



**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 8, 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

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

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

The President welcomed everyone and led the Pledge of Allegiance.

District staff present: Matt Johnson, Assistant Director for Transportation; Mary Dunmead, Director for Transportation; Dr. Julie Dye, Principal Williamsburg Elementary School; 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: Aaron Prakash, Lou & Holly Sagan, Jeff & Karina DiOrio, Chris & Brittany Hennessey, Jason Knight, Lisa McGregor, Craig McGregor, Judy McGregor, Sagan Family, Cathy Fuller, Kyle Szymczak, Blake DiOrio, Jasmine Knight, Emma Prakash, Emmett McGregor, Wes Sagan, Josiah Hennessey, Kim Holstein, Julie Klemm, Katie Alling.

2. APPROVAL OF MINUTES (Policy 2:220)

1. Regular Session, March 11, 2024
2. Executive Minutes, March 11, 2024

Motion by Forbes second by Choi, to approve the above-listed minutes, item 2.1-2.2. On roll call, Ayes, five (5), Ansari, Bellino, Cabeen, Choi, Forbes. Nays, none (0). Absent, one (1), Hooks. Abstained, one (1), Radlinski.

3. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

1. Viking Leaders Award – WES Students (Policy 6:330)

Student Leadership Team

Blake DiOrio
 Jasmine Knight
 Emma Prakash

Emmett McGregor
 Wes Sagan

Josiah Hennessey
 Tinley Newcomb

2. 2024-25 Transportation Preliminary Budget – Todd Latham, Mary Dunmead & Matt Johnson
 Todd Latham and Matt Johnson presented the 2024-25 preliminary transportation budget. When fully

staffed, this department consists of the director, assistant director, dispatcher/driver's supervisor, two mechanics, sixty-seven bus drivers, and seven bus monitors. The fleet for the 2024-25 school year will consist of twenty-three 72-passenger propane buses, eighteen 72-passenger diesel buses, eighteen 30-passenger small buses, five 27-passenger small buses, nine 21-passenger buses with wheelchair lifts, and four white activity buses. Local and state revenue are estimated at \$4,916,282. Salary and benefits are estimated at \$2,871,470. Professional Services are estimated at \$236,000. Supplies and materials are estimated at \$375,600. Capital projects are estimated at \$2,506,939. Other services, contingency, and non-capital purchases are estimated at \$99,000. Overall, the revenue is estimated at \$4,916,282 and expenditures are estimated at \$6,152,070.

Board comments, questions, concerns: Where are we with our fleet plan for 2025-26 and 2026-27? (We still have the fleet plan to replenish our fleet. We are on track and will have replaced our entire fleet by year five.) Purchasing our buses is our biggest expense, correct? (Yes.)

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."

Nothing currently.

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

The Superintendent shared an update on enrollment and staffing planning. As we begin returning student verifications, a new step has been added that will require parents to verify their residency. At the elementary level, preliminary planning has begun, and the Class Size Committee is making recommendations. Class sizes need to be smaller at the lower grades, which means more elementary classes for next year. At the middle schools we are adjusting to declining enrollment. As teacher's retire, we are not filling those positions. This would mean that some teachers will be teaching multiple content areas. We are collaborating with the high school, and they are beginning to develop their master schedule.

Board comments, questions, concerns: Is it ever possible that a teacher might teach in both north and south? (That could happen, but not generally with our core subjects. It would be more with our exploratory classes.) Do we have an idea how fast this will happen with just a few teachers retiring each year? (This will be done over multiple years and incrementally, so as not to lose good teachers.) Are we having open conversations with our teachers at the middle schools? (Yes, we have had several conversations about this. We will have two schools with equivalent students, which means we would have smaller schools.) What about the administrative staff, will we be consolidating? (That has already happened with one of our administrators.) Have we thought about the supports we have put in place for our teachers? (We have thought about this and have done some of this but will need to do more.) What is the master schedule? (Think about the number of students, staff, and classes. We must coordinate who is teaching what and when based on the student's course choices.) Do we do this manually or do we have a program that helps with this process? (We do have a program that helps us.)

The Superintendent also gave an update on the Strategic Planning. The target of the committee is to bring to the board at their May meeting the goals and objectives they plan to accomplish over the next five years. Our mission is to educate and prepare students with the knowledge, skills, and personal qualities to be productive citizens. Our vision is to achieve excellence and empower students to succeed. The "excellence" is important because it is a carryover from our Tradition of Excellence. Critical Goal Areas are enrollment & staffing, career & college pathways, cultural competencies, and community engagement.

7. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

1. Annual Resolution for Dismissal: Part-time and Select Educational Support Personnel (Policies 5:200 & 5:290)

Dr. Law shared that the dismissal of support staff each year is so that we are not overstaffed in the fall. This is due to student enrollment uncertainties. As we get closer to the start of school and have a handle on enrollment, we are typically able to bring back many of these support staff.

Motion by Radlinski second by Forbes, to approve the above-listed resolution, item 7.1. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Radlinski. Nays, none (0). Absent, one (1), Hooks. Abstained, none (0).

2. Annual Resolution for Dismissal: Part-time and Select Certified Staff (Policies 5:200 & 5:290)

Dr. Law shared that the dismissal of part-time and select certified staff each year is so that we are not overstaffed in the fall. This is due to student enrollment uncertainties.

Motion by Choi second by Radlinski, to approve the above-listed resolution, item 7.2. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Radlinski. Nays, none (0). Absent, one (1), Hooks. Abstained, none (0).

3. Resolution Authorizing Intervention In Proceedings Before the State of Illinois Property Tax Appeal Board

Todd Latham shared that for years the district has been part of an intergovernmental agreement where if someone wants to appeal their taxes, it goes to the board for review. Because of the size and complexity of these appeals we have a legal service that prepared and represented us. When you go to the Property Tax Appeal Board you have to have legal representation. This resolution allows himself, as Assistant Superintendent, to act on behalf of the Board of Education and on the intergovernmental agreement. In the past, each appeal was brought to the board individually. We needed to update the law firm that was listed on the resolution to the one we are currently using.

Motion by Radlinski second by Bellino, to approve the above-listed resolution, item 7.3. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Radlinski. Nays, none (0). Absent, one (1), Hooks. Abstained, none (0).

8. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION

1. 2024-25 Recommended Staffing Plan (Policy 5:200)

Dr. Law presented the proposed staffing plan for the 2024-25 school year. In Student Services we would like to adjust the salary schedule lane placement for nine Speech Language Pathologists (SLP) because they are required to hold a master's degree. This will provide better equity between similar master's programs and help recruit and retain SLP's. In Human Resources we would like to create a Human Resources Coordinator position. This department is the only one without a director or coordinator position. This would provide an appropriate restructuring of this department to correctly align tasks and titles. It will also ensure department stability for meeting the needs of District 304 employees. The cost for this proposal is estimated at \$138,132 plus potential benefits. This proposal will be brought back at the next meeting for approval.

Board comments, questions, concerns: How would you rearrange the job responsibilities with the other employees when you bring this person in? (There are things we just cannot get done, so this position will help us to be more proactive. Some of the reporting that this position would do currently sits with the Benefits Specialist. We have had people in this position who have said it is a Benefit Specialist title, but this is not what that person would typically do. They would also work with payroll.) Would this lead to the reorganization of your department? (Yes.) Has this process already started? (The job description is done and if approved, it would then be posted with a start date of July 1.) I am wondering about the other three employees. Will their job go through a re-evaluation of their job responsibilities? (Yes, two of the jobs would.)

2. 2024-25 Textbook and Resource Review – Additional Resources (Policy 6:40)

Shonette Sims presented the textbooks and resources that are being recommended for adoption in

the fall of 2024-25. At the high school we are looking to add two graphic novels for English 4: Intro to Sci Fi & Fantasy, add a new book to AP Human Geography, replace the current textbook for Health, add resources to French 1, 2, 3, 4, and add texts for four more classes of Spanish 3. These resources have been reviewed by our faculty and administration and will be on display for thirty days at Coultrap Educational Services Center. The total cost for these textbooks and resources is \$30,260. We will bring this proposal back at a future meeting for approval.

Board comments, questions, concerns: Do they have the option to read an actual novel instead of the graphic novel? (It is a robust comic and might be slightly abridged, but it stays with the theme.) I understand graphic novels in the lower grades, but I am not sure about them for twelfth grade. (This is an elective core course.)

9. INFORMATION

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests (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 - February (Policy 4:40, 4:55)
3. 2024-27 Edmentum Contract
4. Gifts, Grants, Bequests: \$800, Kiwanis Club of Geneva & Batavia, for the GHS Key Club for State Convention (Policy 8:80)
5. Gifts, Grants, Bequests: \$32,536.18, Geneva Academic Foundation, to support the purchase of teacher "Wish List" items for classrooms (Policy 8:80)
6. Gifts, Grants, Bequests: \$696.47, ABBVIE on behalf of the Green Family, for field trips for their daughter's grade level or other grade level projects
7. Gifts, Grants, Bequests: \$911, Midwest Trading Horticulture Supplies, Inc., garden soil for GHS flower show & composted mulch for WAS gardens
8. Request to Purchase: \$41,769, Heartland Business Systems, for 63 HP Pro devices w/3-year warranty (Policy 4:60)
9. Request to Purchase: \$85,959.12, Insight Public Sector, for 52 Lenovo devices w/3-year warranty (Policy 4:60)
10. Mid-Valley Special Education Cooperative Joint Agreement

Motion by Choi second by Forbes, to approve the above-listed, items 10.1-10.10. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Radlinski. Nays, none (0). Absent, one (1), Hooks. 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

Board members hope that everyone had a great spring break! Year-end activities are gearing up and spring sports are off to a great start. The girls JV soccer team is impressive on the field. Middle school track kicks off tomorrow with North versus South. The VEI interviews recently took place and board members were able to be a part of this and interview students. Good luck to the VEI team heading to New York tomorrow. The Batavia and Geneva School Board social event was a terrific opportunity for board members to talk with other board members. Standardized testing begins this week, so good luck to our students. Thank you to the many donors who donated to our district. It is great to see our community being so supportive. The Communications Task Force met and talked about the strategic plan, the update to the weekly emails, and about moving to a new text type of communication for the schools through Mailchimp. Tickets are on sale for Mama Mia, which will be April 18-20. It was incredibly impressive to see the students who were recognized tonight. They have an amazing principal, teachers, and family members. The Geneva Music Boosters are getting ready to wrap up the year and will be collecting uniforms. There are still some restaurant nights left this year. Board members attended the GHS PTO meeting where they talked about preparations for prom

and post prom. The Geneva Support Staff Association negotiations have started well and the training was worthwhile.

12. NOTICES / ANNOUNCEMENTS

- 13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO 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)]; 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 8:36 p.m., motion by Bellino, second by Choi, to go into executive session to consider matters pertaining to 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; 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 10:52 p.m., the Board returned to open session.

14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

- 1. Employee Discipline – Employee A
Motion by Radlinski second by Choi, to approve the termination of Kyle Szymczak effective April 8, 2024, item 14.1. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Radlinski. Nays, none (0). Absent, one (1), Hooks. Abstained, none (0).

15. ADJOURNMENT

At 10:53 p.m., motion by Choi second by Forbes and with unanimous consent, the meeting was adjourned.

APPROVED _____
(Date)

_____ PRESIDENT

SECRETARY _____

_____ RECORDING
SECRETARY