



**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, March 14, 2022, at 7:00 p.m. at Geneva Middle School South, 1415 Viking Drive, 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: Larry Cabeen, Dan Choi, Jackie Forbes, Tammie Meek, President/Finance Committee Chair Mike McCormick. Late: None. Absent: None.

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

District staff present: Tim Baker, Security Supervisor; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

Others present: Stephanie Bellino, Ben Lutzow, Ed Lutzow, Paul Radlinski, Bill Cassey, Cheryl Cassey, Steven Baggio, Cathy Fuller, Hyesoo Choi, Addyson Mitchell, Heidi Mitchell, Michael Mitchell, Matt Mason, Dr. Sue Savaglio-Jarvis, Scott Slagle, Morgan Slagle, Jennifer Slagle, Vicki Karalis, Paula Weisserth, Claire Weisserth, Bridget Cheney, Beth Stevenson, Brooke Lussnig, Bill & Nancy Lussnig, Brigid Buchman, Caitlin Cassidy, Andrew Baggio, Cindy Baggio, Katerina Nasta, George Karalis, Nour Fayad, Pat Hirschtick, Minzie Choi, Kim Hostman, Bob Hammon.

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

1. Regular Session, February 28, 2022
2. Executive Session, February 28, 2022

Motion by Cabeen second by Forbes, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, none (0). Abstained, none (0).

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

1. Tradition of Excellence: GHS Students (Policy 6:330)  
 DECA, Virtual Enterprises, Microsoft Office Specialist, National Merit Scholarship, Swim Team, Gymnastics Team

DECA State Competition – State Qualifiers

Maura Anderson	Vicki Karalis	Nora Novak
Minzie Choi	Samantha Kresler	Claire Weisserth
Alex Howe	Julianna Longo	

VE Illinois Social Media Marketing Campaign

Caitlin Cassidy  
Nour Fayad

Addyson Mitchell  
Morgan Slagle

VE Final Round of National Marketing Plan

Joshua Day  
Nour Fayad

Morgan Slagle  
Daniel Strohm

Microsoft Office Specialist State Championship

Sydney Cournaya

National Merit Scholarship Finalist

Andrew Baggio

Swimming State Qualifier

Gavin McCullough

Gymnastics State Qualifier

Brooke Lussnig

**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."*

Jackie Forbes shared that the Illinois General Assembly is still working on proposed bills and hopes to have them wrapped up by April 8.

**5. SUPERINTENDENT'S REPORT (Policy 3:40)**

The Superintendent shared that March 28 – April 1 is spring break. Staff and students are preparing for the upcoming state assessments.

**6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION**

1. Policy Updates: Second Reading (Policy 2:240)

1. Policy 7:315, Restrictions on Publications; High Schools – **Updated**

Motion by Choi second by Meek, to approve the above-listed policy, item 6.1.1. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, none (0). Abstained, none (0).

2. Annual Resolution for Dismissal: Select Full-Time Certified Teachers (Policy 5:200)

Dr. Adam Law shared that this is an annual process we do for select full-time certified staff. This helps to protect the district from being over staffed as we go into the next school year. Once we have a better idea of our staffing needs, we can bring most of these teachers back.

Motion by Cabeen second by Forbes, to approve the above-listed resolution, items 6.2. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, none (0). Abstained, none (0).

3. Annual Resolution for Dismissal: Select Part-Time Certified Teachers (Policy 5:200)

Dr. Adam Law shared that this is an annual process we do for select part-time certified staff. This helps to protect the district from being over staffed as we go into the next school year. Once we have a better idea of our staffing needs, we can bring most of these teachers back.

Motion by Forbes second by Choi, to approve the above-listed resolution, items 6.3. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, none (0). Abstained, none (0).

**7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION**

1. 2022-2023 Textbook and Resource Adoptions

Dr. Andy Barrett presented the proposed textbook and resource adoptions for the 2022-2023 school year. The proposal included adding two novels to the high school English IV: Sci Fi & Fantasy course, replacing textbooks in the high school economics course and the elementary social studies course,

and adding an online textbook to the middle and high school Spanish courses over the course of four year. The total cost for the textbooks and resources is approximately \$282,955. The textbooks and resources will be on display for the next month at Coultrap Educational Services Center. Anyone is welcome to come in and review them. We will ask for formal approval at a future meeting.

Board comments, questions, concerns: With the 6-year digital license, what is the plan with regards to the useful life of the license? Would it exceed that 6-year license? (Unfortunately, no. Most of the publishers have adopted this model where you get the digital and online package for six years and then it goes away.) Is the economics book a new version or a whole new book? (It is a new text.) If we approve the Spanish textbook today, would we be approving all four years? (You would be voting on this at a future meeting, but we would ask for all four years.)

## 2. 2022-2023 Recommended Staffing Plan

Dr. Adam Law presented the proposed staffing plan for the 2022-2023 school year. The plan consists of the following: (1) change title of "Student Services Coordinator" to "Director of Student Services"; (2) adding a full-time HVAC certified position; (3) adding a lead HVAC stipend; and (4) change two of the 10-month building technician positions to 12-month positions and increase the hours per week from 35 to 40 effective July 1, 2022. With offsets, the total cost of this proposed staffing plan would be \$47,000. This plan will be brought back at a future meeting for approval.

Board comments, questions, concerns: Would the HVAC position still be to maintain the high school and south, or would it cover all of the district buildings? (The goal for this position would be to assist with the other buildings, and the other technician would focus primarily on the high school and south.) Why was it the high school and south when there are two schools on one campus? (The high school and south have lagged with the digital controls and are some of the older systems that need extra work.) Is the one position able to handle all the other buildings, because they have newer systems? (Yes.) Is the stipend for the HVAC position annual? (Yes.) Is the offset for the HVAC position part of the contract that we have with Johnson Controls? (I believe so.) What is the benefit of the title change for the Student Services Coordinator? (The benefit would be to acknowledge that she is working at the district level, whereas coordinators are working at the building level.) Are there employees interested in the tech positions that you want to make twelve months? (Yes, and there have been conversations with the building techs.)

## 8. INFORMATION

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests (Policy 2:250)
3. Suspension Report (Policy 7:200)
4. Out-of-State Trip Request

## 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

Fuentes, Alejandra, HSS, LBS, effective 1/14/22

Hesselbaum, Kelly, GHS, Social Worker/Prevention Coordinator, effective 8/15/22

### FMLA Certified Staff

Forni, Taylor, GHS, Physical Education, effective 5/9/22-5/31/22

Gyllborg, Amy, FES/GELP, Psychologist, effective 8/15/22-9/30/22

Stelmar, Alexia, GMSN, LBS, effective 2/22/22-3/2/22

Kearby, Gina, MCS, Grade 4, effective 8/17/22-11/14/22

Austin, Maggie, MCS, Grade 2, effective 4/4/22-5/31/22

### Resignations Certified Staff

Berry, Rachel, GMSN, Psychologist, effective 5/31/22

Adams, Kerry, FES/GMSS, 1.0 FTE, effective 5/31/22

### New Hires Support Staff

Evangelista, Benjamin, TRAN, Bus Driver, effective 3/7/22

Resignations Support Staff

Basova, Lisa, GELP, Special Education Assistant, effective 3/11/22

FMLA Administrators

Zeman, Ron, WAS, Principal, effective 11/15/22-11/30/22

2. Monthly Financials – February (Policy 4:40, 4:55)
  3. Annual Resolution for Joint Agreement as Part of VALEES (Policy 6:185)
  4. Annual Resolution for Joint Agreement as Part of the FVCC (Policy 6:185)
  5. Gifts, Grants, Bequests: \$3,600 (approximately), Mill Creek PTO, to be used for teacher/classroom allotment.
  6. Request for Payment: \$208,165.50, Cashman Stahler Group, Inc., for roof renovations at GHS (Policy 4:60)
  7. Request for Payment: \$86,006.30, Preservation Services, Inc., for roof repairs at GHS, Boiler House and HSS
  8. Request for Purchase: \$20,520, MetroNet Internet Service (Policy 4:60)
  9. Bid Summary: \$84,864.95, State of Illinois, Copy Paper Bid (Policy 4:60)
- Motion by Cabeen, second by Meek, to approve the above-listed, items 9.1-9.9. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. 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*

The COVID Task Force met last week where they discussed the district's layered mitigations and that there might be some changes based on new CDC guidelines that have come out. There was also discussion about mitigations at the building level and how it could be different for each building. A shout out to the choirs, as their recent performances have been amazing. Board members attended the Facilities Task Force meeting today, where there was discussion about the expenditures that were just discussed. It is remarkable to maintain a facility of this size. Thank you to those that stepped forward and are interested in filling the vacancies on the Board.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE, AS DEFINED IN THE OMA, INCLUDING A VACANCY IN A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN THE POWER TO APPOINT UNDER LAW OR ORDINANCE, OR THE DISCIPLINE, PERFORMANCE OR REMOVAL OF THE OCCUPANT OF A PUBLIC BODY IS GIVEN POWER TO REMOVE THE OCCUPANT UNDER LAW OR ORDINANCE [5 ILCS 120/2(c)(3)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 7:58 p.m., motion by Forbes, second by Choi, to go into executive session to consider matters pertaining to the selection of a person to fill a public office, as defined in the OMA, 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.

At 8:44 p.m., the Board returned to open session.

**14. PRESENTATIONS**

1. Search for New Superintendent for 2023-24 School Year Proposal – Ray & Associates

Bridget Cheney and Sue Savaglio-Jarvis, of Ray & Associates, presented to the Board their proposal for the search for a new superintendent. They have been in business since 1975 and they specialize in school executive leadership searches. They articulate their organizational commitment to identifying and acting upon the changes that are needed to bring about inclusion, recognizing the need for equity, and exclude racism. There are five stages in the recruiting process: (1) Board input and preparation; (2) profile development and process; (3) recruiting and screening; (4) candidate presentation; and (5) selection of finalist and future. They will work with the Board to build the profile by meeting with all stakeholders of the Board's choosing, interview all candidates, advertise through multiple sources, and perform all screening, reference checks, interviews, and final selection. The base fee is \$18,000, with the option of additional services for an additional fee. Travel expenses for both the firm and candidates are covered by the district. The estimated search cost is \$20,500.

Board comments, questions, concerns: Being female owned, how is your ownership structure better? (We have different way we ask questions, are well rounded, and believe in building relationships.) Who would be the main lead if you were chosen? (That would be Bridget.) Is GR Recruiting part of Ray & Associates? (Gary was, but he started his own business about four years ago.) Can you give insight on how you navigate the data and present it? (We use graphs, charts, tables, and stakeholder comments. We do not filter anything.) Your background check seems to be more rigorous; do you agree? (Yes.) With stakeholder groups do you find there is a sweet spot or general range? (Typically, there are 9-12. It can vary.) Have you worked with districts in the Chicagoland area? (Yes.) Can you give us one thing you are proud of? (A recent search we did. They had a lot of strife in the community and at the end of the search they were a more united community. Working with a board that is so connected to their community.)

2. Search for New Superintendent for 2023-24 School Year Proposal – GR Recruiting  
Bob Hammon, Jackie Countryman, Dr. Laura Schwartz, and Leslie Hanson, of GR Recruiting, presented to the Board their proposal for the search for a new superintendent. They are a national firm with regional offices and associates with more than ten years in the executive search business. The scope of work includes Board input, profile development, recruiting candidate pool, Board selecting candidates, collaborate/finalize the search, and uniquely strategic superintendent supports. Step 1 is the school board's involvement from the start. Each member will be interviewed to build an accurate profile. Step 2 is staff and public involvement. Meetings will be scheduled for predetermined groups to learn the characteristics that are vital for the position profile. Step 3 is the recruitment and screening of applications. Step 4 is presenting the candidates. The Board will review and discuss each candidate to develop a ranking of candidates. Step 5 is the conclusion of the search. The Board will make their final selection and issue a press release. GR Recruiting has a unique partnership with K12 Insight. The data they provide is valuable staff and community input during the search process. The base fee is \$12,500, with a total cost of \$14,500 that includes travel and advertising fees. These fees do not include candidate interview expenses.

Board comments, questions, concerns: What do you do best? (We will provide you with the best qualified candidates that meet your profile.) Bob, will you be the main point of contact if you are chosen? (Yes, and Laura as well.) In your references, you have some large school districts, but do you have any districts that are more our size? (Yes.) Can you talk more about K12 Insight, and is that pre or post hiring? (This is a firm that specializes in customer service surveying. The data they provide helps to drive the decision-making, create your profile, and helps the new superintendent get a handle on what the issues are in the community.)

## 15. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

### 1. Discussion & Selection of Search Firm for New Superintendent

The Board would like to table this item until March 21 during a special meeting.

Motion by Cabeen, second by Forbes, to table the above-listed, item 15.1. On roll call, Ayes, five (5), Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, none (0). Abstained, none (0).

## 16. ADJOURNMENT

At 9:49 p.m., motion by Choi, second by Forbes and with unanimous consent, the meeting was

adjourned.

APPROVED \_\_\_\_\_  
(Date)

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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