



**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, April 11, 2022, at 7:00 p.m. at Geneva Middle School South, 1415 Viking Drive, 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 7:01 p.m. by President McCormick.

Board members present: Molly Ansari, Larry Cabeen, Dan Choi, Jackie Forbes, President/Finance Committee Chair Mike McCormick, Tammie Meek. Late: None. Absent: Paul Radlinski.

The President welcomed everyone and led them in the Pledge of Allegiance.

District staff present: Tom Rogers, Principal Geneva High School, Tim Baker, Security Supervisor; Mary Dunmead, Director for Transportation; Assistant Superintendent for Business Services, Todd Latham; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent for Personnel Services; Dr. Kent Mutchler, Superintendent.

Others present: Brigid Buchman, Linnea Mason, Holly & Jason Fels, Stephanie Bellino, Jill Drake, Mike Drake, Natalie Drake, Claudia Eichelberger, Braden Fels, Gina Williams, Jason Fels, Eliana Jensen, Matt Mason, Krista & Jeff Williams, Stephanie Fellingner, Elise Waldchen, Lori Rosenberger, Cary Fuller.

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

1. Regular Session, March 14, 2022
2. Executive Session, March 14, 2022
3. Special Session, March 21, 2022
4. Executive Session, March 21, 2022
5. Special Session, March 29, 2022

Motion by Meek second by Forbes, to approve the above-listed minutes, items 2.1-2.5. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

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

1. Tradition of Excellence: GHS Students (Policy 6:330)  
FCCLA

FCCLA State Qualifiers

Morgan Cilio – Pastry Arts Decorated Cookie – Silver Medal  
Natalie Drake – Preschool Lesson – Gold Medal  
Braden Fels – International Experience – Silver Medal  
Eliana Jensen – Pastry Arts Decorated Cookie – Silver Medal

Elise Waldchen – Pastry Arts Frosted Cakes – Gold Medal  
Gina Williams – Preschool Lesson – Gold Medal

2. 2022-23 Transportation Preliminary Budget – Todd Latham & Mary Dunmead

Todd Latham and Mary Dunmead presented the 2022-23 Preliminary Transportation Budget. Currently, the district has forty-seven of the 72-passenger buses, twenty-nine special needs buses, and four multi-use activity buses. There are forty-two bus drivers, twenty-six special need bus drivers, and seven monitors. Budgetary impacts are salary & benefits, supplies & materials, and revenues & reimbursements. Several factors could impact this budget, such as inflation, fuel costs, reduced ridership, and state reimbursement reduction. We are looking at an increase in revenue from fiscal year 2022 to fiscal year 2023 of \$1,050,088. For expenditures, we are looking at an increase of \$2,916,536 from 2022 to 2023. The main reason for this large jump will be the purchase of new buses in the 2022-23 school year. Other factors that could affect the revenues and expenses are staffing shortages, ELDT training requirements, clearinghouse, FMCSA regulation and safety oversight, ridership, student enrollment, bus purchases, and bus sales. Overall, at the end of fiscal year 2023 we would be looking a projected deficit of \$1,434,212.

Board comments, questions, concerns: How much fuel do we consume in a year? (About 5,000 gallons of diesel a month and about 8,000 gallons of gas a month.) Has there been any thought, given the volume, to hedging to counterbalance the increasing costs? (We have looked at gas, diesel, and natural gas buses to compare savings.) Is there any thought to entering the financial market? (We did bid those out before, but the market dried up and there were no options for us.) As a public entity, we cannot get into hedging on the market. Is the driver shortage affecting our district? (We are doing better than most districts by combining regular and special needs routes.) If you back out the purchase of the buses, we are looking at an increase of about \$400,000. In budgeting that, how confident are you that that is not light? Are you comfortable with those numbers? (It is hard to anticipate this.)

3. 2022-23 Preliminary O&M Budget – Todd Latham

This item was struck from the agenda.

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 the General Assembly adjourned early Saturday morning and will not meet again until this fall. The following bill's have been passed by the House and Senate and are now heading to Governor Pritzker: HB 5214, HB 5488, and SB 4028. There are two other bills to highlight, and they are HB 5472 and SB 3893. Both of these bills address the substitute teacher shortage. There are several other bills still pending with the governor.

The Superintendent shared that the governor did sign into law HS 1167, which forces us to go back on leave issues to identify staff that took leaves due to COVID. It will be very costly and is taking staff many hours to complete.

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

The Superintendent shared that we are finishing with testing and that most schools are currently testing those students that missed the initial testing period. There is a parent program this Thursday at Geneva High School called "Fostering Structure for Your Child's Success." We are gearing up for spring activities and looking ahead at the end of the year activities.

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

1. Annual Resolution for Dismissal: Part-time Educational Support Staff (Policy 5:290)

Dr. Adam Law shared that it is our practice each year to dismiss support staff that we are not sure will be required for the next school year. This protects the district from employing individuals whose positions may not be available due to budget reductions, enrollment uncertainty, program elimination, or position reconfiguration.

Motion by Choi second by Forbes, to approve the above-listed resolution, item 6.1. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

2. Annual Resolution for Dismissal: Part-time Certified Staff (Policy 5:200)

Dr. Adam Law shared that it is our practice each year to dismiss select part-time certified staff that we are not sure will be required for the next school year. This protects the district from employing individuals whose positions may not be available due to budget reductions, enrollment uncertainty, program elimination, or position reconfiguration.

Motion by Cabeen second by Choi, to approve the above-listed resolution, item 6.2. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

3. 2022-23 Recommended Staffing Plan

Dr. Adam Law shared that this staffing plan was presented at the last meeting, and he is recommending that the Board approve this plan.

Motion by Cabeen second by Forbes, to approve the above-listed staffing plan, item 6.3. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

4. 2022-23 Designation of Auditor (Policy 4:80)

Todd Latham is recommending that the Board approve Wipfli LLP as our auditor. The district is required to conduct an annual audit performed by an independent certified public accountant designated by the Board.

Board comments, questions, concerns: How long have we work with Mr. Denser? (We worked with a previous company for seven years before hiring Wipfli LLP with whom we have been with for nine years now.) What is best practice in school districts? (There are new teams of auditors every year, but Scott Denser is the common connection with our district. We also go through audits for our federal and State grants.) Is there ever a cycle that he is not a part of? (We do not pick the audit. They are sent to us randomly. The last audit he came out and met with us, but was not part of the actual audit.) The legal aspect is that we have different auditors looking at our books every year. Where Scott is the constant in his work with us goes above and beyond on the Meritorious Budget Award and the CAFR. We do get "clean" audits almost every year. And when you say "clean" in the auditing world, that means they have no material finds. They always find something and have given us good advice on how to make changes.

Motion by Cabeen second by Meek, to approve the above-listed designation, item 6.4. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

5. 2022-23 Textbook and Resource Adoptions (Policy 6:40)

Dr. Andy Barrett presented the textbook and resource adoptions at a prior meeting. They have been on display at the district office for the past month. There have been no comments or questions regarding these adoptions. He is asking the Board to approve this recommendation.

Motion by Choi second by Meek, to approve the above-listed, item 6.5. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

6. 2022-25 Educational Support Service Working Agreement

Dr. Adam Law shared that the Educational Support Service Working Agreement expires June 30, 2022. He has been collaborating with the committee for feedback on changes to the current agreement. He is recommending that the Board approve this working agreement.

Motion by Meek second by Forbes, to approve the above-listed agreement, item 6.6. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

7. 2022-23 Student Fees (Policy 4:140)

Todd Latham is recommending that the Board approve the proposed fee changes for the 2022-23 school year. There were minimal increases to textbooks, consumable materials, extracurricular activities, student meals, and other school fees. There was no change to the registration fees.

Board comments, questions, concerns: Are the free/reduced lunches done at a federal level? (We set that based on the State. We also look at hardship cases and review those as the applications come in.) When is the data for this available to parents? (Typically, over the summer.) We are not part of the National Food Service Program, because part of that comes with regulations that we disagree with or do not need. With the food program, you must give food offerings, which amount to food waste. When we had the free food program last year during COVID, we had to sign up to participate. We are now getting away from that. What might the modifications look like for next year? (It might create an increase in lunches, more than we are asking for.) Will there be a pull back on fruits and veggies? (No, but we offer things that kids will eat.) Is it not primarily fruits and veggies? (Sodexo would be best to respond to this.)

Motion by Cabeen second by Meek, to approve the above-listed student fees, item 6.7. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. Nays, none (0). Absent, one (1), Radlinski. Abstained, none (0).

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

**8. INFORMATION**

1. Board Meeting/Presentation Schedule (Policy 2:220)
2. FOIA Requests (Policy 2:250)
3. Out-of-State Trip Request

**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

Burgoon, Elena, MCS, LBS, 1.0 FTE, effective 8/15/22  
España, Sergio, GHS/GMSN, Psychologist, 1.0 FTE, effective 8/15/22  
Kilmer, Lucas, GHS, Physics, 1.0 FTE, effective 8/15/22  
Neu, Lynnette, GMSN, Psychologist, 1.0 FTE, effective 8/15/22  
Parisi, Amanda, GMSS, Learning Behavior Specialist, 1.0 FTE, effective 8/15/22  
Robinson, Jennifer, FES, Psychologist, 1.0 FTE, effective 8/15/22  
Swanson, Cailla, GHS, Learning Behavior Specialist, 1.0 FTE, effective 8/15/22

FMLA Certified Staff

Chika, Anna, GHS, Math, effective 8/15/22-11/9/22  
Duber, Terry, GMSS, Science, effective 4/4/22-4/15/22  
Erickson, Kari, HES, Psychologist, effective 8/15/22-11/9/22  
Fairfield, Katie, FES/HSS, Speech Language Pathologist, effective 5/14/22-5/31/22  
Freeman, Lisa, MCS, Grade 3, effective 5/27/22-9/2022

Resignations Certified Staff

Johnson, Lara, GMSS, Learning Behavior Specialist, 1.0 FTE, effective 5/31/22  
Nall, Olivia, HSS, Learning Behavior Specialist, 1.0 FTE, effective 5/31/22  
Swiderski, Jennifer, GMSS, Math, 1.0 FTE, effective 5/31/22

Adjusted Retirement Date Certified Staff

Pool, Cathy, GHS, Counselor, 1.0 FTE, effective 12/22/22

New Hires Support Staff

Cook, Kevontrez, All Buildings, Custodian, effective 4/4/22  
Delgado, Rebeca, TRAN, Bus Driver, effective 4/4/22  
Harper, Natalie, FES, Reading Tutor, effective 4/5/22  
Kunkel, Blake, GHS, Security, effective 3/26/22  
Lievrouw, Kristin, GELP, Special Education Assistant, effective 3/22/22

Marola, Anne, HSS, Special Education Assistant, effective 4/11/22  
Panther, Kara, GELP, Special Education Assistant, effective 3/17/22  
Steger-Cook, Jacqueline, TRAN, Bus Driver, effective 3/21/22

Resignations Support Staff

Pantano, Carrie, WAS, Kindergarten Assistant, effective 3/25/22  
Ping, Mary Ann, CO, Benefits Specialist, effective 4/11/22  
Ping, Michaela, CO, Administrative Assistant, effective 5/13/22  
Short, Jacob, GHS, Custodian, effective 3/25/22  
Walker-Adkins, Jackie, TRAN, Administrative Assistant, effective 4/15/22  
Wiggins, Logan, GMSN, Custodian, effective 3/25/22

FMLA Support Staff

Koehn, Nancy, WES, Special Education Assistant, effective 2/23/22-3/18/22  
Long, Matthew, HSS, Custodian, effective 3/2/22-3/27/22

Reclassifications Support Staff

Moynihan, Jana, CO, Receptionist/Registrar to Administrative Assistant-HR, effective 4/11/22  
Paradise, Wendy, All Buildings, Contact Tracer (FT) to Contact Tracer (on-call) effective 3/24/22  
Ramos, Suzy, CO, Administrative Assistant to Benefits Specialist, effective 4/11/22

Non-FMLA LOA Support Staff

Berendt, Michael, TRAN, Bus Driver, effective 3/11/22-6/14/22  
Galley, Susan, TRAN, Bus Driver, effective 4/18/22-7/8/22

Resignations Administrators

Sprague, Laura, CO, Communications Coordinator, effective 4/8/22

Retirement Date Administrators

Dye, Julie, WES, Principal, effective 6/30/26

2. Gifts, Grants, Bequests: \$4,000, Girls Basketball Program, for assistance with scoreboards (Policy 8:80)
3. Gifts, Grants, Bequests: \$3,300, Boys Basketball Program, for assistance with scoreboards (Policy 8:80)
4. Gifts, Grants, Bequests: \$1,500, Wintrust Financial Group, purchase of new athletic uniforms (Policy 8:80)
5. Gifts, Grants, Bequests: \$10,150, Anonymous Donor, Project Lead the Way (Policy 8:80)
6. Gifts, Grants, Bequests: \$17,775.82, Geneva Music Boosters, for schools to purchase music equipment (Policy 8:80)
7. IHSA Membership Renewal
8. Updated 2021-2022 Board Calendar

Motion by Cabeen second by Meek, to approve the above-listed, items 9.1-9.8. On roll call, Ayes, six (6), Ansari, Cabeen, Choi, Forbes, McCormick, Meek. 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.*

One community member shared his concerns regarding the textbook and resources adoption. They had hoped to speak prior to the Board voting on the materials, regarding the social studies materials stating that some topics are the parents' responsibility and that the district should focus more on other topics.

**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, Geneva Coalition for Youth, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board*

The Facilities Task Force met last week and looked over the long-term financial projections for maintaining all district buildings. These buildings do not clean themselves. Our staff do an amazing job, and we are extremely proud of them. At the O&M working agreement meeting these staff

members were respectful and their thoughtful comments were appreciated. It is great to be attending so many school activities, with one being the Mill Creek 3<sup>rd</sup> grade field trip to the Field Museum. It was an enjoyable day. Thank you to the donors that provided gifts to our district. We appreciate that you are looking out for our district. Congratulations to the students who received Tradition of Excellence awards this evening. Welcome to our new Board member Molly Ansari.

**12. NOTICES / ANNOUNCEMENTS**

**13. ADJOURNMENT**

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

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

\_\_\_\_\_ PRESIDENT

SECRETARY \_\_\_\_\_

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