

**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, May 12, 2014, 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, David Lamb, Mike McCormick, Vice President Kelly Nowak; Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson.
Late: None. Absent: None.

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

District administrators present: Elizabeth Janowiak, Director Technology; Tom Rogers, Principal, Geneva High School; Shonette Sims, Principal, Harrison Street School; Ron Zeman, Principal, Western Avenue School; Scott Ney, Director Facility Operations; Kelley Munch, Communication Coordinator; Todd Latham, Coordinator Business Services; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Learning & Teaching; and Dr. Kent Mutchler, Superintendent;

Others present: Lori Dowd, Mary Jane Johnson, Sandra Brady, Molly Bryan, Jan Weigard, Donna Erickson, Heather Carlson, Robbin Lang, Russel Saleh, Ame Kazmer, Tshepho Masekela, John Noverio, Sue Kautz, Fran Tesch

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, April 28, 2014
- 3.2 Executive Session, April 28, 2014

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

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

- 4.1 Recognition of Geneva CUSD 304 Retirees

The following retirees and their years of service in Geneva 304 were recognized and thanked for their service to Geneva's students and community:

Teri Brems, HSS, Physical Education (19); Pam Burgeson, Administrative Assistant, CO, (33); Heather Carlson, HSS, Grade 3 (35); Donna Erickson, HSS, Grade 2, (24); Sue Kautz, WAS, Music-Vocal (30); John Noverio, WES, Custodian (17); Fran Tesch, WAS, Library Media Specialist (19)

Also retiring but not attending: Phillip Green, Groundsman (11); Nancy Lindenmuth, GHS, Administrative Assistant (22); Mary Logan, HES, Administrative Assistant (2); Christine McKechnie, GMSN, Language Arts Teacher (10); Cathleen Wallin, FS/WAS, Psychologist (18); Kathy Wollert, CO, Administrative Assistant (17); Bob McElligott, Garage, Director of Transportation (9); Linda Sikora, GMSN, Administrative Assistant (23)

4.2 Tradition of Excellence Awards

Kane County Educator-of-the-Year Nominees / Award Recipients

Ame Kazmer was presented to the Board in recognition of having been nominated to represent the District at the Kane County Educator-of-the-Year Award Banquet. At the banquet, Ame received the Kane County High School Teacher of the Year award.

4.3 AFS Presentation, U.S. Department of State Certificate of Appreciation, Geneva High School 2013-2014 Exchange Students: Tshepho Masekela, South Africa; Russel Saleh, Bahrain, Presenter, Robbin Lang.

Geneva High School was presented with a certificate from the U.S. Department of State by Robbin Lang, Geneva's AFS Volunteer Hosting Coordinator, for their participation in the foreign exchange program. This year's AFS students, Tshepho Masekela and Russel Saleh were present for the presentation. Principal Tom Rogers thanked Robbin Lang and Mary Jane Johnson, GHS Guidance Counselor, for all of their hard work with AFS.

4.4 Sodexo Food Service Presentation: Becky Selcke – Will be rescheduled

5. SUPERINTENDENT'S REPORT

The Superintendent reported that he has been visiting buildings to seek collaborative input from staff recently; Geneva HS will be having their pancake breakfast for seniors where they can share their future plans; Senior Awards Night is Wednesday, May 14th; senior commencement is May 25th at 2 p.m.

The Assistant Superintendent for Business Services reported that the district has received grant funding in the amount of \$147,560 from the Illinois Emergency Management Agency. The funds will be used primarily to pay for the cost of security improvements for Geneva High School's front entrance, as well as ground-floor window security film.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 2014-2015 Staffing Plan

The Assistant Superintendent Personnel Services presented the 2014-2015 staffing plan recommendations. He noted that in the last several years, administrative, teaching and support staff positions have been eliminated, reduced, or consolidated and based on current fiscal challenges, those efforts will continue.

The administrative staff identified staffing priorities responsive to strategic goal areas relative to Federal and State legislation. Five positions were recommended in order to best serve our students' needs.

English Language Learners (ELL)/Bilingual Lead Teacher, 1.0 FTE – Beginning next year, the District will be required to provide ELL services to preschool students. Currently, seventy-four (74) students in K-12 receive direct ELL/Bilingual services and the Assistant Superintendent for Learning & Teaching provides leadership for this area. The Lead Teacher would assume day-to-day supervisory duties and teach part of the day at one of the elementary schools. Estimated cost of adding an ELL/Bilingual Lead Teacher is \$55,000.

English Language Learners (ELL)/Bilingual Teacher Harrison Street Elementary, 1.0 FTE – Due to the increase in students eligible for bilingual services the administration recommended that the bilingual class be split into two sections; one section K-2 and one section 3-5. Currently, there are nineteen (19) students in the bilingual program with a grade span of kindergarten through fifth grade.

This will allow for more targeted instruction of our students in this program. Estimated cost of adding an ELL/Bilingual Teacher is \$55,000.

Technology Facilitator, 1.0 FTE – Currently, three certified teachers provide technology integration support to teachers. More staff is needed to provide professional development, instructional support, modeling best practices, and to stay abreast of current technologies. The Comprehensive Technology Plan includes proposals for additional portable devices for multiple grades, including every fifth-grade student and continued tech support for the Collaborative Teacher Project (CTP) at the elementary level. Estimated cost of adding a full-time technology facilitator is \$55,000.

Guidance Counselor High School, 1.0 FTE – This recommendation was one of several made during a recent presentation to the Board by the Psychologist/Social Work/Counseling Committee. Seventy GHS students are currently supported through 504 accommodations; the number has doubled since the 2008-2009 academic year. Sixty-six GHS students qualified for homebound services in one calendar year; over forty of those students qualified for homebound services due to a diagnosed mental illness or substance abuse. The addition of a high school guidance counselor would allow the student services team to more effectively respond to students in crisis or who are experiencing the typical challenges of adolescence, and lower the student/counselor ratio. Estimated cost of adding a full-time high school guidance counselor is \$60,000.

Two Teacher Evaluators, Middle School Level, Ten-Month Administrators 2.0 FTE - The new evaluation model mandated by the Performance Evaluation Reform Act of 2010 (PERA) requires significant time, skill and expertise on the part of building administrators and high school department chairs. For the past two years, central office administrators have assumed some evaluation responsibilities to assist the middle school administrators rather than add evaluators. The addition of two teacher evaluators at the middle school level would assist with the teacher evaluation process in the building; assist with supervising student conduct during the school day; take over the athletic director duties from the assistant principals; and coordinate building operations including student bussing, safety drills, and building use. Estimated cost of adding two, ten-month administrative positions at the middle school level is \$150,000.

Board comments, questions, discussion: The Board thanked the Assistant Superintendent Personnel Services and the committee that worked together to bring these forward, as well as the Assistant Superintendent Business Services and her staff for applying for grant funding which will help offset some costs. The proposed state funding changes may be coming from the legislature and they could greatly impact the district's finances.

Motion by Stith, second by Lamb, to approve the 2014-2015 staffing plan as presented. On roll call, Ayes, seven (7), Lamb, McCormick, Nowak, Stith, Wilson, Juby, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

- 7.1 Policy Updates: First Reading
 - 7.1.1 1520, Employment of Administrative Staff, **Revised**
 - 7.1.2 1520.01, New Principal Mentoring, **Revised**
 - 7.1.3 1524, Administrative Contracts, **Revised**
 - 7.1.4 1539, Administrative Discipline, **Revised**
 - 7.1.5 1540, Discharge for Cause, **Revised**
 - 7.1.6 1543, Renewal/Non-Renewal of Administrative Contracts, **Revised**
 - 7.1.7 Policy 8434, Green Cleaning, **New**
 - 7.1.8 Policy 5111.04, Educational Opportunity for Military Children, **New**

Board comments, questions, discussion: As a member of the Policy Committee, and after seriously considering paragraph five in Policy 1520, I feel it should be deleted. The Board has the final say in whether someone is hired and could at that point decline employment however some feel that adequate instruction should be made known prior to the interview. Superintendent is not sure where

this is coming from and if nepotism is a problem then we should review this before approving.

The Assistant Superintendent Personnel Services has agreed to collect more information on Policy 1520 and report back to the Board with his findings. Policy 1520 will be brought back to the Policy Committee for discussion.

8. INFORMATION

8.1 Suspension Report
No discussion.

9. CONSENT AGENDA

9.1 2014-2015/2015-2016 Educational Support Service Personnel Working Agreement
9.2 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires

Resignations Support Staff

Détente, Karen, WAS, Special Education Assistant, 9 month, effective 6/5/14

Kobler, Debra, MCS, Special Education Assistant, 9 month, effective 6/5/14

Reappointments/Reclassifications

Klatter, Robert, From 2nd Shift Custodian All Buildings to Grounds, 12 month

Reappointments Administrators

Collins, Craig, District Office, Assistant Superintendent-Human Resources, 1.0 FTE

Janowiak, Elizabeth, District Office, Director of Technology, 1.0 FTE

O'Neil, Patty, District Office, Assistant Superintendent-Learning & Teaching, 1.0 FTE

9.3 Amend 2013-2014 Official ISBE School Calendar to Remove Unused Emergency Days

Motion by Juby, second by McCormick, to approve the Consent Agenda Items 9.1-9.3 as presented. On roll call, Ayes, seven (7), McCormick, Nowak, Stith, Wilson, Juby, Lamb, 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, 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

Information was made available about two workshops that were attended: US Department of Civil Rights and On Track Presentation; Linden Oaks has commented that it has been a pleasure working with Geneva High School; the Booster's Oscar Night was successful; there is an ISBE workshop in November on Funding Resolution; Kishwaukee Division has planned a program for next year and we are going to have Ed Schwarm come and talk to us.

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); THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED 5 ILCS 120/2(c)(5); LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING IN A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT SUCH AN ACTION IS PROBABLE OR IMMINENT 5 ILCS 120/2(c)(11)

At 8:00 p.m., motion by Wilson, second by Juby, 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; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; litigation when an action against, affecting, or on behalf of the particular public body has been filed and is pending in a court of administrative tribunal, or when the public body finds that such an action is probable or imminent. On roll call, Ayes, seven (7), Stith, Wilson, Juby, Lamb, McCormick, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

At 8:06 p.m., following a break to relocate to the Williamsburg conference room, the Board moved into executive session.

At 8:30 p.m., Assistant Superintendent Oberg and Director Latham left the executive session and the meeting.

At 8:45 p.m., Assistant Superintendent O'Neil left the executive session and the meeting.

At 9:35 p.m., motion by Bill Wilson, second by Mike McCormick, and with unanimous consent the Board returned to open session and relocated to the Williamsburg cafeteria.

14. ADJOURNMENT

At 9:38 p.m., motion by Juby, second by Wilson, and with unanimous consent, the meeting was adjourned.

APPROVED _____	_____	PRESIDENT
SECRETARY _____	_____	RECORDING SECRETARY
	_____	RECORDING SECRETARY