

**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 14, 2014, 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, David Lamb, Vice President Kelly Nowak; Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson. Late: None.
Absent: Michael McCormick.

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

District administrators present: Dr. Andrew Barrett, Director Learning & Teaching; Maura Burns, Assistant Principal, Geneva Middle School South; Susan Shrader, GHS Dean of Students; Anne Giarrante, Director Student Services; Lynn Reiley, Assistant Director Student Services; Elizabeth Janowiak, Director Technology; Scott Ney, Director of Facility Operations; Tom Rogers, Principal, Geneva High School; Kelley Munch, Communication Coordinator; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Learning & Teaching; and Dr. Kent Mutchler, Superintendent.

Others present: Amy Campbell, Lauren Livingston, Madeline Lalonde, Beth Plachetka, Nicolette Polleck, Candace Phelan, Cindy Kovach, Shari Klatt, Kim Holstein, Mary Jane Johnson, Blake Whitson, Therese White, Beth Dorsey, Julie Mueller, Jennifer Leibforth, Vicky Holbrook, Lori Dowd, Michelle Vargas, The Henry Family, William Henry, Paul Lagowski, Laura Rapach, Annie Rapach-Lagowski, Amie Randall, Victoria Ascencio, James Carroll, Dylan Carroll, Justin Lee, Benjamin Slattery, Stuart Whitt (Attorney 9:03 p.m.)

2. 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.

There were no comments from the public.

3. APPROVAL OF MINUTES

- 3.1 Regular Session, March 10, 2014
- 3.2 Executive Session, March 10, 2014

Motion by Nowak, second by Wilson, to approve the above-listed minutes as presented. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

- 4.1 Tradition of Excellence Award: Geneva High School Students
Skills USA, DECA Team

The Superintendent commented that the Tradition of Excellence Award is the highest award

presented by the Board of Education and we are very proud of our students and the staff members who work with them.

The Principal thanked the Board for the opportunity to present the students in recognition of their accomplishments. He also thanked their sponsors and coaches. Students recognized included:

DECA State Competition – State Qualifiers

Jack Berens, Joshua Black, Matthew Brent, James Carroll, Dylan Carroll, Evan Currant, Summer Dworak, Lauren Flatt, Taylor Gooding, Benjamin Hammond, William Henry, Austin Hutchinson, Jack Johlle, Jacob Kaufman, Megan Kozlow, Justin Lee, Alexander Lopex, Joseph Mozden, Anand Patel, Andrew Peruba, Samantha Phillippe, Wesley Ruby, Pranita Sarangabany, Wyatt Shodeen, Benjamin Slattery, Hunter Sneed, Benjamin Stahl, Jeremy Swanson, Thomas Sweet, Ryan Ulin, Lane Zimmerman. . Thirty-one students qualified for state. Several students placed in the top ten on their event and received medals. **William (Ren) Henry** placed second in Automotive Marketing and a chance to compete internationally. The DECA advisor is Jamie Dunlap.

SkillsUSA State Competition

Victoria Ascencio, Culinary Arts, 3rd Place

Alexander Kelm, Culinary Arts, 4th Place

Amie Randall, Commercial Baking & Pastry Arts, 3rd Place

Annie Rapach-Lagowski, Commercial Baking & Pastry, 11th Place

SkillsUSA is a professional organization designed to be run by students for their own growth and benefit and is a partnership of students, teachers and industry. The SkillsUSA advisor is Kathy Jankovic.

4.2 Five-Year / Seven-Year Capital Improvement Plan, Scott Ney

The Director of Facility Operations provided a review of projects planned, building overviews, and financial implications. All of the district's facilities were surveyed and analyzed related to conditions. Proposed projects were prioritized based on cost, need and efficiencies. The plan provides cost estimates and project timelines. The plan will be updated on an annual basis. To date, the 2013-2014 capital improvement projects have come in \$43,888 under budget. Total estimated cost for the five-year / seven-year plan is \$5,890,000. Estimated cost for year one projects is \$1,288,000.

Board questions, comments, discussion: Appreciated the tours provided by Mr. Ney. With regard to the track resurfacing project planned for the middle schools, we may want to extend the timeline because the Board is trying to flatten the debt in order to provide some relief for tax payers. What is the scope of the Harrison Street School parking lot resurfacing? (Looking to fill cracks and the back lot will need to be resurfaced.) How were flooring/carpeting projects prioritized; how was it decided; did you look at other options and at what is available? (Yes, and we test out products to see how they hold up. The product recommended for GHS tile will be cost effective.) Do you look at industry standards regarding HVAC? (Yes, and we are looking to replace with newer products – digital systems and are recommending Bacnet and the standardization of systems throughout the district.) We've done some high efficiency upgrades and I would like a report to the Board. (The M&B report will be completed and presented in August.) I'd like to see the capital improvement plan extended to seven years. I, too, appreciate the facility tours by Mr. Ney. Regarding asphalt and concrete issues are the projects necessary? (Yes.) Mr. Ney was thanked for all of his work and for the capital improvement report presentation. A copy of the presentation will be available on the District web site.

Safety/Security Update, Amy Campbell

The Safety/Security Supervisor provided an update on the District's security initiatives and the the district-wide emergency response drill. The District will continue to review and update our plans, and implement safety/security measures. Parent/staff notification systems are in place, additional entryway security is planned for the high school, and a new visitor safety system (Raptor) is being piloted at Geneva Middle School North. Updating policies and procedures is ongoing and we are looking at working with GHS TV studio to create training videos. An IEMA State grant was applied for to help offset the cost of entryway security, as well as an AED grant. Ms. Campbell was thanked for

her work and for her presentation.

4.3 Student Services Social & Emotional Supports, Anne Giarrante

The Director of Student Services reported on the social/emotional issues Geneva's student population deal with; the current staffing levels of social workers, psychologists, and counselors available to our students; and the percentage of time these professionals spend responding to the demands of their position. Special education students represent 12-14% of Geneva's total student enrollment. The State is at about 13%. In 2003, 640 students were eligible for special education services. In 2013, 847 students were eligible for special education services. The number of students eligible for services has increased and their disabilities and social/emotional needs are also more diverse. Currently, there are 3.25 social workers, 3.0 psychologists, and 0 counselors at the elementary level; 2 social workers, 1.6 psychologists, and 3 counselors at the middle school level, and 2 social workers, 2 psychologists, and 5 counselors at the high school level.

From January 2012 to December 2013, 85 Geneva students were hospitalized or homebound; 46 due to some type of mental illness. While the number of students has increased since 2003, there hasn't been any special services staff increases in a decade.

Current challenges include a lack of consistent social/emotional support to deal with students struggling with anxiety, depression and suicide ideation; a lack of access for coordinated social and emotional learning that is embedded into the academic program; a lack of social/emotional strategies for students that build resiliency, emotional regulation, and self advocacy; and enhanced parent partnership that would benefit students and families.

Committee recommendations included the following:

2014-2015 fiscal year -- 1.0 FTE Counselor at GHS; 0.4 FTE psychologist at the middle schools; 1.0 FTE psychologist or social worker at the elementary level; and the re-establishment of a district-level Response to Intervention Committee

2015-2016 fiscal year – 1.0 FTE Social Worker increase at GHS; 1.0 FTE counselor at middle schools; 1.75 FTE psychologist or social worker at the elementary level; 0.5 FTE increase for Prevention Coordinator position.

The Director of Student Services and the committee members were thanked for their work and especially for the pie charts which depicted how these professionals spend their time.

Board comments, questions, discussion: What is the situation at the preschool level? (Part-time psychologist and social worker – 0.3 FTE in 1 ½ days. Special education teacher are responding to social emotional needs and some preschool students are also served by the Mid-Valley Special Education Cooperative.) Thanks for taking the time to help us understand the needs in this area. While the number of students served has almost doubled there have been no staffing increases in this area in a decade. It is good that we are focusing on prevention rather than reaction. I would love to see the staffing plan recommendations implemented in one year rather than in two. Private placements are much more costly than serving students in our classrooms. We need to look in other areas of the budget and try to find ways to offset the cost for these recommendations. (We would like to be able to bring private placement students back to our classrooms and reduce the number of private placements.) Are we serving our students needs and better assessing their needs? (We are seeing more “emotional” needs. We are not saying that all students with outside placements will come back in district, we do plan to bring five back and we need the staff to help make them successful.)

4.4 Teacher Evaluation Update, Craig Collins

The Superintendent thanked the Teacher Evaluation Committee members for their work and involvement in the process.

The Assistant Superintendent Personnel Service, Assistant Superintendent for Learning & Teaching, and two members of the Teacher Evaluation Plan Committee provided an overview of the history of

teacher evaluation, the 2009 Race to the Top federal initiative for changing the teacher evaluation process, and the State of Illinois' Performance Evaluation Reform Act (PERA) which was passed in 2010 in response to the federal Race to the Top legislation.

PERA changed the teacher and principal evaluation process. PERA is aligned with research-based standards and professional competencies, requires all evaluators to be certified, specifies strengths and weaknesses with supporting reasons, has a revised rating scale, and uses student growth as a significant factor in rating performance. PERA requires school districts to establish a valid, reliable performance evaluation system for certified employees that assess both professional practice (competence) as well as student growth.

The twenty-member committee is completing its second year. The committee developed belief statements and helped draft Geneva's Teacher Evaluation Plan. The plan is designed to support and promote a positive learning environment; a collaborative culture; self-reflection; research-based teaching behaviors and skills; differentiation by job category; structured, predictable, and supportive procedures; and consistency. The Danielson Framework for Teaching model was chosen and is comprised of four Domains (Planning and Preparation, Classroom Environment, Instruction, Professional Responsibilities) with twenty-two sub categories. The framework is used for all teachers and specialist positions (special education, reading specialists, A&E, ELL, Bilingual, librarians, nurses, guidance counselors, social workers, psychologists, speech/language pathologists, students assistance coordinators, technology facilitators, and high school special education department chairs). The tenured teacher evaluation process is a two-year cycle consisting of informal and formal observations, professional growth plan, pre and post conferences, a rating, and a summative conference. PERA challenges include time demands on evaluators, inter-rater reliability among evaluations, and developing a viable assessment system to measure student growth.

To meet the challenges of the PERA requirements, the committee recommended adding evaluators (teachers and administrators) at the elementary and middle school levels and hiring of a district-wide Assessment Coordinator in the 2015/2016 school year.

Board comments, questions, discussion: Appreciate the presentation. It is good to know that teachers are embracing the process, that it is valuable, and that it will increase the product we provide to our students. If the evaluation process is 15-20 hours for a tenured teacher, how long is it for a non-tenured teacher? (It does take longer. Non-tenured teachers need the best coaching and it is helpful to have more conversations with them about best practice.) If that's the case, upcoming teacher retirements may produce a "bubble" of new teachers in the next few years. I'm concerned about the added responsibility of being both a department chair and an evaluator at the high school. (Feedback indicates that the department chairs like that they are evaluating their peers in their department. There is also a level of trust. As evaluators, department chairs see them more than what is required as a department chair. I don't see any disadvantages at all.)

At 9:00 p.m., the President called a five minute break and at 9:05 p.m., the meeting continued.

4.5 Comprehensive Technology Plan, Elizabeth Janowiak

The Director of Technology thanked the Board for the opportunity to present an overview of the Comprehensive Technology Plan and for the support of technology in the past. In order to be successful, the plan includes multiple components; i.e., staff, equipment and services, network improvements, and learning and teaching. There has been a 600% increase in the use of technology in the past seventeen years but the level of support has remained the same. The goal is to have technology devices in the hand of every fifth-grade student. Total proposed three-year budget is \$4,414,000.

Learning & Teaching: Continue CTP (Collaborative Teacher Project) -- increased portable devices beginning with grade five; support for student-owned devices (BYOT) at the middle and high schools; middle school team centers; high school portables for PARRC testing.

Equipment & Services: replacement/improvement of computers, projectors, printers, library

technology, music labs, TV studio equipment, etc.; mobile management system; expanded Student Information System capabilities; electronic document storage; security camera video server support. Network Improvements: wireless access; switches (power over Ethernet and Core); network monitoring and HelpDesk systems; battery backups; network servers (physical and virtual); expanded bandwidth.

Staffing: 2014-2015 continue expansion of technology assistant hours; add an instructional technology facilitator. 2015-2016 add network technician; change half-time data staff position to full-time.

The Director of Technology was thanked for providing a paper copy of the comprehensive technology plan to the Board members. A copy of the plan will be posted on the District's web site.

5. SUPERINTENDENT'S REPORT

The Superintendent noted that it was snowing tonight and he thanked O&M staff members for their efforts during this long winter season. He reported that PSAE testing will be taking place at the high school; April 17th is a half-day of attendance for students with professional development activities in the afternoon for teachers; there is no school on Friday, April 18th; and planning for the 2014-2015 academic year underway.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 Policy Updates Second Reading/Adoption

1240, *Evaluation of the Superintendent*, **Revised**

1530, *Administrative Evaluation Program*, **Revised**

1623, 3123, 4123, *Section 504/ADA Prohibition Against Disability Discrimination in Employment*, **New**

2260, *Nondiscrimination and Access to Equal Educational Opportunity*, **Revised**

2260.01, *Section 504/ADA Prohibition Against Discrimination Based on Disability*, **New**

5112, *Entrance Age*, **Revised**

0167.6, *Use of Personal Communication Devices*, **New**

7530.01, *Staff Use of Wireless Communication Devices*, **Revised**

5540.02, *Social Networking Website Access*, **New**

Motion by Nowak, second by Stith, to adopt the new and revised policies as presented. On roll call, Ayes, six (6), Lamb, Nowak, Stith, Wilson, Juby, Grosso. Nays, none (0). Motion carried unanimously.

6.2 District Debt Service Reduction Plan

The Finance Committee Chair reported that items "c" and "d" in the history section of the plan contradicted each other. The intent of "c" was to convey the Board's goal of paying down principal. The intent of item "e" wasn't to recommend where funds would go, rather it was that the Board of Education would make that determination at the time a transfer was made.

Board comments, questions, discussion: It was agreed that item "c" should end with the word principal and the rest of the sentence should be deleted. Like the recommendation in "e" that both Bond & Interest and Working Cash funds should be used for the "storage" of funds to be utilized for the repayment of debt. "Catastrophic" means funds set aside for the repayment of debt would not be for routine use. This plan provides a road map to this and future Boards.

Motion by Wilson, second by Nowak, to adopt the the district debt service reduction plan with the revision to item "c". On roll call, Ayes, six (6), Nowak, Stith, Wilson, Juby, Lamb, Grosso. Nays, none (0). Motion carried unanimously.

6.3 Resolution for Non-renewal of Full-time Teachers & Certified Staff

The Assistant Superintendent Personnel Services reported this is an annual request necessary to comply with Illinois statute and required notification timelines. The District is required to adopt a resolution authorizing the notice of non-renewal of certified teachers whose positions may not be required for the next academic year. The action also ensures greater flexibility in creating a staffing

plan for the 2014-2015 academic year.

Certified Full-time Teachers Recommended for Dismissal

Self, Blake, GMSN, Speech Language Pathologist, 1.0 FTE
Sementa, Michael, GMSN, Science, 1.0 FTE

Motion by Juby, second by Stith, to adopt the resolution for non-renewal of full-time teachers and certified staff, as presented. On roll call, Ayes six, (6), Stith, Wilson, Juby, Lamb, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

None.

8. INFORMATION

8.1 FOIA Request(s)

Total # of FOIAs = 1; Total Cost = \$1,137.74*

1) Lennie Jarratt requested the following records: "Electronic copy of all emails (including attachments) sent/received since February 13, 2014 via school district email services with the following keyword: Dillard." The FOIA was received March 10, 2014, and responded to on March 17, 2014. It took three District employees a total of 18 hours, 30 minutes (\$757.74) to respond to this FOIA. Total attorney time is estimated at 2 hours (\$380*).

8.2 Suspension Report

8.3 Illinois Association of School Boards Correspondence: HB5537

8.4 Geneva High School Out-of-State Student Trip, May 2014, Ames, IA

No discussion,

9. CONSENT AGENDA

9.1 Monthly Financial Reports and Interfund Transfers

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

New Hires Certified

Hills, Bryan, HSS, Physical Education, 1.0 FTE, Start Date 8/18/2014

Resignations Certified

Polinsky, Robyn, HES, 1.0 FTE, Kindergarten Booster/Special Education, Effective 6/5/2014

Tusken, Vicky, GMSS, Language Arts, 1.0 FTE, Effective 6/5/2014

Reclassifications Certified

Miles, Sheri, HSS/WES, Speech Language Pathologist, from 0.75 FTE to 0.95 FTE

Torrance, Mary, Garage, Bus Driver Supervisor to Director of Transportation, 12 Month, Effective 7/1/2014

Long-term Substitutes Certified

Thomson, Bob, GHS, Industrial Technology, 1.0 FTE, 5/16/2014 to 6/5/2014

Rollins, Kara, WAS, Speech Language Pathologist, 1.0 FTE, 3/14/2014 to 6/5/2014

New Hires Support

Kresler, Sandra, WAS, Kindergarten Assistant, A.M. 2.5 hrs/day (temporary), 9 Month, Start Date 3/24/2014

Johnson, Bonnie, CO, Administrative Assistant to Superintendent, 12 Month, Start Date TBD

Resignations Support

Nelson, Deborah, Garage, On-call Bus Driver, 9 Month, Effective 3/5/2014

9.3 Multi-function School Activity Bus (MFSAB) Lease Renewal FY2014-2015, \$16,192.00, Midwest Transit Equipment, Inc.

9.4 Pay Request #3, FINAL, \$101,843.61, Geneva Construction Company, Paving/Resurfacing/Crack Sealing at FES, MCS, HES, GMSS, and GHS

9.5 Gifts, Grants & Bequests: Geneva Middle School North, \$4,843.23, PTO Donation

Motion by Juby, second by Wilson, to adopt Consent Agenda Items 9.1 through 9.5, as presented. On roll call, Ayes six, (6), Wilson, Juby, Lamb, Nowak, Stith, 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

Board members attended the Illinois Association of School Boards Kishwaukee Division meeting where they heard a presentation on the Affordable Care Act, a GHS poetry slam, and a GEARS parent support group meeting at which the Assistant Superintendent Learning & Teaching and the Director of Learning & Teaching spoke with parents. It was noted that the Geneva All Sports Boosters' mulch sale is underway; that students will be competing in a Write Club competition for charity, and that GHS Culinary Arts students would be preparing items for the PRIDE volunteer dinner.

12. NOTICES / ANNOUNCEMENTS

None.

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

At 9:30 p.m., motion by Wilson, second by Stith, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

At 9:37 p.m., following a break to respond to members of the media and to relocate to the Williamsburg conference room, the Board moved into executive session.

At 11:02 p.m., Attorney Whitt left the executive session and the meeting.

At 11:14 p.m., motion by Stith, second by Wilson, and with unanimous consent the Board returned to open session and relocated to the Williamsburg auditorium.

14. ADJOURNMENT

At 11:16 p.m., motion by Wilson, second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED _____ PRESIDENT

SECRETARY _____ RECORDING SECRETARY