



**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, July 17, 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 7:08 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, Paul Radlinski. Late: None. Absent: None.

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.

Others present: Julie Cesaroni, Jamie Knapp, Brigid Buchman, Bailey Hassell, Cathy Fuller, Julie Feldsien.

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

1. Regular Session, June 12, 2023

Motion by Forbes second by Choi, to approve the above-listed minutes, item 2.1. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

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

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

Todd Latham presented the draft budget to the committee. This budget consists of revenues, expenses, and fund balances. Revenue includes local, State, and Federal. Expenditures include salaries and benefits, purchased services, supplies and materials, capital outlay, other objects, non-capital equipment, end of fiscal year 2023 transactions, capital plan, and life health safety. Budget estimates for revenue and expenses for each fund were shared. Overall, it is estimated for fiscal year 2023 that the beginning balance will be \$82,620,365, revenues will be \$115,372,679, transfer to funds will be \$12,154,683, expenditures will be \$126,778,518, transfer from funds will be \$12,154,683, and the year-end balance will be \$71,214,526. In August, we will present the tentative budget and in September the final budget and approval.

**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."*

None.

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

1. Superintendent Transition

Dr. Barrett shared that he is working on connections and relationship building with all stakeholders. He attended the new superintendent conference in Springfield where he was able to connect with other new superintendents from all over Illinois. Preparing for the new school year has begun with planning a kickoff for all staff on August 15.

2. Summer Work Update

Dr. Barrett shared that there have been several leadership transitions this year. They include Shonette Sims, George Petmezas, Timothy Wyller, Casey O’Connell, and Taylor McGinnis. New staff hiring and onboarding continues with almost sixty new certified and non-certified staff being hired. Curriculum development and training has been taking place, along with construction throughout the district. Thank you to the Operations & Maintenance department for all their hard work.

3. Superintendent Communication Planning

Dr. Barrett shared that he is looking forward to engaging with the community as the new superintendent and seeking insight from stakeholders regarding the district. Watch for more information on his “Listening Tour.” He will be building awareness regarding the district theme for 2023-24, “Believe in Geneva” and setting the stage for future collaboration.

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

1. Policy Updates: Second Reading (Policy 2:240)

1.1 Policy 4:170, Safety - **Updated**

Motion by Radlinski second by Forbes, to approve the above-listed policy, item 6.1.1. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

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

1. Policy Updates: First 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 4:100, Insurance Management – **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**

These policies have been reviewed by the Policy Committee and administration. There are a few that have minor updates, but most are up for review. They will be brought back for a second reading in August.

2. Preliminary Goals Discussion

Dr. Barrett shared that he met with the Board during their spring retreat to start discussing plans and goals for the 2023-24 school year. Since then, he has been working with his administration and has come up with the following critical goal areas:

- High Quality Learning – Provide high quality learning experiences.
- Supportive Climate & Culture – Foster a supportive and nurturing climate and culture.
- Organizational Effectiveness – Maintain high standards of organizational effectiveness.

- Stewardship of Resources – Ensure all decisions are made with a focus on fiscal responsibility, long-term organizational health, and institutional effectiveness.
- Communication & Engagement – Maintain robust communication practices.

Each goal that is created will be followed up by activities, accomplishments, data, and next steps. He is looking for input as to whether the critical goal areas are in line with what the Board wants to achieve. If they are, he will work with administration to create the goals and report back at a future meeting.

Board comments, questions, concerns: When you say the team will make the goals, is that central office or building goals as well? (We would start with central office and get your feedback, then we would take them to our leadership team. We want to be thoughtful of the work that has already been done at the buildings.) Is performing at one's natural best, is that operational and defined? (The reason these are not the goals is because these are clearly aspirational. When we make the goals, then we will have to drill down to make the goals more quantitative and qualitative. The goals would be more like what you are talking about.) I like the follow-up after the goals are created, because not all goals need to be measurable by data. Do you foresee the schools having a similar template where anyone can go in and add their own input? (The plan is to have an interactive dashboard.) Do you anticipate this being scheduled to see where you are at or looking at it every time you meet? (It will probably be both. You are not at your best if you get to the point that you are done. My goals would have to have a structured timeline to report back to you.) Have you thought about how you would measure these goals? (Yes, but we need to create the goals first. They should be goals that we can achieve and that can be measurable.) What does the process of creating the goals look like? (First, we need to know if we are on track with these goal areas. If we are, we can begin to collaborate to create the goals. This process seems evolutionary, and we do not need to start out with outrageous goals.) I like that you will not have silos, but instead aspirational goals.

## 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

Isom, Rachel, WAS, Social Worker, 1.0 FTE, effective 8/14/23  
 Fitch, John, GMSN, Social Studies, 1.0 FTE, effective 8/14/23  
 Longust, Emily, GMSS, Language Arts, 1.0 FTE, effective 8/14/23  
 Blackford, Lauren, HES, Art Teacher, 0.7 FTE, effective 8/14/23

### Resignations Certified Staff

Schimmenti, Vivien, HES, Art Teacher, 0.7 FTE, effective 6/20/23  
 Rhoades, Katie, HSS, Social Worker, 1.0 FTE, effective 5/26/23

### Reappointments Certified Staff

Hesselbaum, Kelly, GHS, Social Worker, 0.6 FTE, effective 8/14/23  
 Kosog, Karen, GHS/GMSS, German, 0.8 FTE, effective 8/14/23

### Retirement Certified Staff

Ross, Douglas, GHS, Physical Education, effective May 2027  
 Duber, Terry, GMSS, Science, effective May 2028  
 Dunlap, Jamie, GHS, Business Education, effective May 2028  
 Henrickson, Kevin, GMSN, Music, effective May 2028  
 Buchman, Brigid, HES, 4<sup>th</sup> Grade, effective May 2028

### New Hires Support Staff

Barrera, Francisco, GHS, Custodian, effective 7/17/23  
 Cooper, Samantha, MCS, Special Education Assistant (FAST), effective 8/14/23  
 Eichelberger, Claudia, GHS, Special Education Assistant, effective 8/14/23  
 Franceschini, Ronli, WAS, Special Education Assistant, effective 8/14/23  
 Frye, Katie, WAS, Special Education Assistant, effective 8/14/23

Kanzler, Lisa, GHS, Administrative Assistant, effective 7/17/23  
Klafehn, Jennifer, GELP, Special Education Assistant, effective 8/14/23  
Leek, Christine, HES, Reading Tutor, effective 8/14/23  
Mucciante, Nicole, HES, Kindergarten Assistant, effective 8/14/23  
O'Brien, Ruth, HES, Library Assistant, effective 8/14/23  
Wolf, Emily, GHS, Special Education Assistant, effective 8/14/23

Resignations Support Staff

Brandt, Karen, GMSN, Administrative Assistant, effective 6/30/23  
Cortez, Juan, GHS, Custodian, effective 6/15/23  
Horn, Lisa, WAS, Special Education Assistant, effective 5/26/23  
Moynihan, Jana, CO, Administrative Assistant, effective 7/21/23  
Matousek, Matthew, CO, Grounds, effective 7/27/23  
Briner, Mandy, FES, RN, effective 5/26/23  
Heck, Jay, CO, Skilled Maintenance, effective 6/9/23  
McCoy, Otis, TRAN, Bus Driver, effective 5/26/23

Terminations Support Staff

Carlina, Aurora, GHS, Custodian, effective 6/15/23

Reclassification/Transfer Support Staff

Altmayer, Kimberly, GMSN, Library Asst. at GMSN to Admin. Asst. at GMSN, effective 7/10/23  
Woodard, Denise, GHS, Special Ed Asst. at MCS to Special Ed Asst. at GHS, effective 8/14/23

FMLA Support Staff

Klatter, Robert, GHS, Grounds, effective 7/6/23-8/10/23  
Bartolone, Antonio, HSS, Custodian, effective 5/23/23-7/5/23  
Mendoza, Arcides, HES, Custodian, effective 6/7/23-6/22/23

FMLA Administrators

Hirsch, Michelle, HSS, Principal, effective 10/23/23-2/2/24

Retirement Administrators

Shrader, Susan, GHS, Dean, effective May 27

2. Monthly Financials - June (Policy 4:40, 4:55)
3. MVSEC Classroom Use Agreement – Addition
4. Client Services Agreement - Spindle
5. Gifts, Grants, Bequests: \$1,181.99, Geneva Music Boosters, for a sound board and ukulele rack at MCS
6. Gifts, Grants, Bequests: \$670, donations made in memory of Donna Brizzolara
7. Gifts, Grants, Bequests: \$6,000, Geneva Pool Service/Allegiant Fire Protection/Ken's Auto Center/State Bank of Geneva, \$1,500 from each donor to GHS Athletics for Team Supplies, Uniform Purchases, & Other Needs
8. Suicide Prevention Services Agreement
9. Declaration of Surplus Items
10. Designation of Depositories
12. Request for Payment: \$342,337.50, Eagle Concrete, Inc., 2023-24 District-Wide Concrete Renovations
13. Request for Payment: \$715,500, Malcor Roofing of Illinois, Inc., 2023 Roof Renovations
14. Request for Payment #2: \$244,035.88, C. Acitelli Heating & Piping, 2023-24 MCS Boiler Replacement
15. Request for Payment #2: \$648,139.22, C. Acitelli Heating & Piping, 2023-24 WAS Boiler Replacement
16. Request for Payment: \$250,213.96, Northwest Contractors, Inc., District-Wide Health Life Safety Repairs

Motion by Choi second by Forbes, to approve the above-listed, items 9.1-9.10 & 9.12-9.16. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

11. Sodexo Food Service Contract

Todd Latham shared that it was time for the district to review its food service process. A request for proposal was drafted and sent to five food service vendors. Those vendors were invited to take a tour of our district buildings. Of those five, only two submitted a proposal. We reviewed the company's

history, background and purpose. Additionally, we looked at the qualifications and professionalism of each company. We also looked at their key personnel and the experiences they provided, customer service approach, creativity and how they solve problems, quality and healthiness of the meals, attempt to engage students, reimagining the use of our space, equipment, use of facilities, and their vision and thoughts for the district. They were also asked to provide us with their financial history, so that we could see how they were trending. Last year, we did a survey and offered a focus meeting where we received feedback on our program. A big concern was students with allergies and how we could prepare and plan for those. We visited both vendors facilities and evaluated their food. At the end, we discussed the proposals and gave our recommendation to the superintendent.

Board comments, questions, concerns: Is a 5-year contract typical for a food service? (Yes.) Shared revenue, is that standard percentages? (Yes, and it brings us back to pre-COVID when we went into the government programs and received extra compensation. We do better with a shared amount, and we are not here to make money off the food service.) Do those options for meal changes apply to the elementary as well? (We hope so.) If that is not happening, do we have a process in place? (There is an out in every contract.) Is the cost going up for student lunches? (Everything is going up, so yes, they most likely will.) So, in the immediate future it will remain the same, but then the following year it will go up? (Yes.) The healthiness of the food always comes up, so how do you encourage student to eat the healthy foods? (We do our best to provide healthy meals that students will eat.)

Motion by Choi second by Bellino, to approve the above-listed, item 9.11. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). 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*

Board members welcomed Dr. Barrett, as well as all new administrators and staff. The Communications Task Force met a few weeks ago and we talked about Dr. Barrett's listening tour. Last week, the Facilities Task Force met, and we were given a tour of Western Avenue Elementary. There were many people there working to make sure the construction is completed in time for the first day of school. Thank you to Todd Latham and his department for their hard work on the draft budget. Thank you to the Operations & Maintenance department for all their demanding work in preparing our buildings for the first day of school. The front offices in our buildings are busy with registering students, so thank you for your hard work. Thank you to parents for getting your kids registered before the start of the school year.

#### 12. NOTICES / ANNOUNCEMENTS

#### 13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING THE SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES [5 ILCS 120/2(c)(2)]; APPOINTMENT, EMPLOYMENT, COMPENSATION, OR DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC INDIVIDUALS WHO SERVE AS INDEPENDENT CONTRACTORS IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR SPECIFIC VOLUNTEERS OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE, A SPECIFIC INDIVIDUAL WHO SERVES AS

**AN INDEPENDENT CONTRACTOR IN A PARK, RECREATIONAL, OR EDUCATIONAL SETTING, OR A VOLUNTEER OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY. HOWEVER, A MEETING TO CONSIDER AN INCREASE IN COMPENSATION TO A SPECIFIC EMPLOYEE THAT IS SUBJECT TO THE LOCAL GOVERNMENT WAGE INCREASE TRANSPARENCY ACT MAY NOT BE CLOSED AND MUST BE OPEN TO THE PUBLIC [5 ILCS 120/2(c)(1)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:24 p.m., motion by Cabeen, second by Hooks, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees; appointment, employment, compensation, or discipline, performance, or dismissal of specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer public body or against legal counsel for the public body to determine validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the local government Wage Increase Transparency Act may not be closed and must be open to the public body.

At 8:27 p.m., the Board returned to open session.

**14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

1. GEA Memorandum of Understanding

Motion by Radlinski second by Bellino, to approve the above-listed MOU, item 14.1. On roll call, Ayes, seven (7), Ansari, Bellino, Cabeen, Choi, Forbes, Hooks, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0).

**15. ADJOURNMENT**

At 8:52 p.m., motion by Forbes second by Radlinski and with unanimous consent, the meeting was adjourned.

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

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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