



**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, July 15, 2024, at 7:00 p.m. at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

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

1. Roll Call
2. Welcome
3. Pledge
4. Reminder to sign attendance sheet

Board members present: Molly Ansari, Policy Committee Chair Stephanie Bellino, President Larry Cabeen, Dan Choi, Vice President/Finance Committee Chair Jackie Forbes, Willard Hooks, Paul Radlinski. Late: None. Absent: None.

The President welcomed everyone and led the Pledge of Allegiance.

District staff present: Todd Latham, Assistant Superintendent Business Services; Adam Law, Assistant Superintendent for Personnel Services; Shonette Sims, Assistant Superintendent Learning & Teaching; Dr. Andy Barrett, Superintendent.

Others present: Cathy Fuller.

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

1. Regular Session, June 10, 2024
2. Executive Session, June 10, 2024

Motion by Forbes second by Bellino, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

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

1. 2024-25 Preliminary Education Fund Budget (Policy 4:10)

Todd Latham presented the 2024-25 Preliminary Education Fund Budget to the board. The revenues for this budget are the Equalized Assessed Value (EAV)/local taxes, Evidence-Based Funding (EBF), new construction, investment income, fund balance and transfers. The total revenue is estimated to be \$78,974,812. This is a decrease from 2023-24. The expenditures for this budget are salaries, benefits, purchased services, supplies/materials, capital projects, dues/fees, and non-capital equipment. The total expenditures are estimated to be \$88,447,912. This is an increase from 2023-24. The changes from 2023-24 to 2024-25 are because of larger tax receipts received in June, a decrease in federal funds, a decrease in investment returns, no new EBF, continued support of capital projects, and inflation.

Board comments, questions, concerns: You categorized something by saying “budget to support the learning environment,” but is that a categorical thing? (I am talking about our capital projects, like

structures and boilers. Things that would create a safe environment for students.) Are these environmental things? (They are mostly tangible things.) Not technology? (We do have technology, but those come out of a different fund.) Is there a document to review for informational purposes on what those categories mean? (The learning environment typically comes out of our Operations & Maintenance Fund, but when it is a larger project then it would come out of our Capital Fund. When we talk about learning environment, we are talking about everything except the students educational needs. The Capital Improvement Plan would be something you could look at.) The larger tax receipts that come in June, is that a trend? (Typically, we would see about 49%, so this is a new trend. More taxes are being escrowed and banks are making both payments at once.) If this trend continues, will we need to pull from the fund balance or would it even out? (This is going to be an ongoing trend, so we will need to change the way we levy.) So, we have the money in the fund balance, but we cannot build it into the new budget as income? (Correct.)

## 2. 2024-25 Preliminary Budget (Policy 4:10)

Todd Latham presented the 2024-25 Preliminary Budget to the board. The revenues for this budget are the Equalized Assessed Value (EAV)/local taxes, Evidence-Based Funding (EBF), new construction, investment income, fund balance and transfers. The expenditures for this budget are salaries, benefits, purchased services, supplies/materials, capital projects, dues/fees, and non-capital equipment. The revenue is estimated to be \$78,974,812, which is \$1,359,666 under last year's budget. This budget consists of the Education Fund, Operations & Maintenance Fund, Debt Service Fund, Transportation Fund, Retirement Fund, Capital Projects Fund, Working Cash Fund, Tort Fund, and Life Safety Fund. The revenues are estimated to be \$118,221,837, which is a decrease from 2023-24. The total expenses are estimated to be \$145,475,977, which is an increase from 2023-24. It is estimated that there will be a fund balance of \$76,342,821 at the end of the 2024-25 fiscal year. Some areas of concern are the economic and external factors, inflation, reduced investment opportunities, staffing issues, competitive bid process, and project delays.

Board comments, questions, concerns: Where in the budget are student registration fees? (Those are under local income.) Do they get broken down or are they lumped together? (They are broken down in the treasurer's report.)

## 4. PUBLIC COMMENTS

(PRESS Policy 2:230) *Per Board Policy 2:230, attendees wishing to formally address the Board must register their intention to participate in the public portion(s) of the meeting upon their arrival at the meeting. Complete the form 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. 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."*

Jackie Forbes shared that the governor did sign the bill that creates the Illinois Department of Early Childhood that will be an accommodation of services held in three different departments, which are the Illinois State Board of Education, the Illinois Department of Human Services, and the Illinois Department of Family and Children Services. It will be fully implemented by July 1, 2026.

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

The Superintendent shared that there have been conversations about our new mission and vision as part of our Strategic Plan. We are looking ahead to our theme this year, Our Mission: Is Possible. There will be more conversations about our mission over the course of the next year. We will be sharing information with the community about all the great things we will be doing. Preparations have begun for the 2024-25 school year. Hiring is taking place and there is curriculum collaboration and planning taking place throughout the district. We are also looking at data analysis and reviewing. Specifically, our assessment data, which ties into the next section where we are thinking about doing some assessment planning and potential transitions. There are committees that will be meeting in the coming weeks to discuss elementary assessments. At the high school level, the State has transitioned us from the SAT to the ACT. There is a lot of construction taking place throughout the

district. We still have new students coming into register for the new year and we are finishing registration for returning students. Obviously, we are continuing with our communications planning as the Strategic Plan rolls out. The Communications Task Force will be meeting soon to talk about some of the communications.

We are nearing the end of the demographic study. We were finally able to get the birth data we needed. The structure of this study and the way that this model helps us predict our enrollment is based on actual live births. We provided all the zip codes that could touch Geneva schools. Bonnie worked with Dr. Kofron today making sure that we had all the correct addresses within our boundaries. This is valuable data that leads into our Strategic Plan.

As part of the Strategic Plan, we are pulling teams together with our Leadership Council to work on actionable goals. We are starting to look at the data components and dashboard. The planning and communication with this will be especially important. The dashboard is not completed, but we have begun to build it. What the team will do is start to build concrete goals over the next few years. The key part of the dashboard is the indicators.

Board comments, questions, concerns: With the number of certified staff qualified to teach dual credit courses, do we have a goal? If we have a goal, do we have a way to see how close we are coming to the goal? (Yes, that is our goal.)

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

1. Policy Updates: Third Reading (Policy 2:240)
  1. Policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited – New

This policy has been reviewed twice by the administration and the Policy Committee before going to the full board.

Board comments, questions, concerns: Is this approval basically just saying that we are filling in the blanks for the requirements of the State or are we doing something actionable? (This is a new policy based on a new law that was passed by the State, so there is a part of this that says we must meet the legal requirements. We made sure that we were compliant with the law and that this policy met any needs we might have.) I was not sure how actionable this policy is when I read it. If we are just filling in the blanks we are missing a part of this policy. (I do not think policies are created so that every action will be taken, but more to create the rules that the district must follow. The policy was put in place to make schools accountable. These are the things you must do to be compliant with the law. It may not encompass everything that we do as a district. (Maybe the operative is to strive to do it.) It may fall short, but it is progress, and we should approve it.

Motion by Bellino second by Choi, to approve the above-listed policy, item 7.1.1. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

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

1. Policy Updates: First Reading (Policy 2:240)
  1. Policy 2:40, Board Member Qualifications – Updated
  2. Policy 2:50, Board Member Term of Office – Reviewed
  3. Policy 2:60, Board Member Removal from Office - Reviewed
  4. Policy 2:140, Communications To and From the Board – Reviewed
  5. Exhibit 2:140-E, Guidance for Board Member Communications, Including Email Use – Reviewed
  6. Policy 4:20, Fund Balances – Reviewed
  7. Policy 4:110, Transportation – Reviewed
  8. Policy 5:35, Compliance with the Fair Labor Standards Act – Reviewed
  9. Policy 5:40, Communicable and Chronic Infectious Disease – Reviewed
  10. Policy 6:40, Curriculum Development – Reviewed

11. Policy 6:185, Remote Educational Program – Reviewed

These policies have been reviewed by the administration and Policy Committee and will come back for a second reading at the next board meeting.

Board comments, questions, concerns: In Exhibit 2:140-E, I did not see anything about record retention for emails by board members. We need to know how long we must keep emails. (We will investigate this and get back to you.)

**9. INFORMATION**

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests & Board Correspondence (Policy 2:250)

**10. CONSENT AGENDA**

1. Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)
2. Monthly Financials - June (Policy 4:40, 4:55)
3. Gifts, Grants, Bequests: \$10,500, Geneva Pool Service (\$1,500), Allegiant Fire Protection (\$1,500), Bob Jass Chevrolet (\$1,500), Ken's Auto Center (\$1,500), State Bank of Geneva (\$1,500), Grace Power & Control LLC (\$1,500), Foxfire, LLC (\$1,500), for GHS Athletic supplies/uniforms
4. Request to Purchase: \$208,740, Insight Public Sector, Inc., to purchase 420 student devices
5. Disposal of Paper Copies of Digitized Special Education Student Temporary Files
6. Request for Payment: \$95,913, C. Acetelli Heating & Piping, for WAS uninvent equipment replacement project
7. Request for Payment #2: \$1,050,233.40, C. Acetelli Heating & Piping, for WAS uninvent equipment replacement project
8. Request for Payment #4: \$22,194, Northwest Contractors, for district-wide HLS repairs
9. Request for Payment #4: \$22,177.55, Malcor Roofing of Illinois, Inc., for 2023 roof renovations
10. Request for Payment: \$291,978, Combined Roofing Services, LLC, for 2024-25 HES roof renovations
11. Request for Payment: \$383,240.43, FieldTurf USA, for 2024-25 GHS track & turf replacement
12. Request for Payment: \$63,000, Premier Mechanical, Inc., for 2024-25 GHS-BH hot water heater replacement
13. Request for Payment #2: \$964,555.96, Premier Mechanical, Inc., for 2024-25 GHS-BH hot water heater replacement
14. Request for Payment: \$85,489.20, Johnson Controls, Inc., for 2024-25 FES burner replacement
15. Request for Payment #2: \$6,079, Consolidated Flooring of Chicago, for 2023-24 FES & GMSS gymnasium flooring refinishing
16. Request for Payment #5: \$6,778.80, Correct Electric, Inc., for 2022-23 CESC fire alarm replacement
17. Request for Payment #6: \$24,508.65, Correct Electric, Inc., for 2022-23 CESC fire alarm replacement

Motion by Radlinski second by Hooks, to approve the above-listed, items 10.1-10.17. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

**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, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board*

The IASB Annual Conference is in November, so make sure to register early because classes are filling up. The Technology Task Force met recently and talked about these new devices that are being purchased for students. They also discussed the work it takes to image the new devices to have them ready for the start of the school year. The Facilities Task Force met today. We have an interim director, and he brings professionalism and experience from many other places. We are trying to make things smoother and quicker. We will be much more flexible moving forward. We do have a

Communications Task Force meeting coming up later this week. Thank you to all staff who are working over the summer to keep our students connected. The tour of the schools last week was illuminating. It was nice to see the high school from a different perspective. Tom Rogers shared all the changes that have taken place since 1956. At the IASB Annual Conference, there will be an equity emersion workshop on Thursday that might be beneficial for some of us. The governance recognition application was submitted today. Kudos to the Human Resources department for all the work they are doing to get staff hired. When you talk about touring our schools, there was tour that took place at GHS with students from France. It was great to see their reaction when they saw what we had.

**12. NOTICES / ANNOUNCEMENTS**

- 13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO APPOINTMENT, EMPLOYMENT, COMPENSATION, OR DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC INDIVIDUALS WHO SERVE AS INDEPENDENT CONTRACTORS IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR SPECIFIC VOLUNTEERS OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE, A SPECIFIC INDIVIDUAL WHO SERVES AS AN INDEPENDENT CONTRACTOR IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR A VOLUNTEER OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY. HOWEVER, A MEETING TO CONSIDER AN INCREASE IN COMPENSATION TO A SPECIFIC EMPLOYEE THAT IS SUBJECT TO THE LOCAL GOVERNMENT WAGE INCREASE TRANSPARENCY ACT MAY NOT BE CLOSED AND MUST BE OPEN TO THE PUBLIC [5 ILCS 120/2(c)(1)]; LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT 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)(5)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 7:57 p.m., motion by Forbes, second by Choi, to go into executive session to consider matters pertaining to appointment, employment, compensation, or discipline, performance, or dismissal of specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer public body or against legal counsel for the public body to determine validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the local government Wage Increase Transparency Act may not be closed and must be open to the public body; litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that 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.

At 8:53 p.m., the Board returned to open session.

**14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

1. Superintendent's Contract  
No action was taken.

**15. ADJOURNMENT**

At 8:54 p.m., motion by Radlinski second by Choi and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_

\_\_\_\_\_ PRESIDENT

(Date)

SECRETARY \_\_\_\_\_

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