

**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 13, 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 7:00 p.m. by President Grosso.

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

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

District administrators present: Tom Rogers, Principal Geneva High School; Terry Bleau, Principal, Geneva Middle School South; Shonette Sims, Principal Harrison Street Elementary School; George Petmezas, Principal, Mill Creek Elementary School; Ron Zeman, Principal, Western Avenue Elementary School; Scott Ney, Director Facility Operations; Andrew Barrett, Director Curriculum; Lynn Reilley, Assistant Director Student Services; 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: Becky Card, Lisa Meister, Cookie Olson, Debby Scholle, Tom Anderson, Katie Kennath, Ellyn Romoser, Fran Tesch, Roger Parazaider, Dottie Finatri, Jim Burger, Christina Huffman, Brenda Bevans, Kara Frison, Mary Louise Gobel, Becky Schwab, Kerry Gain, Tushar Nakum, Jordan Brewner.

2. PUBLIC COMMENTS

The President reminded those wishing to speak that they needed to conform to the policy dealing with public participation, that comments or discussion regarding individual students or personnel matters was not permitted, that individuals wishing to address the Board should complete the form in the brochure and present it to the Presiding Officer or Recording Secretary before the start of the meeting, should come to the podium, use the microphone, and state their name and address, as the meetings are video recorded. He added that if an audience member wished to speak during the second public comment portion on the agenda but had not completed the required form, they could raise their hand to be recognized at that time.

Public Comments: None

3. APPROVAL OF MINUTES

- 3.1 Regular Session April 22, 2013
- 3.2 Executive Session April 22, 2013
- 3.3 Retreat Session April 26, 2013
- 3.4 Executive Session April 26, 2013
- 3.5 Retreat Session April 27, 2013
- 3.6 Special Session May 6, 2013

The President noted that amendments to the April 22 and April 27 session minutes had been requested by a Board members and the minutes presented for approval reflected those amendments. A Board member requested that Item 3.6 be voted on separately.

Motion by McCormick, second by Wilson, to approve Items 3.1 through 3.5, as amended. On roll call, Ayes, five (5), McCormick, Nowak, Stith, Wilson, Grosso. Nays, none (0). Abstained, two (2), Juby,

Lamb. Motion carried.

Motion by McCormick, second by Wilson, to approve Item 3.6, as presented. On roll call, Ayes, seven (7), Lamb, McCormick, Nowak, Stith, Wilson, Juby, Grosso. Nays, none (0). Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

4.1 Recognition of District 304 Retirees

Retirees recognized and thanked for their service to Geneva's students and community included Brenda Bevans, HSS, Special Education (34 years); Scott Bevans, GHS, Science (28 years); James Burger, GHS, Mathematics (43 years); Rebecca Card, GHS, English Language Learning (7 years); Kathleen Chroust, HES, General Music (17 years); Stephen Downen, GHS, Custodian (10 years); Dorothea Finatri, GMSS, Language Arts (15 years); Mary Louise Gobel, GMSS, Science (44 years); Marline Krug, WAS, Grade 4 (24 years); Sharon Kryszak, CO, Accounting Specialist (17 years); Lucy Ledford, MCS, Grade 3 (17 years); Catherine Lewis, MCS, Grade 3 (14 years); Stephen Lowry, GHS, Custodian (27 years); Norberto Melendez, GHS, Custodian (12 years); Cheryl Olson, CO, Secretary (33 years); Roger Parazaider, HSS, Grade 5 (44 years); Margwen Roberts, WAS, Special Education (33 years); Diane Rogowski, GHS, Special Education (17 years); Debra Scholle, HSS, Grade 5 (24 years); Patricia Tagliere, CO, Secretary (16 years); Patricia Zachwieja, WAS, Grade 3 (18 years).

4.2 Tradition of Excellence Awards: Kane County Educator-of-the-Year Nominees & Award Recipients

The following staff members were presented to the Board in recognition of having been nominated to represent the District at the Kane County Educator-of-the-Year Award Banquet: Steve Downen, GHS Custodian, Support Staff category; Mary Gobel, Science, GMSS, Middle School Teacher category; Lisa Meister, GHS Health Teacher, High School Teacher category; Ellyn Romoser, Special Education Teacher, Friendship Station Preschool, Elementary Teacher category; and Rebecca Schwab, Guidance Counselor, GMSN, Special Education category.

At the awards program on May 3, 2013, Steve Downen received the Kane County Support Staff Award and Lisa Meister received the Kane County High School Teacher of the Year Award. These staff members were congratulated and presented the Tradition of Excellence Award.

5. SUPERINTENDENT'S REPORT

The Superintendent reported the following: May 15th is the high school's senior awards program and many scholarships will be presented from a number of community organizations and individuals; May 17th is the high school art show; concerts are occurring at all levels throughout the district; May 26th is Geneva 304's Commencement ceremony; May 27th is Geneva's Memorial Day parade; and the last day of school is May 31st, which is a full day of attendance for students.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 GHS Out-of-Country Trip Summer 2014, England & France

6.2 GHS Out-of-Country Trip Summer 2014, Germany & Switzerland

Motion by Nowak, second by Wilson, to approve the organization of the Geneva High School student trips to England/France and Germany/Switzerland in June of 2014, as presented. On roll call, Ayes, seven (7), McCormick, Nowak, Stith, Wilson, Juby, Lamb, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

7.1 Textbook Adoption Geneva High School

The Assistant Superintendent for Curriculum & Instruction summarized the textbooks recommended for 2013-2014. The textbooks replace older editions and more accurately reflect current curriculum. We receive no state funding for these materials but sufficient funds are budgeted in the current fiscal year for this purchase. The materials were selected by a high school committee and were reviewed by SCDC.

Recommended textbooks include:

Environmental Science, AP (2012), W.H. Freeman & Co., AP Environmental Science/Grades 11-12, Replacing 2003 edition (\$4,800)

Fundamentals of Anatomy & Physiology (2012), Benjamin Cummins/Person, Anatomy & Physiology I & II, Grades 11-12, Replacing 2004 edition, (\$18,750)

Accounting Real World Applications & Connections (2012), Glance, Principles of Accounting & Advanced Accounting, Grades 9-12, Replacing 1995 edition (\$3,200)

Bundle: Law for Business & Personal Use (2012), Southwestern Synagogue Learning, Business Law Grades 10-12,

Replacing 2000 edition (\$4,450)

Asia Se-Dice Level IV (2012), Glance, McGraw Hill, Spanish IV/Spanish IV Honors, Grades 11-12, Continuation of Series

Adoption begun in 2009 (\$16,000)

El Principito (2001), Harcourt Books, Spanish III, Grades 10-11, Novel (\$1,500)

Culinary Math-Principles & Applications (2012), American Technical, Culinary Arts 1 & 2, Restaurant Management 1 & 2, Grades 10-12, Supports core math standards and work skills portion of the PSAE (\$ -0- funded by grant)

Total Cost \$48,700.00

The textbooks will be placed on public display per statute and brought back for Board consideration and approval at a future meeting.

Board discussion, comments questions: The culinary text is being funded by a grant, with no state funding, is that typical? (Sometimes.) Are all of the editions available online? (Most come with online resources but the majority of companies require that we purchase the books. We do look for online resources and support when selecting textbooks. Also, the copyright dates for the texts being replaced reflect that we have been very frugal for many years and there were times when the committee looked at new texts but felt that the ones we had still served our needs well. And, the committee only brings forth recommendations for new textbooks when they feel it will enhance our curriculum.)

7.2 2013-2014 Preliminary O&M / Transportation Budget

The Assistant Superintendent for Business Services presented the preliminary 2013-2014 budget for Operations/Maintenance and Transportation and reviewed the assumptions for revenue and expenditures for each fund. The preliminary budget was reviewed and forwarded by the Finance Committee.

Total Transportation revenues/expenditures are projected at \$3,205,176 and -\$3,365,763 respectively, with a projected deficit of -\$160,587. The projected beginning fund balance is \$3,057,994. The bus buy-back program is projected to generate \$3,491,307. The 2013-2014 Transportation ending fund balance is projected at \$6,388,714.

Total O&M revenues/expenditures are projected at \$10,040,508 and -\$11,987,379 respectively, with a projected deficit of -\$1,946,871. The projected beginning fund balance is \$6,285,222. Fund balance reserves will be used for the Technology Plan projects, Capital Improvement projects, Coultrap demolition project, and the projected deficit. The 2013-2014 O&M ending fund balance is projected at \$4,338,351.

Revenue assumptions: local funding; reduction of state reimbursement for regular and vocational transportation and special education transportation is 19% less than the previous year; bus buy-back of 51 seventy-one passenger buses. Expenditure assumptions: salary increases per agreements; insurance benefit increases lower than anticipated; fuel/energy decreases; homeless transportation decrease from past years; reduced rental fee for buses; purchase of 4 thirty-five passenger buses to replace a lease; capital plan as presented; technology plan phase three as presented. Property tax revenue is 3.3% less than last year. The \$3.3 million deficit in Transportation is due to the bus purchase. While the total revenue is down 1% from last year in the O&M preliminary budget we anticipate additional savings in salary due to retirements. It is also important to note that the last referendum that was passed has allowed us to address Health, Life/Safety programs. Additionally, new efficiencies have been implemented by the Director of Facilities.

The final 2013-2014 budget will be presented for Board consideration/approval at a future meeting.

Board discussion, comments, questions: How long have we had the 4 (35 passenger) buses. (We had to lease them but will get 4 new buses in July and plan to keep them for five years.) Think the budget shows a rise of 2.2% but feel that the numbers need to be corrected. The Finance Committee discussed trying to average out the bus purchases, what is happening with that? (The problem is that if we don't get them from the same vendor, we may not get the same equipment and the same buses. The goal is to even out the revenue and expenses from year to year because the way we have to report the bus buyback doesn't show the savings over time.) Would like this to be looked at as a long-term goal. (We have to have buses, even in July, for our students, but we do plan to study this.) Did the Finance Committee recommend doing a bus study in order to determine whether the bus buy-back program is still economical? (We plan to do a study to determine if this program is saving us money over other options.) When do we anticipate that we will see no ending fund balances? (In about three years so we need to continue to monitor them.) We may need to really look at delaying some of our capital projects. (Yes, some projects could be moved to the Education Fund but want to

keep them in O&M where they belong.)

8. INFORMATION

8.1 FOIA Requests & Responses

Total Requests = 5; Total Cost = \$228.29; Total Attorney Cost = \$570; Total Employee Time = 4.25 hours; Total Attorney Time = 3 hours

Bob McQuillan, "...all emails Mr. Henry references in his first comment be sent to me. Also, since his personal e-mail address is used for school board business and communication, I'm requesting that any and all messages sent by Mr. Henry, during his term as school board members, to any school board member or administration in response to the above mentioned emails be sent to me. In addition ...please supply to me all minutes from executive sessions from the period August 22, 2008 through and including April 8, 2013 where the TaxFacts group or I was discussed." FOIA took 6 district employees 4 hrs. 30 mins. to respond (\$150.51) Attorney time 1 hr. 30 mins. (\$285).

Sandra Ellis, "...an electronic copy (DVD) of the video of the April 22, 2013 Board of Education meeting." FOIA took 3 district employees 1 hr. 15 mins. to respond (\$31.45).

Brian McSherry, Sheet Metal Workers' Local 265, requested "...any and all information for Summer construction work planned for this year on any building owned or leased by the district which includes the following scope. If contracts awarded already please include the names of contractor or sub contractors awarded the work. HVAC, Exhaust Systems; HVAC Maintenance work and/or Maintenance agreements; Architectural Metals used for weatherproofing and/or ornamental purposes; Gutters and/or Downspouts; New installation and/or replacement of lockers; New installation and/or replacement of toilet partitions; Kitchen Renovations." FOIA took 3 district employee 45 mins (\$24.25).

Bob McQuillan, "I ... read through the information supplied for the FOIA requested previously. I'm disappointed in the information that was provided. I ... asked for all emails Mr. Henry references ... to be sent to me. This was not done. ... I received every email that I sent to the Board over a four year period. I ... make the same request. ... Please forward me the ... email that Mr. Henry makes reference to in the following statement: They are full of rants, conspiracy theories, half truths and allegations. If you or Mr. Henry can't provide any emails supporting his statements, please let me know." FOIA took 1 district employee 30 mins. (\$14.72). Attorney time 1.5 hrs. (\$285).

Sandra Ellis, "...an electronic copy (DVD) of the video of the May 6, 2013 Board of Education meeting." FOIA took 1 district employee 15 mins. (\$7.36).

No discussion.

8.2 GHS Out-of-state Trip, Boys Track Team, Louisville, KY

No discussion.

9. CONSENT AGENDA

9.1 Monthly Financial Reports & Interfund Transfers

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

Resignations Certified

Waide, Jerel, CO, Director of Student Services, 12 Month, Effective 6/30/2013

Long-term Substitutes Certified

Patterman, Linda, GMSN, Librarian, 1.0 FTE, Effective 4/23/2013 to 5/31/2013

Leave of Absence Certified

Kapfhamer, Cathy, HES, Grade 3, 1.0 FTE, 2013-2014

New Hires Support

McLaughlin, Kevin, FES, Custodian 2nd Shift, 12 Month, Start Date 5/7/2013

Resignations Support

Fuller, Robert, Transportation, Bus Driver, 9 Month, Effective 5/3/2013

9.3 Amend 2012-2013 Official ISBE School Calendar to Remove Unused Emergency Days

9.4 403(b) Plan Amendment

9.5 Acceptance of Gifts, Grants & Bequests: Williamsburg Elementary School PTO \$9,119.95

Board discussion, comments, questions: relative to Item 9.1, want to point out that the District maintains our fund balances in order to ensure that we can meet our financial obligations at times of the year like now when the bills are \$9.9 millions and we have to rely on the fund balances to pay them. That is a very good reason to keep our fund balances where they are. Please clarify the fiscal year vs. expenditures amount. (We had to make a \$5 million transfer and at some point the postings crossed. This is only a cash balance amount.) Had a similar question and this shows us where our fund balances are low. Agree, and paying our bills and employee salaries come out of the fund

balances. (We are currently doing okay but may need to transfer funds later in the year by June 30th.) It may be necessary to look at moving some of the capital projects out farther than is recommended in the five-year plan. (While some of the projects could be moved to the Education Fund, we prefer to keep them in the O&M Fund where they belong). Agree that we may need to slow down on some of our capital projects.

Motion by Nowak, second by Stith, to approve Consent Agenda Items 9.1 through 9.5, as presented. On roll call, Ayes, seven (7), Nowak, Stith, Wilson, Juby, Lamb, McCormick, Grosso. 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

On Monday morning at GHS, the Geneva Academic Foundation kicked off a three-year endowment campaign, 'Viking Voyage to Excellence.' The Foundation's goal is to raise \$1 million that will provide a sustainable funding source for annual grant requests from teachers for items not supported by tax dollars. GHS art instructor Al Ochsner was highlighted in an article in Monday's Daily Herald newspaper. Board members are participating in mandatory board training workshops offered by the Illinois Association of School Boards.

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 8:15 p.m., motion by Wilson, second by McCormick, 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, seven (7), Stith, Wilson, Juby, Lamb, McCormick, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

At 8:23 p.m., following a short break, the Board moved into executive session.

At 9:07 p.m., motion by Stith, second by Wilson, and with unanimous consent, the Board returned to open session.

There were no members of the public still in attendance.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION
None taken.

15. ADJOURNMENT

At 9:07 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED _____ PRESIDENT

SECRETARY _____ RECORDING SECRETARY