

**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 23, 2012, at 7:00 p.m. at Coultrap, 1113 Peyton, 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, Matt Henry, Mike McCormick, Tim Moran, Vice President Kelly Nowak, Policy Committee Chair Mary Stith. Late: None. Absent: Finance Committee Chair Bill Wilson.

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

District administrators present: Darcy Thompson, Principal Fabyan Elementary School; 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: Jeanne Letizia, Sandra Ellis, Fred Dresser, Susan Dennison, Jodi & Brian Gassmann, Ron & Suzane Stevenson, Gloria & Art Eichmann, Lori Dowd, Mark & Patty Degrazia, Wayne & Marilyn Church, Sherry Kirby, Erika Padgett, Melanie Gayton, Lisa & Chris Nippert, Vicki Andersen, Kathi Tolle, Sue Sarkauskas (Daily Herald), Robert Danek, Karen Dillenburg, Viki Deardorff, Diane Chapman, Shawn Makowski, Vivan Calusinski, Jim Cullen, Sarah Connolly, Angela Kobylecky, Laurel Novak, Jennifer Ludwig, Jackie Forbes, Matt Hart, Nancy Rasmussen, Emma Avery, Tina Gaetani, Chris Bourdage, Julie Schokora, Sabine Falco, Heather McNeive, Lisa Bova, Carolyn Chadwell, Dawn Gargano, Neely Basich, Idy Spezzero, Lisa Anderson, Kanoshia Ferguson, Megan Dieckmann, Noel Rooks, Laura Lemke, Jamie Doughy, Jennifer James, Erin Julseth, Kris & Aimie Verchus, Dan & Stacie Salzman, Gail Ryan, Kathy VanSpankeren, John Gerlach, Beth Abbott, Judy Wehrmeister

2. PUBLIC COMMENTS

The President reminded audience members that comments or discussion regarding individual students or personnel matters were not permitted and that individuals wishing to address the Board should use the microphone and state their name and address as the meetings are video recorded. The President asked for a show of hands for those present who wished to comment on the addition of a second-grade section at Mill Creek Elementary. Due to the number wishing to speak, he requested that they limit their comments to two minutes and that they not repeat comments made by others.

Comments included:

Thanks to the Board for their efforts and believe they do keep the best interests of the students and taxpayers in mind. However, large class sizes are not the best educational environment for students. Kids will do fine at any school but don't want fine, want exceptional. Don't want others parenting my child. It is inconvenient and impractical for families to send two children to two different

elementary schools. If 29 students are too many in a class, then add another section of second grade at MCS and do a boundary study next year. Don't make students move if it isn't necessary.

Have students at Fabyan elementary but here to support MCS parents. No opposed to busing students, only opposed to moving students from their neighborhood and having them on a bus longer than necessary. Board asked for parent input and parents are here to give it. Do what is educationally in the best interest of the students by approving additional teachers and classroom aides when it is appropriate.

Am a parent of second grader at MCS with an IEP. It is important not to uproot and move these children around. Don't disrupt the students, especially those with an IEP. There has always been three sections of second grade at MCS, so keep the teachers in place and add another second grade section.

I volunteer at MCS. I'm involved in the PTO, am a room mother, and a Cub Scout leader. Have two students at MCS, one would be staying and one might get moved. How are parent volunteers to divide their time? This move would impact scout troops and many other activities. The Board needs to look for a long-term solution, not at just one year.

Have children at Fabyan Elementary School. Appreciated receiving the letter about first grade. Thanks for continuing to monitor enrollment levels. This is a great school district and I appreciate the Board's work.

Would ask that the Board consider doing a district-wide boundary study. Feel options put out are not proactive. These trends have occurred over time and would like the Board to be fiscally as well as educationally responsible and look at what plans are necessary when enrollment at a building is reached. It would be good for the community to know what the lowest threshold would be at any elementary level across the entire district and to keep the parents well informed and involved in the communication of data and benchmarks.

Have kindergarten and second grade students at MCS. Am a former teacher and it is my choice to stay home. Am very aware of enrollment numbers in classrooms. The teachers are great and it is only fair to provide them with the resources to help them help students succeed. Teachers can't teach individually with 29 students in a class. It's just not possible mentally or socially. Appreciate all the Board takes into consideration when making the best decisions for students.

Thanks for the decision to add a section of kindergarten at MCS. I also have a second grader at MCS and the Board's decisions will impact both children. Feel that adding another second grade section is the best solution, as recommended by the administration. Regarding some perceived misconceptions, as parents, we are just advocating for our children. Want to keep siblings in the same school and in their neighborhood. Thanks for your service to the community and for all that you do.

Am the parent of a first grader at Williamsburg Elementary School. Understand that enrollment numbers aren't there yet to add another first grade section but I hope that if the numbers do appear, the Board will react quickly and add another section.

The Board President noted that Board members do get enrollment numbers from the administration but the only time they can discuss issues is at a Board meeting and that is when Board members are able to problem solve and consider a number of possible options to address an issue.

3. APPROVAL OF MINUTES

- 3.1 Regular Session June 25, 2012
- 3.2 Executive Session June 25, 2012
- 3.3 Special Session July 9, 2012
- 3.4 Executive Session July 9, 2012

A Board members requested that Item 3.1 and 3.2 be separated from Item 3.3 and 3.4 for a vote.

Motion by Henry, second by Moran, to approve Items 3.1 and 3.1, as presented. On roll call, Ayes, six (6), Henry, McCormick, Moran, Nowak, Stith, Grosso. Nays, none (0). Motion carried unanimously.

Motion by Nowak, second by Henry, to approve Item 3.3 and 3.4, as presented. On roll call, Ayes, five (5), McCormick, Nowak, Stith, Henry, Grosso. Nays, none (0). Abstained, one (1), Moran. Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS, BOARD REORGANIZATION

4.1 2012-2013 Preliminary Education Fund Budget

The Assistant Superintendents for Business Services provided an overview of the 2012-2013 tentative Education Fund budget, the same presentation made to the Finance Committee on July 9th. Assumptions used in the development of the tentative Education Fund budget included the following:

Revenue:

Property Tax Increase based on CPI of 1.5%
General State Aid at 89% proration (State funding down by 11%)
CPPRT lower for ROE Costs (Lower by \$10,000)
Reduction of REMS Grant (Originally \$305,000 - will carry over only \$95,000)
Elimination of Education Jobs Funds (Originally received \$213,000 to fund some positions)
Increase in Lunch & Milk Fees (Each fee increased by 10 cents next year)

Expenses:

Salary Increases per Agreement (Educational Support Staff 1.3%)
Insurance Increases (PPO 9%, HMO ?%)
Tuition Increase (Mid-Valley Special Education Cooperative is projected to decrease but Fox Valley Career Center and private placements a expected to increase)
Elimination of ARRA Funding (Originally \$303,000)
Year 2 of Technology Plan

The preliminary Education Fund budget projects revenues at \$58,447,948, expenses at \$55,279,762, and the reserve fund balance at \$18,168,186. At the end of the year, any amount left beyond \$15,000,000 will be used to pay down debt. The complete 2012-2013 tentative budget will be presented at the August 13, 2012 Board of Education meeting. A copy of the preliminary 2012-2013 Education Fund presentation will be available on the District's website.

Board discussion, comments, questions: Noticed that the supplies amount is down, is that due to less paper usage? (It's part of the reason. Our staff is very aware of trying to cut costs and building budgets have not been increased for three years.) What are the number of employees taking HMO vs. PPO insurance. (Don't have those figures available tonight, but there is no deductible with the HMO plan and a \$450 or \$750 with the PPO plan.) We need to look at passing on more of the insurance cost and would like to see the impact of the dollar amounts to the district. The governor is still talking about passing on pension costs to school districts. Is there any contingency for that possibility in this budget? (Nothing has been built in to the budget but they are talking about 1%.) Last year's CPI was a lower amount. Regarding passing pension costs to districts, don't want to build in a contingency but we may have to use reserves. (We came in under budget in the Education and Transportation funds by 94.67% or \$4.6 million dollars. Also, the State has made its third quarter payment, which was due in March, but has yet to make its fourth quarter payment which was due in June. The State still owes the district \$1,264,000 for the fourth quarter payment.) Are the payments general state aid? (No, categoricals.)

5. SUPERINTENDENT'S REPORT

The Superintendent reported that the administration continues to receive information from the State on the new teacher evaluation process. Three of the five training modules are currently available. The State has not yet released anything regarding the principal evaluation process. Online teacher evaluation training typically takes 20 to 30 hours to complete and the deadline for completing all five training modules is September 1, 2012. The District hasn't received anything new from the State about the common core assessments. The 2012-2013 goals and action plans are being finalized. The

Burgess Field project is nearing completion, the high school auditorium seat replacement has been started, and new teacher orientation plans have been finalized.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 Additional 2nd Grade Section Mill Creek School & .2 FTE Math Geneva High School
The Administration recommended adding one section of Grade 2 at Mill Creek Elementary School due to increasing enrollment at that grade level. As of July 16th, enrollment in two sections was at 29/28. Adding the third section would result in 19 students in three sections. It is possible enrollment at this grade level will continue to increase prior to the beginning of the school year, but it is not likely to decrease. The actual hiring recommendation for a teacher (1.0 FTE) would be brought to the Board at the August 13th Board meeting only if enrollment numbers continue at high levels.

The Administration also recommended the addition of a .20 FTE for Math at the high school in order to accommodate large class sizes in Algebra II Honors. Enrollment as of July 16th in this class is two sections at 35 students each. The additional .20 FTE would allow for three sections of 24/23/23. It is possible that enrollment could continue to increase prior to the start of the school year.

The additional 1.20 FTE increase costs would be charged to the 2012/2013 Education Fund Budget's Staff Contingency account.

Discussion, questions, comments: The Board is considering an adjustment boundary study next year. (Correct. At this time, the administration is only asking for authorization to start the search process for hiring staff and they will continue to monitor enrollment growth. If enrollment continues at the current level or increases, the administration would bring staffing recommendations to the Board at the August 13th board meeting.)

Motion by Henry, second by Nowak, to approve the additional 1.20 FTE staffing increase, as recommended. On roll call, Ayes, six (6), Moran, Nowak, Stith, Henry, McCormick, Grosso. Nays, none (0). Motion carried unanimously.

6.2 Support Staff Dismissal: 2 Special Education Assistants & 1 Part-time GHS Security Supervisor
Following an analysis of special education staffing needs for the 2012/2013 academic year, the administration recommended the dismissal of two special education assistants at the elementary level due to the migration of special education students from the elementary to the middle school level. The administration also recommended the dismissal of a part-time security supervisor at the high school. The resignation of the other part-time security supervisor provides an opportunity to return to one, full-time security position at the high school. The overall net effect is plus 0.1 FTE special education assistant at the middle school level. The administration will continue to monitor enrollment and staffing adjustments as appropriate.

Discussion, comments, questions: Will the dismissed special education assistants have the opportunity to apply for any middle school positions? Does the financial impact stay even? (Yes. This recommendation comes at this point in order to be in compliance with State law. Recommendations for additional support staff at the middle school level would be brought to the Board in the fall when actual needs are known.)

Motion by Nowak, second by Henry, to adopt the resolution authorizing the dismissal of two special education support staff members and one operations staff member, as recommended. On roll call, Ayes, six (6), Nowak, Stith, Henry, McCormick, Moran, Grosso. Nays, none (0). Motion carried unanimously.

Support Staff dismissed: Little, Regis, Special Education Assistant, HES; Read, Melissa, Security Supervisor, GHS; Walker-Adkins, Jacqueline, Special Education Assistant, MCS.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

None

8. INFORMATION

8.1 FOIA Requests & Responses
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 Certified

Fuechsl, Katherine, GMSS, Special Education, .80 FTE, Start date 8/20/12

Nemes, Mallory, HSS, Special Education, .50 FTE, Start date 8/20/12

Samuelson, Carla, HSS, Reading Specialist, 1.0 FTE, Start date 8/20/12

Walker, Christine, HES, Kindergarten, 1.0 FTE, Start date 8/20/12

Resignations Certified

Gonski, Jackie, MCS, Grade 3, 1.0 FTE, Effective 6/4/12

New Hires Support

Barabasz, Ryan, GMSS, Special Education Assistant, 9 Month, Start Date 8/21/12

Mitchell, Paige, GMSS, Special Education Assistant, 9 Month, Start Date 8/21/12

Nerad, Rachel, GMSS, Special Education Assistant, 9 Month, Start Date 8/21/12

Resignations Support

Coveney, Martie, MCS, Library Assistant, 9 Month, Effective 6/4/12

Klein, Danny, GHS, Special Education Assistant, 9 Month, Effective 6/4/12

Reappointments/Reclassifications Support

Bui, Jennifer, FS, Special Education Assistant, 3.25 hrs/day, 9 Month

DeMarco, Pamela, GMSN, Reading Lab Assistant, 21.5 hrs/week, 9 Month

Diamand, Cindy, FS, Special Education Assistant, 3.25 hrs/day, 9 Month

Farley, Suzan, HES, Reading Tutor, 9 Month

Holycross, Rhonda, GMSS, Reading Lab Assistant, 24 hrs/week, 9 Month

Littleton, Sheri, GMSS, Reading Lab Assistant, 24 hrs/week, 9 Month

Mainzinger, Elaine, GMSS, Reading Lab Assistant, 21.5 hrs/week, 9 Month

Morgan, Janice, HES, Special Education Assistant (Kindergarten Booster), 3 hrs/day, 9 Month

Neumann, Judith, WES, Special Education Assistant, 3 hrs/day, 9 Month

Powelson, Maureen, WAS, Reading Tutor, 9 Month

Saleskey, Jacqueline, WAS, Special Education Assistant, 3 hrs/day, 9 Month

Vandermeij, Jill, HES, Reading Tutor, 9 Month

Wilbur, Helen, WES, Reading Tutor, 9 Month

9.3 Banking Services: MB Financial Bank

9.4 Acceptance of Gifts, Grants & Bequests: \$5,800 Harrison PTO; \$6,126.11, Western Avenue PTO

9.5 Bid Summary/Award: Custodial/Maintenance Supplies, \$100,511.44 (All American Paper \$2,103.84; Metro Professional Products \$58,277.06; Facility Supply Company \$21,178.60; ExPedX \$18,951.90)

A Board member requested that Item 9.3 be voted on separately.

Motion by Moran, second by Henry, to approve Consent Agenda Items 9.1, 9.2, 9.4 and 9.5, as presented. On roll call, Ayes, six (6), Stith, Henry, McCormick, Moran, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

Motion by Henry, second by Nowak, to approve Consent Agenda Item 9.3, as presented. On roll call, Ayes, five (5), Henry, McCormick, Nowak, Stith, Grosso. Nays, none (0). Abstained, one (1), Moran. Motion carried unanimously.

10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION

Comments included:

Appreciate there will be a search for a new teacher for MCS second grade but is eight days enough time to hire a new teacher and for the teacher to prepare to teach for the new school year? (The process is the same as it was when an additional kindergarten teacher was hired for MCS. Tonight the Board authorized adding another second grade section but won't hire a teacher until a recommendation is made, probably at the August 13th meeting.) Would like to hear how eight days is enough time for a teacher to prepare to teach. (It is not unusual to hire teachers with only eight days or less before the start of school. While not ideal, it is typical and has been our practice for many years and it does allow adequate time for teachers to prepare and to be oriented. The building principal will do a thorough job of interviewing for these positions and the candidate pool is still very large. We will find a qualified person. While eight days doesn't seem like enough time, it really is.)

What is the history of enrollment numbers going up and not down at this time of year, and when will students learn who their teacher will be for next year? (Generally, kindergarten enrollment continues to increase right up to the start of the school year. It is more difficult to project enrollment numbers for other elementary grade levels. We believe it is prudent to start the teacher search and if the enrollment numbers increase, then add staff. The administration constantly monitors enrollment levels throughout the summer. We do understand that plans need to be made by parents, teachers, and administrators.) Any idea when parents would know if the numbers go down? (Based on past history, feel the numbers will remain constant or increase, not decrease.)

Mill Creek parents believed second grade enrollment numbers were going to be a problem last year, so what proactive plans were made? Why making a decision now when it probably should have been made last April? (The enrollment numbers were not there in April to make a decision to add a third second grade section and there was no way to know if the enrollment numbers for second grade would increase.)

Am trying to make the point that there needs to be a published class size baseline across the district so that parents are better informed and the Board is able to better perform its fiduciary responsibilities. (The Board receives enrollment numbers and staffing recommendations from the administration and the administration does an outstanding job of employing teachers for our students.) Would like to see baseline numbers for making these decisions. As parents, feel uninformed and want to be respectful of the decisions made. (The Board is trying to balance the budget while making other decisions.) But you need to inform your constituents as to the source of your information and data.

What is the minimum number recommended for a second grade class size? (We are concerned when class size reaches 26 students. Board Policy 2231 covers class size.)

If second grade enrollment at Mill Creek decreases and another section isn't added, will an aide be added? (That is always an option and would be considered.)

Are all Mill Creek students staying at Mill Creek next year? (Yes.)

Don't understand what the Board is waiting for to hire the teachers if that is what the administration is recommending. (Tonight, the Board approved adding another section of second grade at MCS providing enrollment numbers remain at the current level or increase. So, now, the administration will do a search to hire a teacher. The Board has followed the recommendation of the administration, which was to approve the additional second grade section and bring back a recommendation for the employment of a teacher in August.)

When will teachers for the second grade classes be known? (Typically, not any later than one week prior to the start of school. 98% of the time we know the number of sections and when we don't know, we ask that teachers be patient until we do know. This year, the first August Board meeting is only two weeks prior to the start of the school year.) So, communication of teachers will be delayed? (Yes.)

In the past, MCS has always had three sections at second grade, why was that changed? (The number of class sections doesn't dictate the number projected in the spring. In the spring, the administration felt we could have two second grade sections. It now appears we will need three. Enrollment numbers fluctuate every year at every grade level.) When will teacher/class size and student lists be determined? (Lists are being developed now and have been reviewed since school ended in June. Information will go out in about two weeks.)

The reality of teacher contracts is that teachers are always being hired in August. Are you confident that if a first grade section needs to be added at Williamsburg, there will be enough time to hire a teacher? (Yes.)

Regarding the budget, would like the Board to consider that any questions asked by the Board and answered by the administration be posted on the web site. Request that the budget doesn't include a levy increase. Prior to a vote on the budget, ask that each Board member comment on tax levy increase. Abatement is only due to over taxing the community for years. The District will collect \$3 million more next year, so no tax levy for this year. Since the budget has been presented to the Board, when will it be posted for public view?

My property taxes have increased 17% in past five years. My home value has decreased 25% in past five years. Salaries have increased in the school district. Number of students only increased 2% in last two years. All have suffered property value decreases in last few years. Recommend adding pension data to the web site, couldn't find it anywhere. Hope today's students can afford to buy a home in Geneva in the future. Washington has an impact on Geneva and so do the seven seated Board members. Property taxes to Geneva's schools exceed my income tax to Washington D.C. There are four Board seats up in the April elections. In school good values were taught by my teachers. Many of our students will be living with the decisions the Board makes now. Thanks for your time and service.

11. BOARD MEMBER COMMENTS AND REPORTS

Policy Committee, Finance Committee, Facilities Task Force, Communication Task Force, Joint PTO, Geneva All-Sports Boosters, Geneva Music Boosters, Geneva High School Theater Boosters, Academic Foundation, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, REMS Grant

Board members commented on the following: The Policy Committee met tonight for the first time since April. Board members are encouraged to submit any suggestions or questions to a member of the Committee. It is important to note that no matter when a teacher is hired, they all report on the same day for new teacher orientation. The Board has received feedback regarding the Coultrap facility through community forums, emails, and visits with neighbors and will be providing more information on the topic in the future. Parents and residents were encouraged to contact the Board President, or any other Board members, with questions and they will try to get them a response.

The Board president commented that he plans to make a recommendation to the other Board members that two community members be added to the Finance Committee in the future.

12. NOTICES / ANNOUNCEMENTS

None.

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/2(c)(2)]; AND THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY [5 ILCS 120/2(c)(1)]

At 8:44 p.m., motion by Henry, second by Stith, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives; and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. On roll call, Ayes, six (6), McCormick, Moran,

Nowak, Stith, Henry, Grosso. Nays, none (0). Motion carried unanimously.

A member of the audience asked if action would be taken following executive session. The Board President responded that none was anticipated.

At 8:52 p.m., following a break for Board members to speak to members of the press and the audience, and for the room to clear, the Board moved into executive session.

At 9:43 p.m., Collins, Oberg, and the recording secretary were excused from the executive session and the meeting.

At 10:07 p.m., motion by Henry, second by McCormick, and with unanimous consent, the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

No action was taken.

15. ADJOURNMENT

At 10:08 p.m., motion by Henry, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED _____

PRESIDENT

SECRETARY _____

P. Burgeson

RECORDING
SECRETARY

M. Grosso

RECORDING
SECRETARY