

**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, June 24, 2013, 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, Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson. Late: Vice President Kelly Nowak (7:03 p.m.) and Dave Lamb, (7:45 p.m.) were late due to commuter train delays associated with severe weather conditions. Absent: Mike McCormick.

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

District administrators present: Elizabeth Janowiak, Director Technology; Adam Law, Principal Heartland Elementary School; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Curriculum & Instruction; and Dr. Kent Mutchler, Superintendent.

Others present: Brenda Schory (KC Chronicle), Rick Nagel (Patch).

**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.*

None.

**3. APPROVAL OF MINUTES**

- 3.1 Regular Session June 10, 2013
- 3.2 Executive Session June 10, 2013

Motion by Wilson, second by Stith, to approve the above-listed minutes, as presented. On roll call, Ayes, five (5), Juby, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, two (2), Lamb, McCormick. Motion carried unanimously.

**4. PUBLIC HEARING**

- 4.1 ISBE Waiver Application Renewal: Driver Education Fee
  - 4.1.1 President Convenes Hearing
  - 4.1.2 Overview of Waiver Application
  - 4.1.3 Comments/Questions from the Board of Education
  - 4.1.4 Comments/Questions from the Public
  - 4.1.5 President Closes Hearing
  - 4.1.6 Approval of ISBE Application for Five-year Renewal of Previously Approved Waiver: Driver Education Fee

At 7:05 p.m., the President convened the public hearing.

The Superintendent explained that the Illinois State Board of Education and the State Legislature have a program whereby school districts may apply for waiver or modification of State Board rules and/or School Code mandates and the hearing is one of the requirements of the application process. The required notices of the public hearing had been made as required; i.e., publish a notice on the

District's web site at least 14 days in advance of the hearing; publish a notice in a newspaper of general circulation at least 7 days in advance of the hearing; provide written notice to the applicant's exclusive bargaining agent(s) affected by the request, as well as to the state legislators representing the applicant's area. The waiver application renewal sought an additional five-year approval to change the amount of the fee charged by the district to students who participate in the driver education course from "not to exceed \$50/\$250" to "not to exceed \$450," which is more reflective of the actual cost to provide the instruction. The administration recommended Board approval to submit the application for renewal of waiver or modification of State Board Rules and/or School Code Mandates regarding driver education fees, as presented.

Comments/questions from the Board of Education:

Member Stith pointed out that the application is for five-years, at an amount not to exceed \$450.00, and that the District's current fee (\$350) is already close to the not to exceed amount. She wondered what happens if our costs for the program go up in the next five years and are higher than the not to exceed amount.

Member Grosso questioned whether the District could resubmit an application before this one expires.

The Superintendent indicated that we have followed the current requirements and guidelines but that it may be possible to submit an application for a higher not to exceed amount within this five year time period.

There were no other comments or questions from Board members.

There were no comments or questions from the public and no written testimony related to the waiver renewal application was received.

At 7:08 p.m. the President closed the hearing.

Motion by Nowak, second by Wilson, to approve the waiver renewal application regarding driver education fee, as presented. On roll call, Ayes, five (5), Nowak, Stith, Wilson, Juby, Grosso. Nays, none (0). Absent, two (2), Lamb, McCormick. Motion carried unanimously.

## **5. SUPERINTENDENT'S REPORT**

Custodians and maintenance staff members were thanked for their work preparing district buildings and facilities for next year. The Coultrap demolition project is underway. Professional development courses focusing on the Common Core Standards and the new evaluation model are being offered to teachers during June and August. Planning is occurring for orientation and mentoring programs for new staff members. Many of Geneva's students and staff members volunteered numerous hours last week during Geneva's Swedish Days Festival.

## **6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS**

### **6.1 2013-2014 Textbook Adoption Geneva High School**

The Assistant Superintendent Curriculum & Instruction reported that per statute, the textbooks and instructional materials had been on public display for the requisite thirty (30) days and that no member of the public had come to review them.

Motion by Stith, second by Nowak, to adopt the textbooks and instructional materials, as presented. On roll call, Ayes, five (5), Nowak, Stith, Wilson, Juby, Grosso. Nays, none (0). Absent: Lamb, McCormick. Motion carried unanimously.

Textbooks/Instructional Materials included:

#### Science

*Environmental Science for AP*, 2012, W.H. Freeman & Co., Grades 11-12 AP Environmental Science, \$4,800

*Fundamentals of Anatomy & Physiology*, 2012, Benjamin Cummings/Pearson, Grades 11-12 Anatomy & Physiology I & II, \$18,750

#### Business

*Accounting Real World Applications & Connections*, 2012, Glencoe, Grades 9-12 Principles of Accounting & Advanced Accounting, \$3,200

Bundle: *Law for Business & Personal Use, 19e + Online Adobe PDB Ebook*, 2012 Southwestern, Cengage Learning, Grades 10-12 Business Law, \$4,450

World Languages

*Así Se-Dice! Level IV*, 2012, Glencoe, McGraw Hill, Grades 11-12 Spanish IV/Spanish IV Honors, \$16,000

*El Principito*, 2001, Harcourt Books, Grades 10-11 Spanish III Novel, \$1,500

Family & Consumer Science

*Culinary Math-Principles & Applications*, 2010, American Technical, Grades 10-12 Culinary Arts 1 & 2, Restaurant Management 1 & 2, \$0 Grant Funded

## **7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS**

### **7.1 2013-2014 Preliminary Education Fund Budget**

The Superintendent thanked the Assistant Superintendent Business Services and her staff for the preparation of the preliminary budget.

The Assistant Superintendent Business Services provided an overview of the preliminary Education Fund budget through a PowerPoint presentation. She noted that the budget was presented to the Finance Committee on June 10, 2013 and suggestions for cuts had been incorporated in this presentation. Cuts were .84% which brought it from 2.89% to 2.05% increase for 2013-2014. Revenues are projected at \$58,249,098 and expenses are projected at \$56,282,771, resulting in a projected surplus of \$1,966,327 which we hope to be able to rebate back. The projected beginning fund balance is \$16,167,024. A projected amount of \$1,167,024 will be transferred to debt service. The projected ending fund balance is \$17,890,327, resulting in a projected reserve fund balance of \$16,966,327.

Revenue assumptions included a property tax increase based on CPI of 1.5%; General State Aid at 82% proration, the elimination of the REMS Grant, the Elimination of the Riverboat Grant, and a decrease in student fees. Student fees are declining perhaps due to the economy because more students are qualifying for waived registration fees. Expenditure assumptions included salary increases up approximately 1.87% per Board-approved agreements - some offset due to retirements, insurance increases, purchased services/tuition increases, equipment replacement, and year two of the technology plan. \$175,000 has not been built into the budget for the possible impact of pension reform legislation. The increase for capital outlay is for the Board approved technology plan and computer lab chair replacement at Geneva High School. Additionally, we should be able to keep the debt payment level in 2015.

A five-year District budget history was provided for the Board's information.

The President commented that Member Lamb was stuck on a commuter train due to the severe weather conditions and indicated that questions and comments from the Board on this topic would be delayed until he arrived.

### **7.2 Coultrap Educational Services Center - Fourth Street Dedication**

The Superintendent asked the Board to consider a date for the rededication of Fourth Street School to the Coultrap Educational Services Center. He suggested the possibility of having the dedication ceremony the evening of August 21st, the same date as the GHS Corn Boil.

Discussion, comments, questions: We'd need to check with the Coultrap family to ensure that date would be okay with them. (We will accommodate the family when selecting a date.) Agree, we want to have the rededication on a date that is best for their family.

The date of August 21st was tentatively set with the understanding that the Superintendent will check with the family to make sure the date would work for them.

## **8. INFORMATION**

### **8.1 FOIA Requests & Responses**

A Board member requested that Board members receive copies of the actual response that is provided to the FOIA requester. (That could be provided; however, it is sometimes a lot of information/documentation.) The President suggested that perhaps a summary of the response/information, in addition to the costs could be provided.

## 8.2 Suspension Report

A Board member suggested that the report include the reason for the suspension because legislation may eventually require it anyway. (The Superintendent will look in to it.)

## 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

Cann, Sarah, GMSN, Language Arts, 1.0 FTE, Start Date 8/19/2013

Del Re, Shannon, GHS, Special Education, 1.0 FTE, Start Date 8/19/2013

Francis, Caty, MCS, Grade 1, 1.0 FTE, Start Date 8/19/2013

Latham, Todd, CO, Coordinator Business Services, 1.0 FTE, Start Date 7/1/2013

Livingston, Elizabeth, MCS, Grade 3, 1.0 FTE, Start Date 8/19/2013

Matousek, Julie, MCS, Grade 3, 1.0 FTE, Start Date 8/19/2013

Nosalik, Kylee, GMSS, Special Education, 1.0 FTE, Start Date 8/19/2013

Sharko, Joshua, GMSS, Language Arts, 1.0 FTE, Start Date 8/19/2013

Simmons, Brianne, HSS, Grade 5, 1.0 FTE, Start Date 8/19/2013

Waldie, Alexandra, GHS, English, 1.0 FTE, Start Date 8/19/2013

#### Reappointments Certified

Curl, Rebecca, WES, Grade 4, 1.0 FTE

Evangelista, Logan, GHS, Foreign Language/Spanish, 1.0 FTE

Holstein, Kimberly, WES, Social Worker, .75 FTE

Jorgenson, Tracy, FS, Special Education, .80 FTE

Leibforth, Jennifer, GHS, Social Worker, 1.0 FTE

Miles, Sheri, HSS, Speech/Language Impairment, .80 FTE

Samuelson, Carla, HSS, Reading Specialist, 1.0 FTE

Vargas-Herbst, Michelle, GMSN, Psychologist, .60 FTE

Welker, Megan, MCS, Grade 1, 1.0 FTE

#### Reclassifications Certified

Munch, Kelley, CO, Communication Coordinator, 1.0 FTE

#### Resignations Support

Ward, Thomas, District, Custodian, 12 Month, Effective 8/2/2013

#### Reappointments/Reclassifications Support

Campbell, Amy, REMS Grant Coordinator .60 FTE to Safety/Security Supervisor 1.0 FTE

Fatten, Linda, GMSS District Technician 9 Month, 35 hr/wk to District-wide Technician 12 Month, 40 hr/wk

Flahaven, Kevin, GHS Level II Tech Assistant, 9 Month, 35 hr/wk to 12 Month, 40 hr/wk

Lee, Gina, GMSN Tech Assistant, 9 Month, 28.75 hr/wk to 10 Month, 35 hr/wk

### 9.3 2013-2014 Educational Support Staff Handbook

### 9.4 2013-2014 Hazardous Bus Routes Resolution

### 9.5 Technology Purchase, Five-year Capital Plan: \$44,221.95, Wireless Access Points, Opt2mized Networks, Inc.

### 9.6 Technology Purchase, Five-year Capital Plan: \$109,431.00, Collaborative Teacher Project (CTP) Student Computers, NL4s purchased through IL TPP from ByteSpeed Systems, LLC

### 9.7 Amend 2013-2014 Board Meeting Calendar

### 9.8 Pay Request #1, \$142,893.90, Coultrap Demolition Initial Phase, Alpine Demolition Services, LLC

### 9.9 Pay Request #1, \$144,624.60, Coultrap Asbestos Abatement, Holian Asbestos Removal & Encapsulation Corporation

Board discussion, comments, questions: The President explained that the entry for Item 9.5 in the online, electronic BoardBook agenda was incorrect; however, the attachment for Item 9.5 in the electronic BoardBook packet did contain the correct document for the purchase of wireless access points in the amount of \$44,221.95. Additionally, the agenda provided for audience members at tonight's meeting also contained the correct information and dollar amount.

Motion by Wilson, second by Nowak, to approve Consent Agenda Items 9.1 through 9.9. On roll call, Ayes, five (5), Wilson, Juby, Nowak, Stith, Grosso. Nays, none (0). Absent, two (2), Lamb, McCormick. 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*

The Superintendent's Communication Task Force is updating and revising the format of the Board's goals book and incorporating more graphics and adding a "good news" page was considered. The Illinois Association of School Boards Kishwaukee Division's governing board met earlier this month to plan and prepare for the coming year. Meeting dates for the group have not yet been finalized. A Board member was thanked for providing a report to all of the Board members regarding unfunded mandates. While not all mandates have a cost, many of them do, so the State is looking at and prioritizing the cost to districts. The July Board meeting agenda will include discussion of all-day kindergarten in an effort to develop a preliminary action plan and solicit feedback staff and from the community. At the earliest, we are about a year out for any decision on all-day kindergarten. Would also like the administrative staff to look at adding computer science courses.

At 7:45 p.m., Member Lamb arrived and joined the meeting.

The President informed Lamb that the Board had deferred discussion and questions regarding the Preliminary 2013-2014 Education Fund Budget, until his arrival.

Item 7.1 Discussion, comments, questions: cost for the coordinator positions (it is for 3 positions, and there is some offset due to retirements, additionally, the dollar amounts were placed in the appropriate budget category/accounts); math facilitator cost (no more grant funds, so placed dollar amount in the correct line item/account); employee benefits were reduced by \$150,000 (correct); professional fees are up (correct, due to OT/PT services being moved to another provider/account); net effect of OT/PT move is negative (correct); high testing/assessment dollar amount (there was an error in the original document, the actual amount is \$120,000); what are the service agreements (could be any of our service agreements for copy machines, equipment, etc.) \$32,000 for photography consumables (course fees are collected from student, so this is a wash, the amount is also for multiple classes); maintenance and repair for band instruments is district paid (correct); entry fees expense (cost for participation for band, orchestra, scholastic bowls, athletic competitions, etc. - this item has been over budget for the past several years, so the budget was adjusted up - student fees offset some of the costs); equipment replacement amount (\$30,000 is budgeted for chair replacement in the GHS computer labs and \$10,000 for the pole vault - these are building principal requests); the Finance Committee recommended not carrying over \$148,000 from technology, is that in the budget (no, it was removed); what about the additional \$5.00 per student building allocation (that is still in this budget); Technology Plan computer replacement (\$175,000 for staff/student computer replacement but the Tech Department is being prudent and is looking at need prior to making purchases, additionally, it may not be a one-to-one replacement); we are going to Windows7 (correct, and in some cases we may only need to purchase memory); maybe we need to purchase more EStart computers (we will be reviewing all purchases based on need); the software lease has increased (yes, significantly - instructional software was added for K-8 math, and the Intouch notification system, which was originally paid from the REMS Grant and now has to be paid with District funds); grant expenses (revenue from State/Federal funding - not all have expenditure reporting - other funding is tied to curriculum initiatives); questions asked by the Finance Committee were very helpful and I also feel that it would be helpful for Board members to have a financial calendar; debt service (we will probably have more to abate than the amount in the budget); appreciate that cuts were made from the budget, that the \$148,000 technology carryover was cut, and that the \$5 per student building allocation was kept; would like us to aim to have the budget approved prior to the end of the fiscal year and that the timing for presentations to the Finance Committee and full Board were moved back to allow for discussion and approval by the end of June each year.

The Assistant Superintendent Business Services noted that there may still be some minor adjustments to the budget prior to the final presentation.

## **12. NOTICES / ANNOUNCEMENTS**

None.

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY [5 ILCS 120/2(c)(1); AND PENDING LITIGATION [5 ILCS 120/2(c)(11)]**

At 8:03 p.m., motion by Nowak, second by Stith, to go into executive session to consider matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and pending litigation. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Motion carried unanimously.

At 8:14 p.m., following a break to respond to questions from the media and to relocate to the conference room, the Board moved into executive session.

At 8:35 p.m., the Assistant Superintendent Personnel Services was excused from the executive session and the meeting.

At 8:39 p.m., the Recording Secretary was excused from the executive session and the meeting.

At 9:26 p.m., motion by Wilson, second by Stith, and with unanimous consent, the Board returned to open session.

**14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION**

Motion by Wilson, second by Nowak, to approve the recommendation for dismissal of Employee A due to performance concerns. On roll call, Ayes, six (6), Juby, Lamb, Nowak, Stith, Wilson, Grosso. Nays, none (0). Absent, one (1), McCormick. Motion carried unanimously.

Motion by Wilson, second by Stith, to approve a salary increase of 2.5% for the Superintendent for the 2013-2014 contract year. On roll call, Ayes, five (5), Lamb, Nowak, Stith, Wilson, Grosso. Nays, one (1), Juby. Absent, one (1), McCormick. Motion carried.

**15. ADJOURNMENT**

At 9:30 p.m., motion by Wilson, second by Lamb, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_ PRESIDENT

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

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(Kent Mutchler) RECORDING SECRETARY