



## **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 27, 2020, at 7:00 p.m. at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois

### **1. CALL TO ORDER (Policy 2:220)**

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Pledge
- 1.4 Reminder to sign attendance sheet

The meeting was called to order at 7:03 p.m. by President Egan.

Board members present: Larry Cabeen, President Taylor Egan, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Vice President Mike McCormick, Alicia Saxton. Late: None. Absent: Mark Grosso.

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

District staff present: Mike Wilkes, Director of Technology; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Andy Barrett, Assistant Superintendent of Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

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

- 2.1 Regular Session, April 6, 2020
- 2.2 Executive Session, April 6, 2020

Motion by Cabeen, second by Lamb, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

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

### **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."*

There is nothing new to report from the State. The federal government has allowed Massachusetts into the pilot program for innovative assessment demonstrative authority as part of ESSA. What this does is allow the states to assess student achievement in ways that are more relevant to learning in their particular state. Hopefully, Illinois will be asked to join.

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

The Superintendent gave a big thank you to all staff! Next week is Teacher Appreciation Week, and we have always treated it as Staff Appreciation Week. Many of our staff are working harder than ever to make the remote learning work so that our students do not have gaps in their learning. This is taking a lot of effort and commitment, and we appreciate that greatly as we appreciate everyone

making this as good as they can under the circumstances. We continually get feedback and hope that we will keep improving our remote learning. We know, and it's evident in what we've seen as principals are sitting in on meetings and class time with our staff and students that things are working for students. While we keep taking steps to improve remote learning, we know that it's nothing close to the face-to-face learning that occurs. Our biggest hope is that our students will continue to engage and to work, so that they don't have gaps in learning. There is, in the information section, several things that we will not have presentations or PowerPoints on, but will discuss. Thank you to Principal Tom Rogers and GHS administration and staff, for putting the end of year activities together, and assuring everyone that they will be hearing more about end-of-the-year activities and celebrations. Again, thank you to everyone for all that they have done for our students during this crisis.

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

### **6.1 Student Discipline Recommendation (Policy 7:210)**

Motion by Cabeen, second by Saxton, to approve the above-listed discipline recommendation, item

6.1. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0).

Absent, one (1), Grosso. Abstained, none (0).

### **6.2 Approval of 2020-2021 Student Fees (Policy 4:140)**

Motion by Saxton, second by Cabeen, to approve the above-listed student fees, item 6.2. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

### **6.3 Approval of Transportation Contract Amendment (Policy 4:60)**

Board comments, questions, concerns: It looks like we are being asked to pay \$60,000 or so, did they do any bus service between March 16 and June 5? (No, they did not. This is for things associated with the fixed costs for the operation of their facilities.) That amount seems kind of high for not using their service. (The one thing to keep in mind is that when we went through negotiations with them, this is something that the government and the Illinois State Board of Education were encouraging with us to keep them functioning and moving forward.) Many of the other school districts have from 40-82% of the operational costs that we have been spending with these companies. Ours came in at about 25.8%, which is the lowest I've seen.) What's the basis for that percentage? (It's tied back to specifics. For example, if we were to look at the costs for their operational expenses, it includes things like insurance costs, vehicle costs, licenses and permits, and utility costs. That is what was built in with the exception of two employees we wanted to bring back on board. We are only supporting them with our share of their overall revenue. We represent a little over 33% of their revenue.) Do we have any information that they have applied for or received federal supports? (Yes, they have negotiated some of their insurance coverage and they have applied for some federal supports. They also applied for a small business loan.)

Motion by Lamb, second by McCormick, to approve the above-listed transportation contract, item 6.3. On roll call, Ayes, five (5), Cabeen, Egan, Lamb, McCormick, Saxton. Nays, one (1), Juby. Absent, one (1), Grosso. Abstained, none (0).

### **6.4 Policy Updates: Second Reading – Updated and Reviewed (Policy 2:240)**

#### **6.4.1 Policy 7:270, Administering Medicines to Students**

This policy was reviewed for a first reading back in March.

Motion by Juby, second by Cabeen, to approve the above-listed policy, item 6.4.1. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

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

## **8. INFORMATION**

### **8.1 Remote Learning Update**

Dr. Andy Barrett shared his gratitude for the teachers and faculty for all they have done and the community for their support. The Learning & Teaching office provided an update that is focused on data to provide you with some information. There are multiple categories to touch on, but the data

shows that teachers are stepping up and getting into a groove. The first category is Communication & Distribution, which shows how teachers are communicating with their students and distributing information to them. We highlighted the use of Microsoft Teams and Google Classroom. A significant increase we have seen during the closure is the use of email to communicate with families. The second category is Connection & Interaction, which shows two main ways our teachers started connecting with students. One way is by video tools, such as Flip Grid or See Saw. Teachers are also able to connect by using synchronis learning like Microsoft Teams. The third category is Engagement. We do not want our students to have gaps, and we are trying very hard to support our students by keeping track of who is participating. We think, based on information and conversation we have with our peers in other districts, that our kids are rocking it. We also highlighted the different types of disengagement. We also thought it would be important to highlight data from our Student Services department. Student Services staff wrote remote learning plans for every student in our district that has an IEP (733 plans). They continue to hold IEP meetings as well. The last category is Professional Development. Our teachers and staff are taking advantage and participating in these offerings during this school closure.

The Superintendent shared that the instructional coaches are resources that we use in Geneva, and they are fantastic people. Our Fridays are important to us, because now that our teachers have gotten into the routine of remote education, they are helping get us to the next level. We are also forming task forces in education and we are working through how we transition away from remote learning back to face-to-face. At some point, we are going to get out of this type of delivery and move to a different type of delivery.

Board comments, questions, concerns: The principals have been amazing at providing week-to-week data. The reason the Board has asked for engagement data is so that we can make sure that the investment we have across the board, whether it is professional development, technology or staffing, that our resources are being used effectively for student success. The graph that talks about meeting interacted seemed kind of flat. (It's not flat, it's just in the scheme of it.) One thing that I'm encouraged by is the level of professional development that we are offering our staff. Regardless of whether we are doing remote learning or face-to-face, that database is going to be really helpful for our teachers. The teachers are going to come out of this having tools that will make them even more effective educators in the classroom. Since we have hit our stride, and we are figuring things out, are we looking ahead over the next five weeks at any improvements or areas of growth? Is there an advantage to a more scheduled approach? (It's something we continue to talk about at different levels. One thing we know, is that when we talk about synchronis and asynchronis learning, every family has a unique experience with this. It doesn't mean you shouldn't have a schedule, but if a teacher says we are doing reading every day at 8:00 am, not every family may be able to adhere to this schedule. This is not something we have a solid plan on, but we do continue to look at it.) Now that our eLearning Plan has been approved by the State, does that mean we can go to eLearning instead of using a snow day? (No. We could probably submit this, and it may be approved in the future, but we are not sure that this is what we want for our students and need collaborative discussions on this.) In terms of wrapping up the end of the year, do we have something in the works? (We are pulling groups together to make some final decisions. The grading and finals are something that will look different at each level. As for the last week, it's important to highlight that while we do not have a specific plan that says here's your opportunity for catchup and makeup, it has been embedded in our plan from the beginning. The loss of connection to say goodbye to students is a concern for many teachers. We will talk about this as well.) I know we did a great job of transitioning to remote learning, and I appreciate what you said about how there are different things happening within a family, but I like rules and consistency. There are a lot of kids that would do well with synchronis learning. Moving forward, we could find a great benefit from having a more set schedule than we have. I'm sure you have reached out to districts that have been doing remote learning longer, and they have probably worked out the kinks. We need more consistency and structure for the day. When will the task force have their results for what next year will look like? When can we expect to start this planning? (We are constantly thinking about this and having conversations. We are trying to come up with scenarios of what this could look like. We want to be prepared, but at the same time, we cannot develop a full-on plan for August when we don't know

what things will look like two days from now. Having a concrete plan for what this might look like is on my mind, but it doesn't behoove us to do that now.) We have been discussing this for several weeks, but it has been at the administrative level. We are trying to garner ideas from other districts, but what is more expedient to us is how we will get some kind of closure to this school year. At each level, they are talking about how they might do this. It gets more complicated the more we talk about it. There is so much to look at and to consider when making these kinds of decisions. When we think about how the return might look in the fall it's going to take collaboration with our teachers, but they are busy with the here and now. This is why we have the Coronavirus Task Force. There are so many things to plan for, and while I would like us to be proactive and not reactive, there are too many things that could change between now and then. We are at the mercy of the governor from day to day. When you change one thing, it impacts many other things. Even if we do go back to school in the fall, it's not going to look like it did before. (Please keep the Board updated on what's discussed with the task force.)

#### 8.2 End of Year Activities & Graduation

The Superintendent shared that the memo from Tom Rogers says it all. We are going to have a remote senior night and we have contracted with Herff Jones to do a remote graduation ceremony. We will delay the graduation date to June while we prepare for this. We are switching from cap and gown rentals to purchased caps and gowns the students can keep. We wanted to move ahead with the remote graduation ceremony so that we could recognize our seniors. We are looking at a lot of different activities for transitioning at all levels. We are also having signs made to put in every senior's yard that will be provided at no charge to the parents.

Board comments, questions, concerns: Thanks to Tom Rogers, we did receive an email he sent out that was very detailed and answered a lot of questions. Hopefully, parents know that the seniors are at the top of our priorities.

#### 8.3 Board Meeting/Presentation Schedule

Our next couple of meetings are scheduled for May 11 and May 26. We have a retreat scheduled in May that we need to reschedule. We will need to work with Board members to look at future dates.

#### 8.4 ASBO International's Certificate of Excellence in Financial Reporting Award

The Superintendent thanked Dr. Dean Romano and his staff, along with Scott Duenser and the staff from Wipfli, for their work on this. We are receiving the ASBO Certificate of Excellence in Financial Reporting for the 2019 fiscal year. We have done a certified annual financial report (CAFR) for the last several years. This is submitted to ASBO. They scrutinize the CAFR and write comments to us. We have again this year earned this distinction.

### 9. **CONSENT AGENDA**

#### 9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)

##### New Hires Certified Staff

Algrim, Stephanie, GMSN, Science, 1.0 FTE, effective 8/17/20

Johnson, Scott, GMSN, Learning Behavior Specialist, 1.0 FTE, effective 8/17/20

Thompson, Emily, HSS, Librarian, 1.0 FTE, effective 8/17/20

Zwolski, Scott, GMSN, Psychologist, 1.0 FTE, effective 8/17/20

##### Reappointments Certified Staff

Adams, Kerry, FES/GMSS, Physical Education, from .6 FTE to .8 FTE

Burns, Jo Renner, GMSN, Language Arts (LOA), 1.0 FTE

Elsebaie, Jenne, FES, Art, from .3 FTE to .6 FTE

Marks, Alexys, GMSS, Art, from .97 FTE to 1.0 FTE

Throneburg, Lesley, HES, Social Worker, .7 FTE

Warren, Tricia, GHS, Counselor, .4 FTE

Whildin, Sue, GELP, Learning Behavior Specialist, from .5 FTE to 1.0 FTE

##### New Hires Support Staff

Chawgo, Robert, All Buildings, Maintenance, effective 5/11/20

Baker, Tim, CO, Safety & Security Coordinator, effective 5/4/20

Wilson, Scott, FES, Custodian, effective 5/4/20

##### Resignations Support Staff

Campana, Gary, GHS, In-school Suspension Supervisor, effective 5/29/20

Summer Grounds Staff

Richert, Jon

9.2 Accounts Payable (Policy 4:50)

9.3 Monthly Financial Report – March (Policy 4:50)

9.4 Bid Summary: \$368,065, Slaten Construction, Inc., GMSS & GMSN 10-Year Health Life Safety Improvements

9.5 Bid Summary: \$544,110, Malcor Roofing, District Wide Roof Repairs

9.6 Bid Summary: \$132,783, Safeway Tuckpointing, HSS & MCS Masonry Restoration

9.7 Bid Summary: \$64,104, Murnane Paper Company, for 2,500 cases of paper

9.8 Purchase Request: \$599,965, Heartland Business systems, for 1,315 HP ProBooks for grades 3, 6 and 9

9.9 Purchase Request: \$85,987.50, for 380 Apple iPads for K-1 classrooms

9.10 Purchase Request: \$45,125, Midwest Computer Products, Inc., for 95 Epson projectors

Motion by McCormick, second by Cabeen, to approve the above-listed, items 9.1-9.10. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

**10. PUBLIC COMMENTS**

(PRESS Policy 2:230) Public comments may be submitted to the Board of Education by completing the online form at this link between 6:30 and 7:00 p.m. Monday, April 27: <https://bit.ly/2Rlq2jS> All comments submitted during this time will be read aloud at the meeting, holding to the District's five-minutes-per-comment policy.

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

There was a Technology Task Force meeting remotely last week, and Mike Wilkes presented the end of year bid for next year for our iPads and laptops. We also discussed what could be a plan for next fall, if we stay with eLearning and there is a plan in place. The lease is ending this year, and that would help us bridge the gap for the K-2 students. He also had the financials for us to see. The Kane County Health Department Medical Reserve Core has a Coronavirus call center for people who are feeling isolated and anxious and need someone to talk to. The Illinois Association of School Boards (IASB) had a webinar on moving Illinois toward sustainability with Ralph Martire. He talked about what the new school funding system will look like in light of the Coronavirus and how the pension repayment and the progressive income tax was going to fit into the evidence-based funding proration. We hear a lot about what our high school is doing, but we also need to shout out to teachers and staff that will be retiring who didn't know what their last day would be with students. IASB also had a workshop, The Seven Questions Related to the District's Post Pandemic Budgets, led by Dr. Bertran. Dr. Bertran did touch on evidence-based funding and how the budgets might have an impact on funding. They really were talking about 2020, but also a longer impact into 2021 and beyond. The Facilities Task Force met today. There is a lot going on in the district with no school. Scott Ney should have the tuckpointing and roofing done by the end of the year. There is also a lot scheduled for the summer. The COVID Task Force met, and there is a lot of hard work taking place. There is one program that is really essential during this, and that is the curb side pickup that Mike Wilkes has organized. They had 31 devices dropped off. Students are reliant on their devices right now. Thanks to Technology and O&M for working together to make this happen.

**12. NOTICES / ANNOUNCEMENTS**

**13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; 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)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)**

At 8:18 p.m., motion by McCormick, second by Cabeen, to go into executive session to consider matters pertaining to collective negotiating between the public body and its employees or their representatives; 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. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, one (1), Grosso. Abstained, none (0).

At 8:51 p.m., the Board returned to open session.

**14. ADJOURNMENT**

At 8:53 p.m., motion by McCormick second by Lamb, and with unanimous consent, the meeting was adjourned.

APPROVED _____	_____	PRESIDENT
SECRETARY _____	Bonnie Johnson _____	RECORDING SECRETARY