



**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 8, 2022, 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

The meeting was called to order at 7:00 p.m. by President McCormick.

Board members present: Molly Ansari, Larry Cabeen, Dan Choi, Finance Committee Chair Jackie Forbes, President Mike McCormick, Paul Radlinski. Late: None. Absent: None.

The President welcomed everyone and led them in the Pledge of Allegiance.

District staff present: Tim Baker, Safety Security Coordinator; Sandy Manisco, Communications Coordinator; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent for Personnel Services; Dr. Kent Mutchler, Superintendent.

Others present: Cathy Fuller.

2. APPROVAL OF MINUTES (Policy 2:220)

1. Regular Session, July 18, 2022
2. Executive Session, July 18, 2022

Motion by Cabeen second by Forbes, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

3. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

1. Safety Security Presentation – Tim Baker

Safety Security Coordinator Tim Baker presented an update of the District’s Safety & Security Plan. During the summer, at each building, many things are verified, such as all interior locks, PA, 2-way radios, and AED machines. Each year, schools are required to do a minimum of three evacuation drills, one shelter in place drill, one bus evacuation drill, and one law enforcement lockdown drill. There is training with the School Emergency Response Team (SERT) and staff at the parent reunification site. An annual review is done with first responders and schools. The relationship with first responders is the key. The “I Love U Guys” Standard Response Protocol (SRP) is on the back of all staff ID’s and generally reflects our current practice. Parent reunification sites are valid through 2023-24 with all site partners, and plans are collaboratively reviewed annually and updated as needed. We have a district-wide Safe School Tip-Line for reports of someone planning or acting in an unsafe manner. The Raptor Visitor Management System requires visitors to provide an ID card that is scanned against things like the National Sex Offender Data Base, court orders, and orders of protection. Training is provided for all new staff on this system, as well as refresher training for administrative assistants. All buildings have interior and exterior cameras, and they are used to

ascertain if there is any footage that will help aid in an investigation. During required drills, we monitor to see that staff are wearing their orange vests, that staff are taking their emergency “to go” kits with them, ensure red and green cards being used for accountability, procedures are followed, and alarms and doors close properly. We then provide feedback to administrators and staff. The district stays up to date on safety and security best practices and conducts several other compliance checks throughout the year.

Board comments, questions, concerns: Are our cameras updated? Do we need to upgrade? (There are some that need upgraded. We have a maintenance agreement.) Is there more in-depth training for staff? (There is more training going on, especially in reunification. We are taking response teams from each building to their parent reunification site, so they can see where to evacuate to. Training for high school staff will take place this year. We follow up with scenarios and how they would respond.) How do you notify parents ahead of time if there is an emergency at a building? Do you discuss this with parents in advance, so they understand what the process is? (In every emergency, there will be some chaos. On our website it states that parents should not go to the school, but instead to the reunification location.) Is the plan to take them to a different site and then release them? (Yes.) How is the reunification site information sent out? (Our Communications Coordinator sends out a notification to parents through our emergency communication system.) In the newsletter, you talked about the command center and NIMS training, so how do you determine who goes through this training? (At buildings, it is the response team. Administrators do all the trainings. Some staff already have the training.) How often does a fire alarm go off for testing? (We do three tests in every building, each year.)

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 were in today for New Teacher Orientation that goes through Thursday. Lunch was provided for them by the Joint PTO. PTO leaders sat with new teachers from their buildings to get to know them. It shows the parental support that we have in this district. The Joint PTO is the overarching PTO of the district that unites all of our PTO’s. They meet three to four times a year to share ideas. The Superintendent and Board President both spoke to the new teachers and shared information about the district. Thanks to the COVID Task Force, as we distributed COVID mitigations last week. We are at the lowest level, which is phase 5. This year is more like a regular pre COVID year. We are in the middle of a busy time, as staff returns on August 15, and students on August 17. We are looking to have the best school year ever this year!

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION

8. INFORMATION

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

9. CONSENT AGENDA

1. Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)

New Hires Certified Staff

Thurnall, Katelyn, GHS, Social Studies (LOA-1st semester), 1.0 FTE, effective 8/15/22

Young, Timothy, GHS, Social Studies, 1.0 FTE, effective 8/15/22

Ray, Andrea, GMSS, Language Arts, 1.0 FTE, effective 8/15/22

Hanson, Chris, HSS, 5th Grade, 1.0 FTE, effective 8/15/22

Kepka, AJ, GMSS/GMSN, Art, 1.0 FTE, effective 8/15/22

Powell, Gwen, GMSN, Reading Teacher (LOA), 1.0 FTE, effective 8/15/22

Kostopoulos, Tisha, WES, 1st Grade, effective 8/15/22

Long-Term Sub Certified Staff

Kuehl, Brian, GMSN, Physical Education Teacher, 1.0 FTE, effective 8/22-11/9/11

Resignations Certified Staff

Burgoon, Elena, MCS, Learning Behavior Specialist, effective 8/1/22

Kelly, Megan, GHS, Art, effective 5/31/22

New Hires Support Staff

Marques, Jr. Jesus, GHS, 2nd Shift Campus Manager, effective 7/25/22

Carrino, Cathy, WAS, Kindergarten Assistant, effective 8/15/22

Tippin, Curtis, TRANS, Bus Driver, effective 8/10/22

Iwan, Susan, TRANS, Bus Driver, effective 8/1/22

Andrews, Doug, TRANS, Bus Driver effective, 8/1/22

Force, Heidi, WAS, Special Ed Assistant, effective 8/15/22

Raby, Colleen, WAS, Library Assistant, effective 8/15/22

Kulikowski, Jennifer, GMSS, Special Ed Assistant, effective 8/15/22

Lloyd, Brittany, HSS, Special Ed Assistant, effective 8/15/22

Johnston, Matt, GMSN, Special Ed Assistant, effective 8/15/22

Todd, Kellyn, GMSN, Special Ed Assistant, effective 8/15/22

Mendoza, Cordie, HES, 2nd Shift Custodian, effective 8/8/22

Marshall, Tamika, TRANS, Bus Driver, effective 8/1/22

Lockett, Michael, TRANS, Bus Driver, effective 8/10/22

Resignations Support Staff

Estrado, Christina, CO, Learning & Teaching Admin Asst, effective 8/10/22

Sosa, Naomi, HSS, Bilingual Assistant, effective 5/31/22

Tritabaugh, Carrie, WES, Special Ed Assistant, effective 5/31/22

Rovge, Julie, GMSN, Special Ed Assistant, effective 5/31/22

Mertes, Anne-Marie, MCS, Special Ed Assistant, 5/31/22

Lusted, Maddie, GMSN, Administrative Assistant, effective 8/10/22

Reclassification/Transfer

Fredericks, Jean, WES, 12-month Admin Asst CO to 10-month Admin Asst WES, effective 8/2/22

Perozek, Jeanne, GHS, Library Asst to 12-month Admin Asst Financial Services, effective 8/2/22

Janson, Ann, HSS, Special Ed Asst to 10-month Admin Asst, effective 8/1/22

O'Malley, Sally, WES, Kindergarten Asst FES to Special Ed Asst WES

Reappointments Amended

Bracey, Kari, HES, Kindergarten Assistant, effective 8/15/22

Runyan, Jane, HSS, Kindergarten Assistant, effective 8/15/22

Reappointments

Krohe, Colleen, FES, Kindergarten Assistant, effective 8/15/22

Escamilla, Gabriela, GMSN, Classroom Assistant, Effective 8/15/22

2. Monthly Financial Report – June (Policy 4:50)

3. Disposition of Verbatim Record of Closed Meetings January 2020 through December 2020

4. Disposition of Executive Session Minutes January 2022 through June 2022

5. Gifts, Grants, Bequests: \$1,500, Bob Jass Chevrolet, for GHS athletic uniforms and equipment

6. Pay Request #3: \$175,607.68, Johnson Controls, for DDC upgrade at GMSN

7. Pay Request #3: \$333,331.20, Malcor Roofing of Illinois, Inc., for the 2022 roof renovations at GHS

8. Pay Request: \$318,892.50, Eagle Concrete, Inc., for 2022 concrete renovations

9. Pay Request: \$85,571.10, MBB Enterprises of Chicago, Inc., for the 2022 masonry renovations at HSS & WES

Motion by Forbes second by Choi, to approve the above-listed, items 9.1-9.9. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Radlinski. Nays, none (0). Absent, none (0).

Abstained, none (0).

10. 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.

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

This is an exciting time for board members, as this is the last meeting before staff and students return. Thank you to Tim for his presentation tonight on safety and security, which will be posted on our website for parents to view. The COVID Task Force met last week, and we commend our staff for all the hard work they do. They attend many meetings with various partners to understand what is expected. It is nice to start near normal this year. Thanks to Bob Jass for their donation. Over the last number of months there have been multiple presentations that are important, and it would be nice to receive the presentations prior to the meeting. Another group of French students toured the high school recently, and it was nice to see the concrete and roofing repairs that are moving ahead. Thank you to everyone who is doing this work. The Facilities Task Force met today, and Mr. Ney and his team are doing a great job dealing with supply chain issues and things like that. New teacher orientation was this morning, and Dr. Mutchler had a great speech about remembering some of your best teachers. It puts into mind how important our teachers are and what they do for our kids.

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)]; COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING THE SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES [5 ILCS 120/2(c)(2)]; THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE, AS DEFINED IN THE OPEN MEETINGS ACT, INCLUDING A VACANCY IN A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN POWER TO APPOINT UNDER LAW OR ORDINANCE, OR THE DISCIPLINE, PERFORMANCE OR REMOVAL OF THE OCCUPANT OF A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN POWER TO REMOVE THE OCCUPANT UNDER LAW OR ORDINANCE [5 ILCS 120/2(c)(3)]; 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)]. [5 ILCS 120/2(c)(11)]

At 7:48 p.m., motion by Cabeen, second by Radlinski, to go into executive session to consider matters pertaining to 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 such an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees; the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance; the selection of a person to fill a public office, as defined in the Open Meetings Act,

including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office when the public body is given power to remove the occupant under law or ordinance; 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; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary for one or more classes of employees.

At 8:14 p.m., the Board returned to open session.

14. ADJOURNMENT

At 8:15 p.m., motion by Forbes, second by Choi and with unanimous consent, the meeting was adjourned.

APPROVED _____
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING
SECRETARY