

**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, September 23, 2013, 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 7:01 p.m. by President Grosso.

Board members present: President Mark Grosso, Leslie Juby, David Lamb, Michael 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 everyone in the Pledge of Allegiance.

District administrators present: Tom Rogers, Geneva High School Principal, Doug Drexler, Geneva High School Associate Principal, Todd Latham, Coordinator Business Services, Kelley Munch, Communication Coordinator; 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: Lori Dowd, Christina Lindahl, Sue Polivka, Cheryl & Dan Giesen, Michelle Prelay, Jill Nippert, Kathy Durrenberger, Mallory Nemis, Dan Garrett, Brenda Schory (KC Chronicle), Fred Dresser, Merri Wyllie.

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.

There were none.

3. APPROVAL OF MINUTES

- 3.1 Regular Session September 9, 2013
- 3.2 Executive Session September 9, 2013

Motion by McCormick, second by Lamb, to approve the above-listed minutes, as presented. On roll call, Ayes, five (5), Juby, Lamb, McCormick, Nowak, Wilson. Nays, none (0). Abstained, two (2), Stith, Grosso. Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

- 4.1 2013-2014 Budget Hearing
 - 4.1.1 Public Hearing Agenda
 - 4.1.2 2013-2014 Budget
 - 4.1.3 Questions/Comments from Board Members
 - 4.1.4 Questions/Comments from Audience Members
 - 4.1.5 President Closes Hearing

At 7:06 p.m., the President convened the budget hearing, welcomed those in attendance, and introduced the Board members and the Superintendent. He explained the procedure that would be

used during the public hearing and that there would be an opportunity for questions/answers from the Board members and from the audience members, then the hearing would be closed. According to statute, the budget was made available for public inspection in the District's office, on the District's web site, and through a notice of the public hearing posted in the Kane County Chronicle newspaper on July 17, 2013.

The President asked if anyone had come to view the budget or had called to inquire about the budget. The Assistant Superintendent Business Services reported that no one had come to the District office to view the budget, nor had any community member called her about the budget.

The Assistant Superintendent Business Services reported that presentations to the Board of Education for the 2013-2014 Budget were made on May 13, 2013 (Maintenance & Transportation Budget); June 24, 2013 (Preliminary Education Budget); and July 22, 2013 (FY 2013-2014 Budget). Presentations for the 2013-2014 budget were also made at the Board's Financial Advisory Committee meetings. The budget process begins immediately following adoption of the prior year's budget.

The District's 2013-2014 total budget includes \$92,615,089 in revenues and \$91,591,583 in expenditures. The budget included salary increases of approximately 2.65 percent and insurance increases of 4.4 percent. At the recommendation of the Finance Committee, reductions in the final budget included the elimination of \$148,000 from the Technology Plan carry over and \$150,000 in post-employee benefits. The final budget also included about \$1 million in surplus revenue for emergencies. Overall, the budget is balanced. Any surplus in the Education Fund balance above \$15 million could be used for abatement to help offset bond payment increases. The Assistant Superintendent Business Services emphasized that the budget is only a plan and the 2013-2014 budget is her best projections for the next fiscal year and funds are always included in a budget for emergencies or unexpected expenditures.

Questions/comments from the Board: The 2014 budget is going to be a little bit higher but it appears that the majority of that is coming from debt service. (Yes, it is.) Our operating budget is pretty flat, especially if you normalize the Transportation Fund. (Correct.) After reviewing the final budget, it becomes very clear that the Assistant Superintendent Business Services' suggestion to look at the bus buy-back over two years makes it much more understandable. This is a pretty flat budget except for our debt. The Assistant Superintendent Business Services was thanked for her work in the development of the budget.

Questions/comments from the public: I would like to clarify a couple of things. Everything in the budget may be pretty confusing for most people. I wanted to point out that the surpluses used for abatement really aren't saving taxpayers money. I hope that we are clear that we aren't saying abatement is saving us taxes in the future because we are just using a surplus in our operating budget and avoiding some of the tax increase from the tax levy. In my opinion, abatement doesn't mean saving taxpayers money. I was somewhat confused by the William Blair presentation, which said abatement was the best cost savings, and I'm not sure that is clear. I'd be willing to talk to the Board to review it. It seems to me that with low interest rates about 2% a year ago, and they are now at 4%, we missed opportunities. Abatement doesn't save us interest. It doesn't pay down any principal, like on a mortgage. It saves the levy from going up but that is only because we are over taxing on the other side. The tax levy we did at 1.5% just gave us extra surplus that we are paying ourselves back to do the tax abatement. To me, it didn't seem like we needed to do the tax levy of 1.5%. Feel that the Assistant Superintendent Business Services has done a great job, that her presentations are very clear and I appreciate all of the work that went into it. I'm here to help if we can look at some alternatives to the William Blair point of view.

At 7:14 p.m., there being no other questions or comments from the public, the President closed the hearing and reported that the Board would take action on the 2013-2014 budget during the pending action considerations portion of the agenda.

5. SUPERINTENDENT'S REPORT

The focus has been on goals for this year for students, staff and facilities. He has met with nearly all principals regarding the evaluation process and defining goals for students and learning. The process has been very collaborative with the staff in each building. Board members were thanked for

attending PTO meetings last week to present the District's goals. Geneva High School's Home Coming activities will be occurring throughout next week. The dedication of the District's Fourth Street facility as the Coultrap Educational Services Center is scheduled for 10:30 a.m., Saturday, September 28. Members of the Coultrap family will be present and will open the time capsule from the original Geneva High School/Coultrap building. Harry Coultrap served as the District's superintendent for thirty-five years.

The Assistant Superintendent for Personnel Services reported on the following: many of the comments by new teachers focused on the support and encouragement they have received from the staff in their buildings; we are experiencing smaller candidate pools for some specialized subject areas and while the teacher candidate pool was adequate this year, he suggested that we start our hiring process in February/March rather than May/June in order to be able to hire the best candidates available. He reported that thirty-nine new teachers were hired this year with most positions open due to retirements or leaves of absence.

The Assistant Superintendent for Teaching and Learning reported on the District's professional development activities, the revitalization of the Professional Development Committee and the creation of the Collaborative Teacher Project. The focus has been on working collaboratively with staff on topics and issues. 130 staff members, which is one-fourth of the teaching staff, participated in the professional development offerings this summer. 91 staff members are participating in the Collaborative Teacher Project, a new professional development model which allows teachers to work with their colleagues face-to-face or through online formats. These groups worked collaboratively over the summer, without pay, and focused on elementary Common Core math, and the establishment of the Professional Learning Communities at the middle school and high school. The focus is working together and learning from each other to support our District mission.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 2013-2014 Budget Adoption

Motion by Wilson, second by Nowak, to adopt the 2013-2014 Budget, 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 Geneva High School 2014-2015 Program of Study Proposals

The high school principal provided a status report on the Professional Learning Communities for staff and students. The School Improvement Team is working with a consultant from the Center for Educational Change and will meet with the consultant four times this year. Students are taking full advantage of the Thursday PLC's, which have included a club and activity fair, using Naviance when applying to colleges, as well as tutoring, study hall, and test make-up.

The principal and associate principal responded to comments and questions from the Board members on the new and modified course proposals for 2014-2015. New courses included Virtual Enterprises International, a capstone course for juniors and seniors that provides a simulated business environment in which students create and manage a virtual company. Course modification included changing the title for Creative Writing II to Publication in order to better reflect the course content; extending the one-semester Discrete Mathematics course to two semesters to provide an option for four years of math for students not taking pre-calculus or calculus; offering a Health & Safety course in the "Early Bird" format to align with the Early Bird PE course; expanding the existing K-8 Teacher Assistant program to preK-12 to incorporate both the preschool and high school; and transitioning the existing engineering course sequence to Project Lead the Way curriculum, a rigorous science, technology, engineering and math (STEM) program that will require students to have solid math and science background while applying their skills to an engineering-focused curriculum in real-world scenarios. The Project Lead the Way course would carry honors level weight.

Board discussion, questions, comments: Very impressed with the course proposals. (The Associate Principal worked with the high school staff to develop the proposal.) I'm still a proponent of a computer programming course and hope the feasibility study is put in high gear. What are the plans for year three of Project Lead the Way? (Will roll out the foundation level and then determine the demand. Will also see what other schools are offering these specialized courses.) Very excited

to see the engineering courses being pursued. Thrilled to see the STEM courses. This is an amazing program. Thanks for the Virtual Enterprises International web site link. The online course will provide more opportunities for our students. After years of trying to get by without adding additional courses at the high school level, am thrilled to see these new opportunities for our students but we need to be proactive and inform the community about these courses. I would also suggest that we survey our former students to get their feedback about courses and program offerings now that they are in college.

8. INFORMATION

- 8.1 FOIA Requests
 - 8.2 Suspension Report
- No discussion.

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 Support
Richardson, Jean, CO, On-call Substitute Custodian, 12 Month, Start Date 9/16/2013
Xayariboun, Billy, CO, On-call Substitute Custodian, 12 Month, Start Date 9/16/2013
Joerg, Jeanette, GMSS, Special Education Assistant, 9 Month, Start Date 9/18/2013
Brown, Thomas, GMSS, 2nd Shift Custodian, 12 Month, Start Date 9/30.2013
- 9.3 Illinois State Board of Education 2013-2014 Application for Recognition of Schools (ARS)
- 9.4 Disposition of Executive Session Minutes January 2013 through June 2013
- 9.5 2013 Administrator & Teacher Compensation & Benefits Report
- 9.6 Pay Request #2, \$570,300.01, Geneva Construction Company, Geneva High School, Geneva Middle School South, Heartland Elementary School, Fabyan Elementary School & Mill Creek Elementary School Paving/Resurfacing/Crack Sealing
- 9.7 Pay Request #4, \$24,492.82, Alpine Demolition Services, Coultrap Demolition
- 9.8 Vendor Contracts: Harrison Elementary School Color Portraits & Williamsburg Elementary School HR Imaging Photography

A Board member asked why they had not seen vendor contracts in the past. (This is the first time that we needed to bring them to the Board. If there is over \$1,000 profit, the vendor contract needs to be brought to the Board.) Wasn't aware the buildings were making a profit on student photos. Any way to have one vendor for the entire District? (We could look into that but then the profit would go to the District and not to the schools. The Assistant Superintendent Business Services will look into this.)

Motion by Nowak, second by Wilson, to approve Consent Agenda Items 9.1 through 9.8, 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

Meetings and activities in which Board members had participated since the last meeting included an INSPRA lunch where the District received an award for its newsletter; a meeting with the superintendent about the possibility of scheduling a public forum this fall to hear from parents and community members; attendance at PTO meetings at Heartland, Harrison, and Geneva High School; a tour of the Fox Valley Career Center facility; a Sports Boosters meeting; a P.R.I.D.E. meeting which had a large turnout - five new members signed up to help in our classrooms. Members were encouraged to attend the IASB's Kishwaukee Division fall meeting on October 3rd where the Board of will receive the 2013 School Board Governance Recognition award.

Additionally, Board members were asked to review the IASB Report to the Membership for the 2013 Delegate Assembly meeting in November and to provide feedback regarding the proposals to the Board's legislative delegate.

The President requested an update on the status of the all-day kindergarten study and questioned whether we needed to have a public forum on the topic. (The superintendent reported that last week a call was put out for staff members to serve on the committee and he hoped to be ready to report to the Board by January. He suggested that a "listening meeting" might be a good approach.)

A Board member requested a status report on the District goals publication. (The Superintendent is working with the Communication Coordinator on a new format. We want it be more visual and informative and hope it will be ready soon.)

Board and community members were reminded that the October 7th and October 15th Finance Committee meetings would start at 5:30 p.m. Geneva and Blackberry Township assessors will be at the October 7th meeting and Steve Miller from PMA will be at the October 15th meeting. Community members were encouraged to attend the Finance Committee meetings if they had questions or to call the Assistant Superintendent for Business Services or contact a Board member.

12. NOTICES / ANNOUNCEMENTS

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO PENDING LITIGATION [5 ILCS 120/2(c)(11)]

At 8:01 p.m., motion by Nowak, second by Wilson, to go into executive session to consider matters pertaining to pending litigation. On roll call, Ayes, seven (7), Nowak, Stith, Wilson, Juby, Lamb, McCormick, Grosso. Nays, none (0). Motion carried unanimously.

At 8:08 p.m., following a break to relocate to the Williamsburg conference room, the Board moved into executive session.

At 8:09 p.m., Juby recused herself from the executive session.

At 8:24 p.m., motion by Wilson, second by Nowak, and with unanimous consent, the Board returned to open session and moved back to the Williamsburg auditorium.

At 8:25 p.m., Member Juby joined the Board in open session and 8:26 p.m. recused herself from the meeting.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

14.1 Possible action concerning pending litigation

Motion by Wilson, second by Nowak, to approve the settlement of litigation involving Margaret Pennington as approved by the School District's insurance company and as discussed in closed-session. On roll call, Ayes, five (5), Wilson, Lamb, McCormick, Nowak, Grosso. Nays, one (1), Stith. Absent, one (1), Juby. Motion carried.

At 8:28 p.m., Member Juby returned to the meeting.

15. ADJOURNMENT

At 8:29 p.m., motion by Wilson, second by Lamb, and with unanimous consent, the meeting was adjourned.

APPROVED _____

PRESIDENT

SECRETARY _____

RECORDING
SECRETARY