



**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 12, 2019, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois

**1. CALL TO ORDER (Policy 2:220)**

- 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: President Mark Grosso, Vice President Taylor Egan, Larry Cabeen, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Mike McCormick, Alicia Saxton.  
 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: Director for Student Services, Anne Giarrante; Dr. Dean Romano, Assistant Superintendent for Business Services; Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Adam Law, Assistant Superintendent for Personnel Services; Dr. Kent Mutchler, Superintendent.

Others: Jill Johnson, Holly Heimlich, Rachael Fabbi, Brooke Lubber, Cathy Fuller, Brenda Schory, Laura Sinars.

**2. APPROVAL OF MINUTES (Policy 2:220)**

- 2.1 Regular Session, July 18, 2019
- 2.2 Executive Session, July 18, 2019
- 2.3 Regular Session, July 22, 2019

Motion by McCormick, second by Juby, to approve the above-listed minutes, items 2.1-2.3. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

- 2.4 Executive Session, July 22, 2019

Motion by Juby, second by Lamb, to approve the above-listed minutes, item 2.4. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Grosso. Nays, none (0). Absent, none (0). Abstained, one (1), Saxton.

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

- 3.1 Review of Multi-Year Financial Assumptions – Dr. Dean Romano

Dr. Dean Romano gave an update on the EAV assumptions, new growth, Consumer Price Index (CPI) and tax rate. In July we talked about the EAV, which is where we go forth and issue the levy. We thought the EAV would come in at 3.75%, but to be conservative we dropped it to 3%. New growth represents the new construction that would be happening in the school district. After looking at historical data, we decided that this assumption needed to be dropped to \$13 million. There were no changes with CPI and the tax rate. CPI is the most important factor and it came in at 1.9%, but we

are utilizing 2% for future years. Additional assumptions would be revenue and expenses. These assumptions are what drive our multi-year financials.

#### **4. LEGISLATIVE UPDATES**

*Board Member Code of Conduct #8 - "I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonable knowledgeable about the local, State, national, and global education issues."*

#### **5. SUPERINTENDENT'S REPORT (Policy 3:40)**

The Superintendent shared that new certified staff has their orientation this week. We will have all summer maintenance projects completed by the end of this weekend. Next Monday, all certified staff are back, and Wednesday is our first day of school.

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

- 6.1 Resolution providing for the issue of not to exceed \$2,700,000 General Obligation Refunding School Bonds for the purpose of refunding certain outstanding bonds, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

Elizabeth Hennessey from Raymond James Public Finance presented an update on the debt profile and possible refunding. She shared that the district has three bonds outstanding and that interest rates have dropped significantly. The district currently has a net debt limit of \$86,021,440. There are several issues outstanding. Most recent being the 2017 refunding followed by the 2016 refunding. Next, are the 2010 bonds that were issued in 2010, which have a call date of January 1, 2020. You can refund the bonds within 90 days of the call date. Ms. Hennessey is recommending that a resolution be presented to the Board allowing the refunding of those bonds strictly for savings. This would be an estimated savings of \$311,940 to 304 taxpayers. There are two options for refunding the bonds, and they are public sale or private placement. Private placement cuts the cost of issuance almost in half; however, the district may not get as low of an interest rate as a public sale. The approval of the resolution will authorize the Assistant Superintendent and the Board President to say yes to the winning bidder. If approved, this would take place toward the end of September.

Motion by Cabeen, second by McCormick, to approve the above-listed resolution, item 6.1. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

##### **6.2 Board & District Goals for 2019-2020**

Motion by Egan, second by Saxton, to approve the above-listed goals as presented, item 6.2. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

##### **6.3 Policy Updates: Second Reading (Policy 2:240)**

6.3.1 Policy 1:30, School District Philosophy - **Updated**

6.3.2 Policy 2:220, Board of Education Meeting Procedure - **Updated**

Motion by Juby, second by Cabeen, to approve the above-listed policies, items 6.3.1-6.3.2. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none (0). Abstained, none (0).

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

##### **7.1 Policy Updates: First Reading – Updated and Reviewed (Policy 2:240)**

7.1.1 Policy 2:110, Qualifications, Term and Duties of Board Officers – **Updated**

7.1.2 Policy 2:140, Communications To and From the Board – **Updated**

7.1.3 Policy 2:240, Board Policy Development – **Reviewed**

7.1.4 Policy 3:50, Administrative Personnel Other Than the Superintendent – **Updated**

7.1.5 Policy 3:60, Administrative Responsibility of the Building Principal – **Updated**

7.1.6 Policy 4:10, Fiscal and Business Management – **Updated**

7.1.7 Policy 4:15, Identity Protection – **Reviewed**

7.1.8 Policy 4:20, Fund Balances – **Updated**

7.1.9 Policy 4:40, Incurring Debt – **Updated**

7.1.10 Policy 4:50, Insufficient Fund Checks and Debt Recovery – **Reviewed**

7.1.11 Policy 4:60, Purchases and Contracts – **Reviewed**

7.1.12 Policy 4:70, Resource Conservation – **Reviewed**

- 7.1.13 Policy 4:90, Activity Funds – **Reviewed**
- 7.1.14 Policy 5:35, Compliance with the Fair Labor Standards Act – **Reviewed**
- 7.1.15 Policy 5:40, Communicable and Chronic Infectious Disease – **Updated**
- 7.1.16 Policy 5:130, Responsibilities Concerning Internal Information – **Reviewed**
- 7.1.17 Policy 5:180, Temporary Illness or Temporary Incapacity – **Updated**
- 7.1.18 Policy 6:40, Curriculum Development – **Updated**
- 7.1.19 Policy 6:110, Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program – **Reviewed**
- 7.1.20 Policy 6:340, Student Testing and Assessment Program – **Updated**
- 7.1.21 Policy 7:170, Vandalism – **Reviewed**
- 7.1.22 Policy 7:270, Administering Medicines to Students – **Updated**

These policies will go forward for a second reading at the next meeting.

7.2 Policy Update: First Reading – **Needs Board Discussion**

7.2.1 Policy 2:120, Board Member Development – **Board Review**

In this policy, it states that both mandatory and non-mandatory board training will be posted on the website. Best practice is to keep this as it is. There was concern that this might create additional tracking for someone and that it should state that only mandatory training would be posted as is required by law. The Policy Committee needs to get the Boards' input on how to proceed.

Board, comments, questions, concerns: What extra work would there be? (It would have to be tracked and posted to the website.) There is an advantage to keeping this on the website, because it makes us look more transparent. Board members will have to make sure that they let Bonnie and Laura know when they have completed any training so that it can be posted. The Board seems to agree that this should remain as it is stated in the recommended policy. This policy can go forward for a second reading and approval at the next meeting.

7.2.2 Policy 2:230, Public Participation at School Board Meetings and Petitions to the Board – **Board Review**

In this policy, it states that public participation shall be limited to five minutes. The Policy Committee needs to know if the Board agrees that five minutes is a fair amount of time to allot.

Board, comments, questions, concerns: The Board agrees that five minutes is enough time for public participation. This policy can go forward for a second reading and approval at the next meeting.

7.2.3 Policy 5:170, Copyright – **Board Review**

This policy came to the committee's attention because a Board member asked if they could use the District logo on his website. This is not covered in this policy. The committee would like the Board's input.

Board, comments, questions, concerns: This is not a high priority and whatever the Board decides will be abided by. It could be added onto our business cards. The logo belongs to the district, so it should only be used by the district for school business. Are you suggesting we should revise this policy? (No.) This policy can go forward for a second reading and approval at the next meeting.

## 8. INFORMATION

- 8.1 Board Meeting/Presentation Schedule
- 8.2 FOIA Requests (Policy 2:250)

## 9. CONSENT AGENDA

- 9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)  
New Hires Certified Staff  
 Adams, Kerry, FES, Physical Education, .60 FTE, effective 8/19/19  
 Enas, Beni, GHS, TV Production, .80 FTE, effective 8/19/19  
 Freedlund, Lynn, GMSS/GMSN, French, .40 FTE, effective 8/19/19  
 Kielma, Allison, WAS, Learning Behavior Specialist, 1.0 FTE, effective 8/19/19  
 Luessenhop, Monica, WAS, Grade 1, 1.0 FTE, effective 8/19/19  
 Wade, Victoria, FES, Librarian, 1.0 FTE, effective 8/19/19

Whildin, Susan, GELP, Learning Behavior Specialist, .50 FTE, effective 8/19/19

Resignations Certified Staff

Beckmann, Malissa, HSS, Grade 1, 1.0 FTE, effective 6/7/19

Koehler, Katie, GHS, English, 1.0 FTE, effective 6/7/19

Long-Term Substitutes

Bieniak, Laura, GMSN, Language Arts, 1.0 FTE, effective 8/19/19-9/30/19

Schutz, Jennifer, GHS, 1.0 FTE, effective 8/19/19-12/20/19

Reappointments/Reclassifications Certified Staff

Jensen, Jill, HSS, Reading Tutor to Literacy Coach

Martin, Shannon, HSS, Special Education Assistant to Kindergarten Teacher

Family and Medical Leave Certified Staff

Girard, Ashley, GELP, Learning Behavior Specialist, 1.0 FTE, effective 1/23/20-4/24/20

Christensen, Kim, WES, Kindergarten, 1.0 FTE, effective 8/19/19-12/20/19

Cole, Emma, GHS, Science, 1.0 FTE, effective 1/6/20-3/27/20

Furnish, Becky, WES, Grade 1, 1.0 FTE, effective 8/26/19-9/27/19

New Hires Support Staff

Evans, Scott, GMSS, Special Education Assistant, effective 8/19/19

Mercado, Chad, GMSS, Special Education Assistant, effective 8/19/19

Mackell, Penny, CO, Administrative Assistant Facilities, effective 8/13/19

Orman, Glenn, ALL, Maintenance, effective 8/27/19

Pratt, Siri, GMSS, Reading Tutor, effective 8/19/19

Rigby, Christina, GMSS, Special Education Assistant, effective 8/19/19

Simpson, Elizabeth, HES, Special Education Assistant, effective 8/19/19

Sosa, Naomi, HSS, Bilingual Paraprofessional, effective 8/5/19

Wald, David, CO, Building Services Coordinator, effective 8/13/19

Resignations Support Staff

Cullen, Breana, GMSS, Special Education Assistant, effective 6/7/19

Gajsiewicz, Cynthia, GMSS/GMSN, Administrative Assistant, effective 8/13/19

Feucht, Valerie, MCS, Reading Tutor, effective 6/7/19

Fowler, Matt, GHS, Custodian, effective 8/16/19

Hinchman, Jane, HES, Special Education Assistant, effective 6/7/19

Olinger, Andrew, GHS, Special Education Assistant, effective 6/7/19

Reappointments/Reclassifications Support Staff

Cedergren, Christine, HSS, Kindergarten Assistant (15 hrs/wk)

DeGrado-Conforti, Jane, WAS, Special Education Assistant (15 hrs/wk)

Krohe, Colleen, FES, Special Education Assistant (15 hrs/wk)

Marshall, Abigail, WAS, Lunchroom Supervisor to Kindergarten Assistant (15 hrs/wk)

Read, Melissa, GMSN, Day Shift Custodian (GHS) to Head Custodian (GMSN)

Sweeney, Lindsay, MCS, Kindergarten Assistant (15 hrs/wk)

Todd, Christine, HSS, Classroom Assistant (15 hrs/wk)

Weber, Gretchen, GELP, Kindergarten Assistant (HES) to Special Education Assistant (GELP)

Family and Medical Leave Support Staff

Giarrantano, Sam, All Buildings, Custodian, effective 7/26/19-8/2/19

Johnson, Jim, HSS, Custodian, effective 8/9/19-9/6/19

Family and Medical Leave Administrators

Rogers, Tom, GHS, Principal, effective 7/9/19-7/22/19

Latham, Todd, CO, Coordinator of Business Services, effective 8/16/19-8/28/19

9.2 Accounts Payable (Policy 4:50)

9.3 Request to Lease: \$982.12/month, Enterprise Fleet Management, one 2020 Chevrolet Express 2500 van and two 2020 GMS Sierra 1500 trucks (Policy 4:60)

9.4 Disposition of Verbatim Record of Closed Meetings January 2017 through December 2017

9.5 Disposition of Executive Session Minutes January 2019 through June 2019

9.6 2019-20 Board Calendar – Updated

9.7 Disposal of Equipment

9.8 Pay Request #1: \$124,020, Lasswell Masonry, for GMSS, HES and MCS masonry restoration

9.9 Pay Request #1: \$161,415, Malcor Roofing of Illinois, Inc., GHS roof restoration

Motion by Juby, second by Lamb, to approve the above-listed, items 9.1-9.9. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none

(0). Abstained, none (0).

**10. PUBLIC COMMENTS**

*Per Board Policy 2:230, 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.*

Two parents presented to the Board and Administration their concerns regarding the use of herbicides and the effects it may have on their children. They are asking the Board and Administration to engage in discussion with them and to consider changes in what the district uses. Another parent shared concerns that it is disrespectful to use fear tactics to get the district to make changes. She has found no evidence that says 2,4-D can be harmful to students or staff if it is used on district lawns and cited many of the same studies used by opponents of 2,4-D. She is asking that the Board consider both sides before making any final decisions.

**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 Technology Task Force meeting, where discussion was focused on how the district monitors technology, how it could be monitored better, what programs are available and what other districts are doing. The whole process requires more conversation. The Facilities Task Force met today, and offered a big thank you to O&M for their hard work this summer to get our buildings ready for the new school year. There was also discussion about herbicides, and Mr. Ney stated that he has them applied the way they should be applied. The application for the IASB Governance Award has been submitted. We should know the results by the end of the month. The Board President represented the Board at the new teacher orientation lunch today and was quite impressed with the 42 new teachers that have been hired.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY FINDS THAT SUCH AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING [5 ILCS 120/2(c)(11)]; 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)]; COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:27 p.m., motion by McCormick, second by Egan, to go into executive session to consider matters pertaining to litigation, when an action against, affecting, or on behalf of the particular public body finds that such an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; collective negotiating matters between the public body and its employees or their representatives. On roll call, Ayes, seven (7), Cabeen, Egan, Juby, Lamb, McCormick, Saxton, Grosso. Nays, none (0). Absent, none (0).

At 10:16 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 10:17 p.m., motion by Lamb, second by Egan and with unanimous consent, the meeting was adjourned.

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

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