



**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, July 20, 2020, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER (Policy 2:220)**

- 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 Egan.

Board members present: President Taylor Egan, Vice President Mike McCormick (by phone), Larry Cabeen, Dan Choi, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Alicia Saxton. Late: None. Absent: None.

The President welcomed everyone, and Board member Cabeen lead them in the Pledge of Allegiance.

District staff present: Anne Giarrante, Director for Student Services; Shonette Sims, Director for Learning & Teaching; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Other present: Brigid Buchman, Kelly Wales, Jean Smith, Samantha Bultmann, Annie Waldoch, Phillip VanDyke, Ron Fabbi, Jean Smith.

Motion by Juby, second by Cabeen, to approve the Mike McCormick to join the meeting by phone. On roll call, Ayes, six (6), Cabeen, Choi, Juby, Lamb, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

At 7:03 p.m., Mike McCormick joined the meeting by phone.

Motion by Juby, second by Lamb, to approve moving item 10 up before legislative updates. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

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

- 2.1 Regular Session, June 8, 2020
- 2.2 Executive Session, June 8, 2020
- 2.3 Special Session, June 9, 2020
- 2.4 Executive Session, June 9, 2020
- 2.5 Special Session, June 10, 2020
- 2.6 Executive Session, June 10, 2020
- 2.7 Special Session, June 11, 2020

2.8 Executive Session, June 11, 2020

2.9 Special Session, June 16, 2020

2.10 Executive Session, June 16, 2020

2.11 Special Session, June 22, 2020

Motion by Saxton, second by Juby, to approve the above-listed minutes, items 2.1-2.10. On roll call, Ayes, six (6), Cabeen, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, one (1), Egan. Abstained, one (1), Choi.

Motion by Juby, second by Saxton, to approve the above-listed minutes, item 2.11. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

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

#### **3.1 Diversity in Geneva Schools**

Annie Waldoch, who is a 2014 GHS Alumni, shared with the Board a document on diversity in Geneva that her brother Collin sent into the district with 1,739 present and former students from Geneva High School. In early June, these students sent a letter to the school board and to Geneva High Schools Principal Rogers to challenge the staff at GHS, especially the history, English and government departments to actively incorporate racially diverse spectrums into the curriculum. The thinking and ideas behind this initiative was systemic oppression and racial injustice, which has been a collective awakening as how we can improve as a country. District 304 provided a wonderful education in a caring community with a wealth of advantages, but candidly, it is not the most diverse place on earth. According to the 2010 U.S. Census, Geneva's black population is only 128<sup>th</sup> in the nation. That is .5% versus 14%. This demographic reality does not provide students for the world outside of Geneva. The two-page letter, which includes specific examples of fiction, non-fiction and videos is online at [bit.ly/GHS-BLM](http://bit.ly/GHS-BLM). We encourage all in attendance, both physically and virtually, to read it. There are three key points: (1) widespread support; (2) the power of education; and (3) we ask the school board to challenge the history, English and government departments to actively incorporate additional perspectives, especially black perspectives, in the upcoming 2020-2021 school year.

#### **3.2 2020-2021 Draft Budget Presentation (Policy 4:10)**

Dr. Dean Romano shared with the Committee the 2020-2021 draft budget. The process begins with the development of a preliminary budget for specific components including Technology, Operations & Maintenance, Transportation, and the Education Fund, as a whole. These preliminary budgets are created using estimated figures and expenditures that are allocated based on district goals. While these preliminary budgets are often adjusted prior to a final budget adoption, they provide a vision and planning tool for administration to begin their efforts in preparing for the new school year.

The next step in the budget development process is to create an initial "Draft" budget which incorporates all estimated revenues and expenditures within each fund within the District's overall budget. This process builds the preliminary budgets and utilizes assumptions developed by the business office staff, reviewed with the Board of Education Finance Committee and shared with the Board of Education.

Illinois statute requires that school districts formally approve a tentative budget which is then placed on display for public review, prior to holding a hearing on the finalized budget before the end of September. The tentative budget builds on the draft budget and incorporates new data and analysis.

Dr. Romano will present an overview of the draft budget and highlight some of the estimation and validation work scheduled over the next few weeks to finalize the tentative budget planned for adoption during the August 24th Board of Education meeting.

Board comments, questions, concerns: In the revenue slide, you mentioned the possibility of the State not paying the mandated categoricals. If funds should be delayed, and from a cashflow perspective, is that what the cash flow balance would help to cover? (Absolutely. We have already budgeted for this.)

### 3.3 Meritorious Budget Award (Policy 6:220)

The Superintendent shared that the district has earned, for the 9<sup>th</sup> consecutive year, the Meritorious Budget Award from the Association for School Business Officials International (ASBO). Thank you to Dr. Dean Romano and Todd Latham, along with our auditor, for putting this together. We have worked hard for many years to have transparency in our budget, and that is what this represents. It puts the budget in a format that is easily understood and easily communicated to the public, along with working on the Certified Annual Financial Report or CAFR, working toward earning the highest financial rating a school district can have.

### 3.4 Plan for Fall Learning & Teaching

Dr. Andy Barrett, Shonette Sims and Anne Giarrante shared with the Board the district's plans to return to school in the fall. The plan allows parents to choose between an in-person and remote hybrid (A/B schedule) or online only learning. The plan also provides information on the in-person learning days, the off-site learning days, social distancing & face coverings, cleaning & disinfecting, daily symptom screening, return to school protocols, special education services, lunch & food service, transportation, and extracurriculars. As the situation evolves, the district will closely monitor up-to-date information and develop options for January 2021 and beyond. Families will receive an email with additional details regarding the selection process through Home Access Center (HAC). Going forward, families will need to review the information and consider their options. There will be ongoing planning and preparation while we continue to evaluate the situation, along with follow-up communication and updates.

Board comments, questions, concerns: Have we given thought to parents who have children at home who must work and the impact this would have on them? (This is why we originally wanted full in-person learning. This will affect our families and staff members, however there is no good answer.) You mentioned early on about contact tracing strategies, so what are those strategies? (We have been meeting with our certified school nurses, who are committed to making sure everyone stays healthy. They have been keeping up with the guidance from IDPH and the Kane County Health Department.) What are the first day considerations for students starting at a new school? (The first two days of school will be half days, which will allow for each group to get acquainted to their surroundings.) Have we considered masks and how that affects language barriers? (ISBE came out with additional guidance on masks and shields stating that we need to consider students individually based on medical or educational needs.) Would that be similar for foreign languages at the high school? (It could be, yes.) How will we clean P.E. and art supplies? (We are going to try to limit the use of sharing whenever possible. We may ask students to bring supplies, and teachers will be trained on how to clean high touch areas in their rooms.) In terms of a schedule, you talked about December 31st, but has there been consideration of trimesters or quarters? (Yes, we did, however winter break just seemed like the most logical time. It could be an issue at the elementary level, but we are still looking at this.) In terms of the additional cleaning, are we having to add additional staff? (Not currently. Mr. Ney feels we are adequately staffed.) In terms of electro-static technology, did we purchase just one? (We purchased what we call misters that will be used in the classrooms and on buses.) When we look at what we are offering for remote learning, those students who have no choice on whether their parents opt them out or not, and have to go to classes that they are not familiar with, is not equitable. We need to put a camera in front of our teachers so that those kids who have opted out have the same experience as those in the classroom. It was stated before that we did not want our teachers to have to do in-person learning and on-site learning, but now we are asking them to. Can you clarify this? (The off-site learning day is not going to be a full synchronous live experience, which is why it is different from remote learning. Teachers will give students learning activities to do on their off-site days.) In the spring, we got feedback from parents that there was much disparity across schools, classrooms, and grades. Without asking each individual teacher to be on the same page, how are we going to address that? (We are going to have to work harder at being more consistent across the district.) For the off-site learning days, is there a clock hour requirement for those students? (Yes, five hours each day.) Are we releasing updated supply lists? (We were just talking about this the other day and hope to have them out soon.) Can you explain what goes into online learning in terms of learning, technology, and cost? (When it comes to live stream option, there are key factors. (1) What happens in the classroom is not what happens when the teacher is lecturing. We are at our best when students are in front of us. (2) There would need to be high

quality cameras and microphones, which we did talk about a great deal. (3) There is the question of how much we are willing to spend on infrastructure for something that is not long term. What we tried to do was bring a plan to you that did not cost the district a lot of money.) We need to look more at narrowing the gap of class offerings for those online learners. Will students have the opportunity to participate in clubs and activities? (Yes.) You mentioned that, with the online version, you cannot opt back to in-person, but what about the other way? (We do recognize that there may be situations where we would need to consider letting families change at some point, and need those to be minimal.) School fees and adjusted school fees will be available when? (Tech fees and school fees, we have. Other fees like skating, we hope to get a schedule out soon.) For those families that paid already, will they get a refund if they paid more than they owe? (Yes.) If a student is needing to quarantine for fourteen days, how will that look? (We are still sorting out the details, and it will more likely be case by case.) For the people who opt out, if we go back to phase 2 or 3, they have no change? (It really depends on when or if that might happen.) With in-person learning, would those students go to full remote? (The A/B students would go to full remote.)

#### 10. PUBLIC COMMENTS

*Per Board Policy 2:230, 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.*

Parents presented to the Board and Administration their concerns regarding the start of school. One parent asked that we reconsider our elementary plan and allow students to attend five days a week. Another had concerns about daycare and the additional exposure their child would have. Another parent was concerned that children in programs like AE would not be challenged enough. One wanted to know why parents did not have more input in the decision. These are a few of the concerns presented. To see the presentations, please visit our website.

For answers to your questions, please see our FAQ's on the district website.

#### 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."*

There is nothing new to report currently.

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

The Superintendent shared that, right now, we are spending most of our time planning for the fall. He thanked Dr. Law for getting new staff in place, which has been a challenge. We are providing orientation for them through TEAMS meetings and hope to get them here in person soon.

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

##### 6.1 Plan for Fall Learning & Teaching

Motion by Cabeen, second by Lamb, to approve the above-listed plan, item 6.1. On roll call, Ayes, six (6), Cabeen, Choi, Lamb, McCormick, Saxton, Egan. Nays, one (1), Juby. Absent, none (0). Abstained, none (0).

##### 6.2 Plan for Remote Learning

Motion by Lamb, second by McCormick, to approve the above-listed plan, item 6.2. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

##### 6.3 Policy Updates: Second Reading – **Updated and Reviewed** (Policy 2:240)

6.3.1 Policy 2:125, Board Member Compensation; Expenses - Updated

6.3.2 Policy 2:160, Board Attorney – Updated

6.3.3 Policy 4:50, Payment Procedures – 5-Year Review

6.3.4 Policy 5:60, Reimbursement Expenses – Updated

6.3.5 Policy 5:150, Personnel Records – Updated

6.3.6 Policy 5:280, Duties and Qualifications – Updated

6.3.7 Policy 6:135, Accelerated Placement Program – Updated

6.3.8 Policy 7:70, Attendance and Truancy – Updated

6.3.9 Policy 7:90, Release During School Hours – Updated

- 6.3.10 Policy 7:130, Student Rights and Responsibilities – 5-Year Review
- 6.3.11 Policy 7:325, Student Fundraising Activities – 5-Year Review
- 6.3.12 Policy 8:10, Connection with the Community – Updated
- 6.3.13 Policy 8:30, Visitors to and Conduct on School Property – Updated
- 6.3.14 Policy 8:80, Gifts, Grants, and Bequests – 5-Year Review
- 6.3.15 Policy 8:110, Public Suggestions and Concerns – Updated

Motion by Saxton, second by Cabeen, to approve the above-listed policies, items 6.3.1-6.3.15. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

#### 6.4 Review Committee & Liaison Assignments

Motion by Cabeen, second by Saxton, to approve the above-listed assignments, item 6.4. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

#### 6.5 GHS Textbook Update

Learning materials were presented with no action.

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

## 8. INFORMATION

- 8.1 Board Meeting/Presentation Schedule
- 8.2 FIOA Requests

## 9. CONSENT AGENDA

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

### New Hires Certified

Burk, Sarah, GHS, Learning Behavior Specialist, 1.0 FTE, effective 8/17/20  
 Butcher, Zach, GMSN, Project Lead the Way, 1.0 FTE, effective 8/17/20  
 Connelly, Erin, GHS, Counselor, 1.0 FTE, effective 8/17/20  
 Sutcliff, Noel, GMSS, Learning Behavior Specialist, 1.0 FTE, effective 8/17/20  
 Zulkowski, Linda, FES, Student Assistance Coordinator, .66 FTE, effective 8/17/20

### Resignations Certified

Yeates, Samuel, GHS, Business, .8 FTE, effective 6/30/20

### Family and Medical Leave Certified Staff

Jeralds, Kellie, WAS, Kindergarten, effective 10/27/20-1/3/21  
 McDonough, GMSN, Language Arts, effective 12/14/20-2/23/21

### New Hires Support Staff

Holstein, Chris, GMSS, Custodian, effective 7/13/20  
 Szymczak, Kyle, All Buildings, Maintenance, effective 7/6/20

### Resignations Support Staff

Ferguson, Tim, GHS, Security, effective 7/6/20  
 Ace, Kelly, FES, Reading Tutor, effective 5/29/20

### Reappointments Support Staff

Breiten, Christine, GMSN, EL Classroom Assistant  
 Bury, Aleiza, GMSN, Classroom Assistant  
 Cedergren, Christine, HSS, Kindergarten Assistant  
 McBride, Helene, WES, Kindergarten Assistant  
 Krohe, Colleen, FES, Special Education Assistant

### Reclassifications Support Staff

Hughes, Julie, HES, Reading Tutor (WAS) to Special Education Assistant  
 Wray, Julie, HSS, Reading Tutor to Special Education Assistant  
 Weber, Gretchen, GELP, Special Education Assistant (3hrs) to Special Education Assistant (6.25 hrs)

### New Hires Administration

Janci, Michelle, HSS, Principal, 1.0 FTE, effective 8/3/20

### Reclassification Administration

Westerhoff, Brenna, GMSN, Principal, 1.0 FTE, effective 7/1/20

Resignations Administration

Nosalik, Kylee, GMSN, Dean, 1.0 FTE, effective 6/12/20

Approval of Retirement Agreement Administration

Bidlack, Larry, GMSN, Principal, 1.0 FTE, effective 7/2/20

9.2 Accounts Payable (Policy 4:50)

9.3 Monthly Financials - June (Policy 4:40, 4:55)

9.4 Updated 2020-21 Board Calendar

9.5 Request for Payment #1: \$45,450, Safeway Tuckpointing Co., masonry repairs at HSS & MCS

9.6 Request for Payment #1: \$137,430, Malcor Roofing of Illinois, Inc., roof repairs at GHS, HSS, GMSS, HES, WAS, MCS

9.7 Gifts, Grants, Bequests: \$7,000, Heartland Elementary School PTO, for guided reading books for the K-5 literacy closet

9.8 Updated 2020-21 School Calendar

Motion by Saxton, second by Choi, to approve the above-listed, item 9.1. On roll call, Ayes, six (6), Cabeen, Choi, Lamb, McCormick, Saxton, Egan. Nays, one (1), Juby. Absent, none (0). Abstained, none (0).

Motion by Lamb, second by Cabeen, to approve the above-listed, items 9.2-9.8. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). 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, Geneva Coalition for Youth, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board*

Board members shared their thanks for all staff that have worked so hard to create our plan for this fall. A lot of time and effort went into this. While there are always going to be people who are unhappy, we feel this is something we can make most people happy with. There are going to be challenges and it will not be perfect. Hopefully, #GivetoGrace will help us to start the year out on the right note. Mike Wilkes and the technology department have been planning for this since spring. There are a lot of things in place that are going to make a seamless transition starting with the single use platform for every single student on day one. Board members attended the Facility Task Force meeting tonight. The operations department is doing a great job to ensure that our buildings are kept clean. Our new Board member thanked Dr. Mutchler for welcoming him in and inviting him to meet administrators. There was a comment made on the time the district spent on our plan for the fall compared to other districts, but you can be guaranteed that our staff spent just as much time as any other district. GEA President Kevin Gannon shared this past week that he feels our plan best meets the needs of our staff and students. He felt it was a collaborative effort and that the membership was extremely pleased with the outcome. This speaks to the district's goal of making sure that our staff and students are safe and the educational integrity that we have delivered in the past is maintained.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; 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)]; APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY [5 ILCS 120/2(c)(1)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 9:55 p.m., motion by Lamb, second by Cabeen, to go into executive session to consider matters pertaining to collective negotiating between the public body and its employees or their representatives; appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; 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; appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. On roll call, Ayes, seven (7), Cabeen, Choi, Juby, Lamb, McCormick, Saxton, Egan. Nays, none (0). Absent, none (0). Abstained, none (0).

At 11:02 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 11:03 p.m., motion by Cabeen, second by Lamb and with unanimous consent, the meeting was adjourned.

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

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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