der Meij  
Collin Weber  
Alexander Williamson Junk

##### SkillsUSA

Sean Corkery – Cabinet Making (8<sup>th</sup> Place)  
Kyle Mickelson – Cabinet Making (4<sup>th</sup> Place)

##### DECA

Cameron Zak – 1<sup>st</sup> Place – Sports and Entertainment Marketing  
Peter Mertka – 3<sup>rd</sup> Place – Business Finance  
Gabrielle Brainard – 5<sup>th</sup> Place – Fashion Merchandising Promotion Plan  
Caroline Lahey – 5<sup>th</sup> Place – Food Marketing  
Cassandra Longo – Business Service Marketing  
Victoria Mehren – Business Service Marketing  
Magdalene Ammon – Retail Merchandising  
Madison Heine – Marketing Communications  
Eileen Drew & Emma Devine – Business Law and Ethics  
Juniper Jimenez & Karina Shourie – Marketing Management Team Decision Making  
Caroline Lahey & Dan O’Connell – Financial Literacy Promotion Project  
Alexandra Smola & Frank Smola – Entrepreneurship Start-Up Business Plan  
Alyxandria Hartsock & Alix Rittenberg – Entrepreneurship Independent Business Plan  
Madison Heine, Gabrielle Brainard & Morgan Anderson – Entrepreneurship Independent Business Plan  
Brett Romanelli – International Business Plan  
Eileen Drew, Stephanie Howe & Andrew Borse – Franchise Business Plan  
Morgan Anderson – Advertising Campaign  
Aaron Stocking – Advertising Campaign

#### 3.2 Technology Student Internship Update

Geneva High School staff and students shared with the Board what’s happening with the technology student interns. TSI is a program designed to provide interns hands on experience in the field of technology repair and maintenance, as well as customer service. The student techs have earned credentials, such as HP Self Maintainer, Microsoft Office Specialist, Microsoft Technology Associate and Comp TIA. They have gained customer service skills to assist them in solving problems, and GHS staff and students can expect to find the interns at the Help Desk (library) dressed in blue polo shirts with their TSI ID’s.

Board comments, questions, concerns: How do you determine which program you are being credentialed or certified in? (Most of our devices are HP devices.) We have come a long way from years ago when we first talked about 1:1 devices for students. It is gratifying to see how this program has progressed.

#### 3.3 Recognition of Geneva CUSD 304 Retirees

The following retirees attended the Board meeting:

Meredith Carlson, WES, Librarian, (20); Debbie Cefalu, WES, Special Education Assistant, (20); Rose Educate, GMSN, Learning Behavior Specialist, (9); Cindy Gregait, Physical Education, WAS/WES, (24); Stephanie Hack, WES, Certified School Nurse, (18); Michelle Johnson, HSS, Special Education Assistant, (24); Ellen Landau, GMSN, Language Arts, (22); Gail Rynn, WES, Kindergarten Assistant, (21); Jill Nippert, HES, Grade 3, (21); Carol Ann Page, GMSN, Physical Education, (17); Steve Richardson, GHS, Maintenance, (15); Karen Tatlock, HSS, Special Education Assistant, (24).

Also retiring, but not present:

Roxanne Curtis, GHS, Music, (30); Maureen Monaghan, GMSN, Mathematics, (19); Donna Oberg, CO, Asst. Supt. Business Services, (10); Karen Quiggle, MCS, Special Education Assistant, (18); Deborah Rabe, GMSS, Special Education, (32); Bill Tait, GMSS, Physical Education, (30); Dan Ward, CO, Custodian, (11); Maureen Weiler, GMSS, Mathematics, (20); Bella Williams, MCS, Special Education Assistant, (18).

### 3.4 PMA Presentation

Fenil Patel and Jake Goedken of PMA presented to the Board an overview of the District's cash flow and investments. The cash flow analysis shows formal organization and documentation of projected inflows and outflows, conservative analysis to fund liabilities, optimizing investment earnings, provides lead-time and documentation for potential borrowing needs and administrative efficiency. Districts generally take in funds twice a year from property taxes. The goal is to maximize your funds and build the cash flow into a liability cash flow. Projections are based on a five-year history. The District is stable, but there is a trend lag. In the long term, cash flow projections are looking to be in the deficit, and in ten years, the District could be down about \$30 million. In an aggregate analysis, revenues are mainly local (90%) and State. In expenditures, you will see about 76% coming through as salaries and benefits. When you look at the total funds, you will see a low point just before taxes are collected in June. We make sure you have liquidity for those "just in case" moments. The good news is that rates are going up, as the District is currently just over 2% in interest earnings.

Board comments, questions, concerns: On page five of the handout with the projected year-end, is the purple line the low point for the year? (It is a projected low point.) In FY 2019, it is lower than what we have in working cash. (Yes. You would need to make interfund loans.) The trend is quite startling, because in the next five years there is a big drop. (You do have time, but the trend is compounding.) On average, what is the margin on collateral? (It depends on the bank, but unfortunately, that margin has increased. With rates so low, banks do not want to hold on to these. It is at least 50 basis points, if not more.) With the downward trend, there is no magic you can do. (No. \$10 million is not even invested; it is left in your bank account.) We also appreciate the work of PMA, because they work alongside Elizabeth Hennessey as well.

## 4. 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.*

None.

## 5. SUPERINTENDENT'S REPORT (Policy 1210)

The Superintendent shared that there is a lot going on as we approach the end of the year. Eighth grade promotion is on May 31<sup>st</sup>, high school commencement is on May 27<sup>th</sup> and senior awards are next Wednesday. We have had wonderful support from our community with scholarships. Next week there will be many senior class activities taking place.

Dr. Law shared that there are twelve new certified staff members and one administrator on the personnel report to be approved tonight. Principals have been very busy reviewing applications and interviewing candidates. Student support administrators have been busy, as well, doing the same

thing. Hiring really begins after the staffing plan is approved in late February and as we start reviewing kindergarten numbers after roundup in early March. We continue to monitor student enrollment numbers throughout the summer. We have 37 vacancies within the district with nine at the elementary level, twelve at the middle school level, three at the high school level and thirteen for Student Services, which could be across all grade levels. These positions are due to retirements, resignations and new positions. We have twenty-two of the positions filled with fifteen remaining. Principals focus on those hard to fill positions first, then move on from there. This is an exciting time for everyone involved.

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

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

### **7.1 Board Meeting/Presentation Schedule**

We invite the public to look at this document, as it does change periodically. We are hoping to have a follow-up retreat in June. Mrs. Johnson will be emailing the Board possible dates to meet.

## **8. INFORMATION**

## **9. CONSENT AGENDA (Bylaw 0166.1)**

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

#### New Hires Certified Staff

Assell, Elizabeth, GMSN, Physical Education, 1.0 FTE, effective 8/20/18

Burke, Leslie, HSS, Kindergarten, 1.0 FTE, effective 8/20/18

Clarke, Christina, GMSS, Learning Behavior Specialist, 1.0 FTE, effective 8/20/18

Cnota, Hailey, GHS, Math, .90 FTE, effective 8/20/18

DiNatale, Melissa, GMSN, Language Arts, 1.0 FTE, effective 8/20/18

Gabric, Kaitlyn, WES, Learning Behavior Specialist, 1.0 FTE, effective 8/20/18

Johnson, Hallie, WES, Grade 3, 1.0 FTE, effective 8/20/18

McQueeny, Hallie, HSS, Kindergarten, 1.0 FTE, effective 8/20/18

Palmisano, Jessica, GHS, Music, 1.0 FTE, effective 8/20/18

Weber, Jacquelyn, GHS, Social Worker, 1.0 FTE, effective 8/20/18

Zabilka, Lynn, WES, Grade 2, 1.0 FTE, effective 8/20/18

#### Reappointments Certified Staff

Freedlund, Lynn, GHS/GMSS/GMSN, French, from .60 FTE to .80 FTE

Kosog, Karen, GHS/GMSS/GMSN, German, from .80 FTE to .87 FTE

#### Long-Term Substitutes Certified Staff

Burke, Leslie (Katie Strizu), HSS, Kindergarten, 1.0 FTE, effective 4/16/18-6/1/18

Cosentino, Sarah (Jason Santo), GHS, TV Production, 1.0 FTE, effective 5/3/18-6/1/18

#### Family and Medical Leave Certified Staff

Fahrforth, Chrissy, HES, Grade 1, 1.0 FTE, effective 8/20/18-10/25/18

Gudella, Laura, GMSN, Language Arts, 1.0 FTE, effective 8/20/18-11/20/18

Hayden, Alyssa, GHS, Learning Behavior Specialist, 1.0 FTE, effective 8/20/18-9/21/18

Busche, Shelby, WAS, Music, 1.0 FTE, effective 9/8/18-11/1/18

Schaefer, Rebecca, WES, Grade 4, 1.0 FTE, effective 10/11/18-1/22/19

#### New Hires Support Staff

Malone, Patrick, All Schools, 2<sup>nd</sup> Shift Custodian Floater, 12 month, effective 5/4/18

#### Resignations Support Staff

Mainzinger, Elaine, GMSS, Special Education Assistant, 9 month, effective 6/1/18

#### Reappointments/Reclassifications Support Staff

Serluco, Donna, GMSN, from Registered Nurse at GMSN/9 month to Vision Hearing Coordinator/200 hrs year

#### Family and Medical Leave Support Staff

Wolf, Angie, HSS, Special Education Assistant, 9 month, effective 4/16/18-6/1/18

Giarrantano, Sam, CO, 1<sup>st</sup> Shift Custodian Floater, 12 month, effective 4/30/18-TBD

Fladung, Vicki, CO, District Technology Manager, 12 month, effective 5/9/18-6/13/18

Dargis, Diane, WAS, Special Education Assistant, 9 month, effective 5/23/18-6/1/18  
Patterson, Thalia, GELP, Special Education Assistant, 9 month, effective 8/20/18-11/26/18  
New Hires Administrators

Groot, Melissa, CESC, Special Education Coordinator, 12 month, effective 7/1/18

Family and Medical Leave Administrators

Zeman, Ron, WAS, Principal, 1.0 FTE, effective 5/15/18-6/4/18

9.2 Amend 2017-2018 Official ISBE School Calendar to Remove Unused Emergency Days

9.3 Gifts, Grants, Bequests: \$1,000, Neri Landscape & Maintenance, for water feature & slate rocks to be dedicated to Beth Shannon

9.4 Request to Purchase: \$201,000, Esscoe, LLC., Access Control System Project

9.5 Request to Purchase: \$143,547.62, Vortex Commercial Flooring, GHS summer flooring replacement

9.6 Request to Purchase: \$155,181.42, Denler, Inc., District paving maintenance

Motion by Lamb, second by Nowak, to approve the above-listed items 9.1-9.6. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

## 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, 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*

Board members attended the recent post prom and would like to thank all of the parents who helped to organize this activity for our students. The Board would also like to thank the custodial staff for their work on the post prom clean up. They are very patient with all of the parents and students throughout the night. Thank you to Mary for her work in putting together the reception for our PRIDE volunteers. Board members also attended Senator Karen McConnaughay's Education Advisory Committee meeting last week to participate in round table discussions with some of their school leaders and the ROE from our area. They also participated in a question and answer session on legislative topics, including safety/security and things happening in the public safety-working group. Next week, there will be a meeting of the IASB Executive Committee to discuss dinners for next year. If you have any ideas for topics or if there were a speaker you would like hear, please let us know. The PRIDE reception had a great turn out, and we need to keep recruiting new members. The Policy Committee has finished reviewing the fourth and fifth series of policies. Several Board members attended the Equity Symposium hosted by IASB. Board members attended a recent Mill Creek PTO meeting, where they were greeted with a warm welcome. Board members recently attended the GEA Retirement Dinner and Educator of the Year Dinner. Board members attended the 38th Annual Law Seminar, where they were able to talk about legislation, safety plans, evidence-based funding, FOIA updates and other topics. They have exchanged emails on the TIF legislation, which they hope to have more information on next week.

## 12. NOTICES / ANNOUNCEMENTS

## 13. 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)]. (Bylaw 0167.2)

At 8:55 p.m., motion by McCormick second by Nowak, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives. On roll call, Ayes, seven (7), Egan, Juby, Lamb, McCormick, Nowak, Stith, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

At 9:47 p.m., the Board returned to open session.

## 14. ADJOURNMENT

At 9:48 p.m., motion by McCormick, second by Juby, and with unanimous consent, the meeting was adjourned.

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

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