

**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, January 14, 2013, at 7:00 p.m. at Coultrap, 1113 Peyton, 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 7:04 p.m. by President Grosso.

Board members present: President Mark Grosso, Matt Henry, Mike McCormick, Tim Moran, Vice President Kelly Nowak, Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson.
Late: None. Absent: None.

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

District administrators present: Scott Ney, Director Facility Operations; 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: Fred Dresser, Leslie Juby, Sandra Ellis, Ron Ziegler, Julie Cesaroni, Dan Garrett, Erin Julseth, Chris Bourdage, Jay Moffat, Martha Paschke, Brenda Schory (K.C. Chronicle), Judy Wehrmeister (GEA), Lori Dowd, Robert Danon, Alexa Aguilar, Scott Duenser (Klein, Hall).

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 and give it to the Presiding Officer or Recording Secretary before the meeting is called to order.

The President reminded those wishing to speak that they needed to conform to the policy dealing with public participation, that comments or discussion regarding individual students or personnel matters were not permitted, that individuals wishing to address the Board should complete the form and present it to the Presiding Officer or Recording Secretary before the start of the meeting, should come to the podium, use the microphone, and state their name and address as the meetings are video recorded.

There were no comments from the public.

3. APPROVAL OF MINUTES

- 3.1 Regular Session December 10, 2012
- 3.2 Executive Session December 10, 2012

Motion by Moran, second by Nowak, to approve the minutes, as presented. On roll call, Ayes, seven (7), Henry, McCormick, Moran, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

4.1 Klein, Hall & Associates, LLC, Comprehensive Annual Financial Report (CAFR) FY 2012
Scott Duenser, Principal and Lead Auditor, Klein, Hall & Associates, LLC, provided a brief overview of the District's 2012 Comprehensive Annual Financial Report (CAFR). He reported the CAFR process, a comprehensive approach providing useful data for assessment and planning. Duenser thanked the Assistant Superintendent Business Services and her staff for their assistance and

collaboration completing this comprehensive report. He was confident the report met all of the requirements for recognition of financial reporting by the Illinois Association of School Business Officials. The District received an unqualified opinion.

Financial highlights included the following: audit reports were also filed with the Kane County Regional Office of Education; there were no material issues with internal controls but the District needs "to stay on top of it monthly"; due to the timing and way the District receives its funds, some months the minimum recommended amount for the Treasurer's bond was exceeded; the amount of cash on hand on June 30, 2012, was due mostly to receipt of the first installment of property taxes; over the year, the District paid down some principal on bonds; most bonds are due for full repayment in or before 2027; the firm will continue to monitor and advise management of any changes in the law; the District received a financial score from the state of 3.7 out of 4.0; the District maintained its financial status again this year. Duenser commented that it was good for the District to be conservative with its funds because we don't know what could happen in the future regarding pension or other legislative changes.

Board discussion, comments, questions: are there any changes in health care benefits that may impact the District (maybe in how it is reported); request for clarification of the fiduciary fund amounts/balances (they are student activity accounts being held by the District, they are not the District's money, they are only being held by the District).

The Assistant Superintendent Business Services reported that this document is available on the District's web site.

The President requested that candidates for the April school board elections receive a paper copy of the 2012 CAFR.

5. SUPERINTENDENT'S REPORT

The Superintendent reported that semester exams are occurring this week; first semester ends Friday, January 18th; Friday is also a School Improvement Day and half-day for students; the District's schools and offices will be closed on Monday, January 21st in observance of Martin Luther King's birthday.

A Board member indicated that he was asking on behalf of his daughter, who is a senior at Geneva High School, for administrators and the Board to consider holding mid-year semester exams before the winter break. (This topic has previously been reviewed and discussed with high school staff but can be looked at again.)

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 Accept 2012 Comprehensive Annual Financial Report (CAFR)

Motion by Stith, second by Nowak, to accept the 2012 CAFR and management letter, as presented. On roll call, Ayes, seven (7), McCormick, Moran, Nowak, Stith, Wilson, Henry, Grosso. Nays, none (0). Motion carried unanimously.

6.2 Easement Agreement Between Geneva C.U.S.D. 304 & Friendship Village of Mill Creek (GreenFields of Geneva)

The Assistant Superintendent Business Services reported that the easement agreement would allow Friendship Village to construct and maintain, at its own expense, a monument sign near Keslinger Road, more specifically on a berm on the western side of the Mill Creek Elementary School site which abuts property owned by Friendship Village. Ongoing maintenance of the easement property will be the responsibility of Friendship Village.

Board discussion, comments, questions: the site is by Keslinger (correct); is this recommended by the administration (yes); do we know what kind of sign it will be (concrete, fits the style of the facility).

Motion by McCormick, second by Moran, to approve the easement agreement between the District and Friendship Village, as presented. On roll call, Ayes, seven (7), Moran, Nowak, Stith, Wilson, Henry, McCormick, Grosso. Nays, none (0). Motion carried unanimously.

6.3 Resolution Authorizing Intervention In Proceedings Before State of Illinois Property Tax Appeal Board

The Assistant Superintendent Business Services reported that subject to the provisions the Geneva

Township PTAB Intergovernmental Agreement, member taxing bodies will intervene in the appeal process when the tax appeal is over \$350,000. The Geneva on the Dam Building Associates and Kent Shodeen are contesting the 2010 assessment of their property located at 1 West State Street in Geneva and requesting a \$460,000 reduction in property tax assessment for 2010. The reduction requested in the appeal exposes the IGA taxing bodies to approximately \$41,800 in property tax refunds. Each of the IGA taxing bodies is required to pay their proportionate share of the total cost of the appeal. In order to intervene, each of the taxing bodies must pass a resolution authorizing intervention in proceedings before the State of Illinois Property Tax Appeal Board.

Board discussion, comments, questions: do we have a budget or estimate of legal fees yet (no, but the District shares the appeal cost with the other taxing bodies); I would like to see an update on the number and cost of these interventions (that can be provided).

Motion by Wilson, second by Henry, to adopt the resolution as presented. On roll call, Ayes, seven (7), Nowak, Stith, Wilson, Henry, McCormick, Moran, Grosso. Nays, none (0). Motion carried unanimously.

6.4 Resolution Declaring Approximate 28 Acres Owned by Geneva C.U.S.D. 304 Unnecessary and Authorizing Sale

The Assistant Superintendent Business Services reviewed the process required by the School Code (Section 5/5-22) for the sale of District property. The Code requires a competitive bid sale. The minimum sale price is \$2.2 million, which is the District's cost of the land plus improvements to the property. If none of the bids are for the minimum amount, the next step would be an auction, and if that is not successful, then sale through a realtor. The property is zoned commercial.

Board discussion, comments, questions: has any other governmental agency expressed interest in this property (no).

The Board Secretary read the *Resolution declaring the approximate 28 acre property located at the northwest corner of Keslinger and Brundige Roads unnecessary, unsuitable, and inconvenient for a school, and unnecessary for the uses of the District, and directing its sale in accordance with the requirements of 105 ILCS 5/5-22.*

Motion by Grosso, second by Henry, to adopt the resolution, as presented. On roll call, Ayes, seven (7), Stith, Wilson, Henry, McCormick, Moran, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

None

8. INFORMATION

8.1 FOIA Requests & Responses

Received = 3. Total Costs = \$89.56. Total Employee Hours = 3 hours, 40 minutes

Ellis, Sandra, 11/30/12, requested an electronic copy (DVD) of the video of the 11/30/12 Board of Education meeting (Retreat meeting). Employee hours to complete/respond = 1 hr. 15 mins. Cost to complete/respond = \$30.67.

Ellis, Sandra, 12/11/12, requested an electronic copy (DVD) of the video of the 12/10/12 Board of Education meeting and the 12/10/12 Finance Committee meeting. Employee hours to complete/respond = 2 hrs. 5 mins. Cost to complete/respond = \$49.08.

Schory, Brenda, Kane County Chronicle, 12/12/2012, requested "The school district's response to the GEA's charge of unfair labor practice, expected to be filed with the Illinois Education Labor Relations Board." Employee hours to complete/respond = 20 minutes. Total attorney time = less than 5 minutes. Cost to complete/respond = \$9.81.

8.2 2012 FOIA Summary

Total Requests for 2012 = 49. Total Cost to District to respond = \$5,608.89.

A Board member expressed his appreciation to the District's Communication Coordinator for preparing a summary of the FOIA requests and associated costs for 2012. He commented that while it is the right of individuals and the press to make FOIA requests, they come at a cost to the District and to the taxpayers.

8.3 Suspension Report

A Board member requested that the suspension reports be provided in a format that compares data by semester.

9. CONSENT AGENDA

9.1 Monthly Financial Reports & Interfund Transfers

9.2 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires

New Hires Certified

Matousek, Julie, FES, Grade 4, 1.0 FTE, Start Date 1/7/13

Long-term Substitutes

Sartell, Susan, WES, Grade 4, 1.0 FTE, 1/22/13 - 3/1/13

New Hires Support

Vazzano, Salvatore, District, Grounds, On-call Sub, 12 Months, Start Date 12/12/12

Gurney, Sean, GHS, Security, 25/hrs/wk, 9 Months, Start Date 1/7/13

Read, Melissa, District, Custodian, On-call Sub, 12 Months, Start Date 1/7/13

Cooper, Ryan, District, Custodian, On-call Sub, 12 Months, Start Date 1/9/13

Klatter, Robert, GHS, Security, 12/hrs/wk, 12 Months, Start Date 1/12/13

Reappointments/Reclassifications Support

Paulette, David, GHS, Security 27/hrs/wk, 9 Months to Custodian, 2nd Shift, 12 Months

9.3 Application for Approval of Illinois State Board of Education Ten-Year Safety Survey Report: Geneva High School Athletic Fields

Board comments, questions: Regarding 9.3, are repairs underway or finished (not yet, approval of the application for the ten-year safety survey report is the first step, then there is a timeframe for making the necessary repairs).

Motion by Moran, second by Wilson, to approve Consent Agenda Items 9.1 - 9.3, as presented. On roll call, Ayes, seven (7), Wilson, Henry, McCormick, Moran, Nowak, Stith, Grosso. Nays, none (0). Motion carried unanimously.

10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION

None.

11. BOARD MEMBER COMMENTS AND REPORTS

Policy Committee, Finance Committee, Facilities Task Force, Communication Task Force, Joint PTO, Geneva All-Sports Boosters, Geneva Music Boosters, Geneva High School Theater Boosters, Academic Foundation, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, REMS Grant

The President thanked the Vice President and the members of the Facilities Task Force for their service which included many hours of meetings, investigating and touring the District buildings, and attendance at forums and at meetings with neighbors of Coultrap.

A Board member commented that the emotional attachment some individuals have to Coultrap may be similar to that of a person's home but the Coultrap facility needs millions of dollars in repairs and even the maintenance efforts being made can't keep up. While District buildings hold memories for many individuals, the memories will last long after the building.

A Board member commented that as a parent, he wanted to thank the administrative staff and the Kane County Sheriff's Department for their response to the incidents that have occurred during the past week.

The Finance Committee Chair noted that one of the Committee's goals/functions is to review financial information prior to review/presentation by the full board. He requested that in the future, the audit be brought to the Finance Committee for review prior to being presented to the full board. (The Coultrap building forum took the place of the Finance Committee meeting this evening.)

12. NOTICES / ANNOUNCEMENTS

None.

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES; 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 7:40 p.m., motion by McCormick, second by Nowak, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and pending litigation. On roll call, Ayes, seven (7), Henry, McCormick, Moran, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

At 7:49 p.m., following a break to respond to questions from the press and for the room to clear, the Board moved into executive session.

At 8:13 p.m., motion by Wilson, second by Moran, and with unanimous consent, the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

None taken.

15. ADJOURNMENT

At 8:14 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED _____ PRESIDENT
(Date)

SECRETARY _____ RECORDING SECRETARY