



**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, August 14, 2023, at 7:00 p.m. at Coultrap Educational Services, 227 North Fourth Street, 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 Cabeen.

Board members present: Molly Ansari, Policy Committee Chair Stephanie Bellino, President Larry Cabeen, Dan Choi, Vice President/Finance Committee Chair Jackie Forbes, Willard Hooks. Late: None. Absent: Paul Radlinski..

The President welcomed everyone and Molly Ansari led the Pledge of Allegiance.

District staff present: Tim Baker, Safety Security Supervisor; Todd Latham, Assistant Superintendent Business Services; Shonette Sims, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Andy Barrett, Superintendent.

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

1. Regular Session, July 17, 2023
2. Executive Session, July 17, 2023

Motion by Forbes second by Choi, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

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

1. 2023-24 Tentative Budget Presentation (Policy 4:10) – Todd Latham

Todd Latham presented the tentative budget to the Board. There were changes to the revenue and expenses from the draft budget, with changes to local, state, and federal funds, salaries and benefits, purchased services, supplies and materials, capital outlay, other objects, non-capitalized equipment, and auditor accruals. Budget estimates for revenue and expenses for each fund were shared.

Overall, it is estimated for fiscal year 2024 that the beginning balance will be \$81,885,035, revenues will be \$115,747,955, transfer to funds will be \$12,454,675, expenditures will be \$127,595,671, transfer from funds will be \$12,454,675, and the year-end balance will be \$70,037,319. This is an estimated increase in revenue of \$37,528 and an estimated increase in expenditures of \$81,716. In September, the final budget will be presented, and the Truth in Taxation hearing will be held.

Board comments, questions, concerns: Is it the September 25 meeting that we will take testimony from the public? (Yes.)

2. Summer Curriculum Work Update – Shonette Sims

Shonette Sims shared that over the summer staff participated in curriculum work funded by ESSER III funds. The purpose for this work was curriculum framework for new courses, district-wide program changes, instructional support initiatives, and modifications of existing courses. The projects covered elementary, middle school, high school, student services, and English language learners. Some of the benefits of this work allowed staff to rewrite curriculum to align with the new AP precalculus presented by College Board, correlate new textbooks with the units of study and align to course scope, and design and complete a writing contract and rubric for sixth grade for use across curricular areas. Teachers provided feedback, saying:

“Work was not accomplished alone. It took a lot of dedicated teachers working together,,,(time that is not readily available throughout the school year).”

“This time was vital as I am teaching a new subject that I have never taught in the past.”

“As a new teacher (hired summer 2023) I feel better prepared to start the year and better acquainted with my colleagues.”

“We are thankful that we were able to have this time to work as a PLC to plan multiple new lessons.”

Board comments, questions, concerns: Thank you for providing this information and giving teachers the opportunity to collaborate. It is great to hear feedback from the staff. We look forward to hearing more updates throughout the year.

#### 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 Board members may have received in their email the end of session report from the Illinois Association of School Boards (IASB). This report lists all the different House and Senate bills that are related to education and if they have been signed and become a public act. Things have happened since this was published, but if you go to the IASB website you can find the report, along with additional information. If there is something that has not passed the Houses, you can go to the Illinois General Assembly website and find out if it has passed since this publication.

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

The Superintendent thanked Cabinet as the district is starting the year fully staffed with over forty new teachers and support staff. Dr. Law and his team, along with principals, did a lot of work over the summer to do this. It may seem like a lot to us and to our community with the preliminary, tentative, and final budget, but it is a very structured process for us to communicate how we are building our budget and spending taxpayer dollars. Thank you to Shonette Sims, as there is a tremendous amount of work that goes into getting curriculum resources ready for the beginning of the school year. There was also a tremendous amount of work taking place in the Business Office and Operations & Maintenance over the summer. Today was the first day back for staff and tomorrow we will all gather at the Arcada to get the school year started. We want to build around our theme “Believe in Geneva.” Dr. Barrett has been working with the district’s communication coordinator to set up his “Listening Tour.” This tour is an opportunity for him to listen to the community. The first big event, the GHS Corn Boil, is Wednesday evening.

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

1. Policy Updates: Second Reading (Policy 2:240)
  - 1.1 Policy 2:80, Board Member Oath and Conduct – **Review & Monitoring**
  - 1.2 Exhibit 2:80-E, Board Member Code of Conduct – **Review & Monitoring**
  - 1.3 Policy 2:170, Procurement of Architectural, Engineering, and Land Surveying Services – **Updated**
  - 1.4 Policy 4:45, Insufficient Fund Checks and Debt Recovery – **Updated**
  - 1.5 Policy 4:45, Insufficient Fund Checks and Debt Recovery – **Updated**
  - 1.6 Policy 5:230, Maintaining Student Discipline – **Review & Monitoring**

- 1.7 Policy 6:10, Educational Philosophy and Objectives – **Review & Monitoring**
- 1.8 Policy 6:190, Extracurricular and Co-Curricular Activities – **Review & Monitoring**
- 1.9 Policy 6:240, Field Trips and Recreational Class Trips – **Review & Monitoring**
- 1.10 Policy 7:275, Orders to Forgo Life-Sustaining Treatment – **Review & Monitoring**
- 1.11 Policy 7:305, Student Athlete Concussions and Head Injuries – **Updated**
- 1.12 Policy 7:330, Student Use of Buildings – Equal Access – **Review & Monitoring**
- 1.13 Policy 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities – **Review & Monitoring**
- 1.14 Policy 8:95, Relations with Parents – **Review & Monitoring**

Motion by Ansari second by Forbes, to approve the above-listed policies as presented, items 6.1.1-6.1.14. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

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

### 1. District Goals Discussion

The Superintendent shared that going back to the budget presentation and the process the budget goes through, he hopes that we can mirror that with the goals discussion. At the last meeting, there was discussion on the critical priority areas of high-quality learning, supportive climate and culture, organizational effectiveness, stewardship of resources, and communication and engagement. He took the conversation from the last meeting back to Cabinet and had some preliminary conversations with the leadership team. We reviewed the areas, talked through them, and produced some goals for the 2023-24 school year. There are two that are being brought to you and they are: (1) Geneva CUSD 304 will have engaged in a process to develop, initiate, and implement a multi-year district-wide strategic plan; and (2) Geneva CUSD 304 will implement practices designed to foster, enhance, and maintain a positive culture and climate in our school community. There were goals that were discussed that we felt fell under one of the two goals presented. We discussed with you before that maybe we would have the primary goals with other goals that would fall underneath these goals as activities. What we would do then is share the activity with a description and a timeline.

Board comments, questions, concerns: When you look at the positive culture, how do you measure this? (What I am hearing you say is that climate and culture cannot be all fun stuff, but it should also outline data such as discipline procedures or feedback from counselors. It would probably come down to the activity. It could also be something like attendance.) Goal #1 is great, but I am not sure on the direction of Goal #2. (It would really depend on the activities to define this.) The word “maintains,” I understand that you reached the plateau of achieving that goal, but the maintenance would need to be worked out. When you look at it again, the goal is to implement practices, not to achieve a positive culture. Is there an opportunity in the second goal to find the evidence to support the need of implementing practices first, then implementing them rather than just going in with new practices? (When we were discussing the goals, one thing that kept being said was “see goal #1.” We can work on that.) Goal #1 is such a big rock, so I like the idea of sub goals within this primary goal. Did the activities have dates around them? (Yes.) We will discuss this in Cabinet again and bring this back at a future meeting.

## 8. **INFORMATION**

- 1. FOIA Requests (Policy 2:250)

## 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

Ahmed, Hooma, HSS, TPI ESL Teacher, .6 FTE, effective 8/14/23  
 Allen, Amy, GHS, School Counselor, .4 FTE, effective 8/14/23  
 Cast, Carly, MCS, TPI ESL Teacher, 1.0 FTE, effective 8/14/23  
 Kass, Panayiotis, GHS, LBS, 1.0 FTE, effective 8/14/23  
 Kindelin, Colleen, HSS, Social Worker, 1.0 FTE, effective 8/14/23  
 Matheny, Jessica, GHS, LBS, 1.0 FTE, effective 8/14/23

Matijevic, Alexis, GMSN, School Counselor, 1.0 FTE, effective 8/14/23  
Powers, Cindy, GMSN, LBS, 1.0 FTE, effective 8/14/23  
Stajduhar, Allison, MCS, 5<sup>th</sup> Grade Teacher, 1.0 FTE, effective 8/14/23

Long-Term Substitute Teacher

Cameron, Lisa, MCS, Speech, 1.0 FTE, effective 8/16/23-11/1/23  
Carlson, Maggie, HSS, Librarian, 1.0 FTE, effective 8/14/23-TBD  
Corkery, Jean, GMSN, Math, effective, 1.0 FTE, 8/15/23-11/8/23  
Hurd, Anwen, MCS, 1<sup>st</sup> Grade, effective 8/16/23-9/29/23  
Kennedy, Kathleen, GMSN, Language Arts, 1.0 FTE, effective 8/14/23-11/3/23  
Kroll, Jennifer, HSS, 2<sup>nd</sup> Grade, 1.0 FTE, effective 8/14/23-10/13/23  
Martin, Sandy, WAS, 1<sup>st</sup> Grade, 1.0 FTE, effective 8/14/23-8/31/23  
McDonnell, Margaret, GMSS, LBS, 1.0 FTE, effective 8/14/23-11/8/23  
Packenham, Heather, MCS, 4<sup>th</sup> Grade, 1.0 FTE, effective 8/16/23-11/14/23  
Paul, Lisa, GHS, Science, 1.0 FTE, effective 8/16/23-11/9/23  
Shourie, Julianne, WES, 3<sup>rd</sup> Grade, 1.0 FTE, effective 8/14/23-10/17/23

FMLA Certified Staff

Kristofer, Jon, GHS, Art Teacher, effective 8/14/23-9/15/23

Reappointments Certified Staff

Swidenbank, Rene, GHS, World Language – German, .6 FTE, effective 8/14/23

Resignations Certified Staff

Jurkynas, Jennifer, GMSN, LBS, 1.0 FTE, effective 5/26/23  
Ledermann, Liz, HSS, 5<sup>th</sup> Grade Teacher, 1.0 FTE, effective 5/26/23  
Masella, Haley, GHS, LBS, 1.0 FTE, effective 5/26/23  
Seitzinger, Nicole, GMSN, School Counselor, 1.0 FTE, effective 5/26/23  
Sutor, Derek, GHS, LBS, 1.0 FTE, effective 5/26/23  
Thompson, Emily, HSS, Librarian, 1.0 FTE, effective 5/26/23

New Hires Support Staff

Bailey, Kyle, FES, Technology Support Technician, effective 8/14/23  
Gould, Amanda, GHS, Special Education Assistant, effective 8/14/23  
Greiner, Kalie, WAS, Building Secretary, effective 7/31/23  
Haehnel, Stephenie, WES, Special Education Assistant, effective 8/14/23  
Hurley, Jay, TRAN, Bus Driver, effective 8/16/23  
Kehrein, Lauren, All Buildings, Floater Custodian, effective 8/7/23  
Langlo, Eric, All Buildings, Skilled Maintenance, effective 8/14/23  
Myatt, Julie, Special Education Assistant – SLC, effective 8/14/23  
Papasevastos, Kathleen, WAS, Special Education Assistant, effective 8/14/23  
Pedersen, John, TRAN, Bus Driver, effective 8/16/23  
Petersen, James, MCS, 2<sup>nd</sup> Shift Custodian, effective 8/21/23  
Peterson, Britta, HES, Special Education Assistant, effective 8/14/23  
Reger, David, CESC, Grounds, effective 7/31/23  
Thompson, Patricia, MCS, Library Assistant, effective 8/14/23  
Van De Mark, Kelly, GMSS, Reading Lab Assistant, effective 8/14/23  
Wenberg, Julia, FES, Registered Nurse, effective 8/7/23

FMLA

Blatz, Kenneth, GHS, Custodian, effective 7/26/23-9/5/23

Reclassification/Transfer Support Staff

Meinig, Misty, GMSN, Library Asst. at MCS to Library Asst. at GMSN, effective 8/14/23

Resignations Support Staff

Aritzendi, Maryann, WAS, Special Education Assistant, effective 5/26/23  
Grund, Heather, MCS, Special Education Assistant, effective 5/26/23  
Ignoffo, Attalissa, MCS, Registered Nurse, effective 8/2/23  
Jimenez, Roberto, CO, Custodian Substitute, effective 8/9/23  
Kintz, Melinda, CO, Coordinator of Grant Management, effective 8/14/23  
McCue, Lyndsey, HES, Instructional Assistant, effective 8/9/23  
Suner, Griselda, HSS, Instructional Assistant, Bilingual Paraprofessional, effective 5/26/23  
Teti-Teal, Frankie, WAS, Special Education Assistant, effective 5/26/23

Zoldan, Jennifer, HES, Special Education Assistant, effective 5/26/23

2. Disposition of Verbatim Record of Closed Meetings January 2021 through December 2021
3. Disposition of Executive Session Minutes January 2023 through June 2023
4. Gifts, Grants, Bequests: \$2,400, Geneva All Sports Boosters, for GHS girls' volleyball home uniforms
5. Gifts, Grants, Bequests: \$1,500, Elburn Market, for GHS Athletics supplies, uniform purchases & other needs
6. Gifts, Grants, Bequests: \$1,000, Elite Tape, for GHS Robotics Club
7. Request for Payment: \$116,697.60, Basic Brothers, Inc., 2023 masonry renovations
8. Request for Payment: \$54,711, Consolidated Flooring of Chicago - Sourcewell, 2023-24 FES & GMSS gymnasium floor refinishing
9. Request for Payment: \$51,799.50, LawnBoyZ Landscaping, Inc., 2023-24 GHS segmental retaining wall replacement
10. Request for Payment #3: \$197,892, C. Acetelli Heating & Piping Contractors, Inc., 2023-24 MCS boiler replacement
11. Request for Payment #3: \$553,924.97, C. Acetelli Heating & Piping Contractors, Inc., 2023-24 WAS boiler replacement
12. Request for Payment #2 & #3: \$183,346.70 & \$194,050.19, Johnson Controls, Inc., base contract fee for 2023-24 GHS DDC upgrades
13. Request for Payment #3: \$19,800, Johnson Controls, Inc., materials for 2023-24 GHS DDC upgrades
14. Request for Payment: \$12,857.40, Correct Electric, Inc., 2022-23 CESC fire alarm replacement
15. Request for Payment: \$58,400, Key Construction Group, Inc., 2022-23 GHS water softener replacement
16. Request for Payment: \$181,704.91, Abbey Paving & Sealcoating Co., Inc., 2022-23 CESC & Boiler House resurfacing & drainage improvement
17. Request for Payment #2: \$345,060, Eagle Concrete, Inc., 2023-24 district-wide concrete renovations
18. Sunbelt Staffing Agreement
19. Gifts, Grants, Bequests: \$1,500, Grace Power & Control LLC, for GHS athletics team supplies, uniforms, and other needs
20. Gifts, Grants, Bequests: \$6,000, Lenity Financial (\$1,500), E Ray Construction (\$1,500), Jody Sexton Properties (\$1,500), Bob Jass Chevrolet (\$1,500), for GHS athletics team supplies, uniforms, and other needs

Motion by Choi second by Forbes, to approve the above-listed, items 9.1-9.20. On roll call, Ayes, six (6), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks. Nays, none (0). Absent, one (1), Radlinski. 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, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board*

There has been a lot of work being done at the central office to get the school year underway. We look forward to tomorrow's event to welcome back staff. As a parent, thank you to our teachers who are really going the extra mile to prep for the school year. Welcome back to students and staff. Thank you to central office and building administrators for making sure everything is ready for the start of the school year. A shout out to parents for helping to make sure students are ready for the first day of school. Thank you to Dr. Law for filling the nurse positions at the final hour. The vice president participated in the new teacher luncheon and was able to share a few words with the new teachers.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO 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)].**

At 8:07 p.m., motion by Bellino, second by Hooks, to go into executive session to consider matters pertaining to 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.

At 8:48 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 8:49 p.m., motion by Forbes second by Hooks and with unanimous consent, the meeting was adjourned.

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

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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