



**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 Tuesday, October 11, 2016, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois

**1. CALL TO ORDER (Bylaws 0163 & 0164)**

- 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 Vice-President Nowak.

Board members present: Policy Committee Chair Leslie Juby, David Lamb, Mike McCormick, Mary Stith, Bill Wilson, Vice President Kelly Nowak. Late: None. Absent: President Mark Grosso.

The Vice-President welcomed everyone, reminded them to sign the attendance record, and asked new teachers to lead the Pledge of Allegiance.

District staff present: Kristy Poteete-Kriegermeier, Communications Coordinator; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Andy Barrett, Assistant Superintendent Teaching & Learning; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Brenda Schory, Nan Waterstreet, Kristine Rahunde, Bethany Carrigan, Alex Augustine, Tina Gaetani.

**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 (Bylaw 0168.1)**

- 3.1 Regular Session, September 26, 2016
- 3.2 Executive Session, September 26, 2016

Motion by Juby, second by Lamb to approve the above-listed minutes as presented, items 3.1-3.2 as presented. On roll call, Ayes, six (6), Juby, Lamb, McCormick, Stith, Wilson, Nowak. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

**4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARING**

- 4.1 IASB Awards

The Superintendent recognized Board member Juby for receiving LeaderShop Fellow status with the Illinois Association of School Boards. Ms. Juby is the fourth Board member to receive this recognition on our Board, and one of only 150 Board members in the State with this recognition. What is also very prestigious is that our entire Board won the Governance Recognition award last year. This

award is only offered every two years and really demonstrates the commitment of our Board members working as a team to provide the best education possible for our students and the best work environment for our staff.

#### 4.2 Update on Elementary Writing – Dr. Barrett & Ms. Sims

Dr. Barrett gave an update on the district's elementary writing program. There are three areas of writing and they are narrative, informative and opinion/argumentative. These areas are built into the standards. One of our primary resources has been Lucy Calkins. The goals we are trying to reach are lifelong writers, having a quality writing process, authentic work, and student choice and independence. There are many components to this process including establishing a predictable workshop environment, mini-lessons, shared sessions, peer conferring, work time, and publication celebration. Our teachers have been using a tool called "Learning Progressions" that gives them rubrics for assessing writing based on on-demand performance assessment. Our next steps are to continue committee work and team collaboration, and then full implementation, and continued reflection and analysis. The Writing Committee has been working on locally developed consistent unit plans and ongoing professional development.

Board comments, questions, concerns: Did these rubrics come from another source? (They came from Lucy Calkins.) Do the students see the drawings? (Yes.) That's awesome! When we roll something out, our goal is to make sure we are making progress, so it would be nice to see longitudinal data down the road.

### 5. SUPERINTENDENT'S REPORT (Policy 1210)

The Superintendent reported that he has begun the evaluation cycle and has been observing principals. We are also exploring the new process that will take us to get approval renewal for evaluating. The 2017-2018 school calendar will be reviewed by the Calendar Committee, and then will be brought to the full Board at the October 24<sup>th</sup> meeting. Thank you to the Board and the community for the time that we have to work on the things like writing, PLC's, and common assessments, because it's only possible to do high quality work when our staff doesn't have to worry about their classrooms.

Dr. Barrett reported that a lot of work took place last Friday during the teacher institute day. The elementary resource and special education student services staff participated in a day long activity on social thinking. The elementary specials departments spent the afternoon in teams working on curriculum development and assessments. Our middle school teams worked in their PLC's on curriculum and assessment development, while as a whole staff they focused on our vision for learning. At the high school, teachers were able to participate in table talks with the new tech coaches.

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

#### 6.1 Resolution on Bond Refunding

The Superintendent reported that this topic was discussed at the Finance meeting this evening, and it's important that the community know the resolution.

Motion by McCormick, second by Wilson to approve the above-listed resolution, item 6.1 as presented. On roll call, Ayes, six (6), Juby, Lamb, McCormick, Stith, Wilson, Nowak. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

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

#### 7.1 Board Meeting/Presentation Schedule

This schedule will appear on every agenda so that the public has an opportunity to see what is planned for discussion at each meeting. Please note that the Board Retreat is coming up on October 22<sup>nd</sup>, and we will have representatives from IASB here to do a workshop on Community Involvement. On October 24<sup>th</sup> we will have our new teachers and other certified staff here to meet the Board of Education beginning around 5:15 p.m. followed by our Policy meeting at 6:30 p.m. and our Board meeting at 7 p.m.

**8. INFORMATION**

- 8.1 Suspension Report
- 8.2 FOIA Requests

**9. CONSENT AGENDA (Bylaw 0166.1)**

- 9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 1520, 3120, 4120)

Family and Medical Leave Certified Staff

Parrin, Joanna, GHS, Spanish, 1.0 FTE, effective 1/3/17-4/5/17

Hills, Bryan, HSS, Physical Education, 1.0 FTE, effective 4/17/17-5/15/17

Leave of Absence Certified Staff

Parrin, Joanna, GHS, Spanish, 1.0 FTE, effective 4/6/17-6/5/17

New Hires Support Staff

Hoban, Jane, MCS, Reading Tutor, 9 month, effective 9/26/16

Netcher, Meredith, CO, Administrative Assistant – O&M, 12 month, effective 9/30/16

Bynum, Margaurite, GHS, Special Education Assistant, 9 month, effective 10/3/16

Flores, Miguel, FES, 2<sup>nd</sup> Shift Custodian, 12 month, effective 10/5/16

Vandermeij, Jill, MCS, Reading Tutor, 9 month, effective 10/11/16

Resignations Support Staff

Hanson, Jenny, FS, Special Education Assistant, 9 month, effective 9/27/16

Hoban, Jane, MCS, Reading Tutor, 9 month, effective 10/5/16

Davis, Marianne, FS, Special Education Assistant, 9 month, effective 10/7/16

Reappointments/Reclassifications Support Staff

Prior, Anthony, from 2<sup>nd</sup> Shift Custodian at WES to 2<sup>nd</sup> Shift Security at GHS, 12 month, effective 10/11/16

Family and Medical Leave Support Staff

Roland, Wayne, HSS, Maintenance, 12 month, effective 10/11/16-1/3/17

- 9.2 Pay Request #4: \$58,756.78, Laub Construction, 2016 Capital Improvement Projects

Motion by Wilson, second by Lamb, to approve the above-listed items 9.1 - 9.2 as presented. On roll call, Ayes, six (6), Juby, Lamb, McCormick, Stith, Wilson, Nowak. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

**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, 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 attended the Communications meeting today where they discussed the Innovation & Technology Forum. Fliers are printed and being distributed. PRIDE volunteers will get a special invitation to this event on October 26<sup>th</sup>. The committee continued to identify key communicators which ties into Community Engagement. The Triple I conference was also discussed, as Geneva 304 will be presenting with another district on community engagement. There will be an addition to our new logo. We love what we have but thought that enhancing it with “Innovation for Excellence” would be a great addition.

**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)]. (Bylaw 0167.2)**

At 7:35 p.m., motion by McCormick second by Lamb, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives. On roll call, Ayes, six (6), Juby, Lamb, McCormick, Stith, Wilson, Nowak. Nays, none (0). Absent, one (1), Grosso. Motion carried unanimously.

At 7:52 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 7:53 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

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

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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