

**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 28, 2014, 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 7:00 p.m. by Vice President Nowak.

Board members present: Leslie Juby, David Lamb, Mike McCormick, Vice President Kelly Nowak; Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson. Late: None. Absent: President Mark Grosso.

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

District administrators present: Elizabeth Janowiak, Director Technology; Doug Drexler, Associate Principal, Geneva High School; Scott Ney, Director Facility Operations; Kelley Munch, Communication Coordinator; Todd Latham, Director Business Services; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Learning & Teaching; and Dr. Kent Mutchler, Superintendent.

Others present: Lori Dowd, Barb, Mark & Kevin Schneider, Bob McQuillan, Mary Jane Johnson, Laura Sevditc, Stacey & Kiara Zurow, Nancy, Pat & Hallie McQueeney, Matt Cozart, Madelyn Juby

**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 no comments from the public.

**3. APPROVAL OF MINUTES**

- 3.1 Regular Session, April 14, 2014
- 3.2 Executive Session, April 14, 2014

Motion by Juby, second by Wilson, to approve the above-listed minutes as presented. On roll call, Ayes, five (5), Juby, Lamb, Stith, Wilson, Nowak. Nays, none (0). Abstained, one (1), McCormick. Motion carried unanimously.

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

- 4.1 Tradition of Excellence Award: Geneva High School Students  
WYSE Team, FCCLA (Family, Career and Community Leaders of America)

The Geneva High School Associate Principal thanked the Board for the opportunity to present the students in recognition of their accomplishments. Students recognized included:

Worldwide Youth in Science & Engineering (WYSE) Team – State Qualifiers  
**Brian Bartel, Heather Delucia, Daniel Dudman, Brandon Elizondo, Alana Goodrich, Madelyn Juby, Rian Kormos, Hallie McQueeney, Anand Patel, Tyler Rasmussen, Kevin Schneider, Ryan Schneider, Grant Schumock, Kenneth Wendt**

In addition to qualifying for the WYSE state competition, **Rian Kormos** and **Ryan Schneider** placed fourth in Chemistry.

Family, Career & Community Leaders of America (FCCLA) – State Competition

**Matt Cozart**, Silver Medal, Salad Demonstration; **Camila Mercado**, Gold Medal, Child Care Provider; **Kiara Zurow**, Silver Medal & National Qualifier, Environmental Ambassador

4.2 Preliminary 2014-2015 O&M and Transportation Budget

The Coordinator of Business Services presented preliminary budget projections for both Operations & Maintenance and Transportation for 2014-2015. Assumptions included State reimbursement levels maintained at the 2013-2014 level; bus buy-back program includes 26, seventy-one passenger buses; salary increases calculated per employee agreements; an increase in benefit costs; increased fuel and energy costs; as well as facilities capital plan and comprehensive technology plan projected costs. The O&M budget also included expenditures for the ten-year life-safety survey that will be completed next year. The 2014-2015 Preliminary O&M and Transportation budget is posted on the District's web site.

2014-2015 Preliminary Transportation Budget projections:

Revenue \$7,418,787; Expenditures \$5,138,810; Surplus \$2,658,434,  
Bus Buy Back \$1,642,968; Bus Purchase & Security Cameras \$2,021,425 and Transfer of  
\$1,900,000 to the Ed Fund = Surplus of \$379,977  
Projected Beginning Fund Balance +\$3,187,540; Revenue +\$5,775,819; Expenses -\$3,117,385  
Projected Ending Fund Balance +\$3,567,517

2014-2015 Preliminary O&M Budget projections:

Revenue \$9,590,893; Expenditures \$11,742,960; Deficit \$2,152,067  
Projected Beginning Fund Balance +\$5,616,332; Revenue +\$9,590,893; Expenditures -\$10,175,760;  
Tech Plan \$279,200; Capital Improvement Plan \$1,288,000  
Projected Ending Fund Balance +\$3,464,265

Board questions, comments, discussion: The transportation revenue side is higher due to the \$1.9 million that will be transferred to the Ed Fund. (Correct.) A deficit of \$2 million is projected in the O&M fund; what happens if that amount remains the same over the next two years and we hit a zero/negative fund balance. (We wouldn't let that occur; we would look for ways to trim capital improvement and other costs.)

4.3 2013-2014 Budget Amendment Hearing

- 4.3.1 Public Hearing Agenda
- 4.3.2 Questions/Comments from Board Members
- 4.3.3 Questions/Comments from Audience Members
- 4.3.4 President Closes Hearing

At 7:26 p.m., the Vice President convened the hearing, reviewed the process to be followed for the hearing, and reported that in compliance with statute, the notice for the hearing had been published in the March 11, 2014 edition of the Kane County Chronicle.

The Assistant Superintendent Business Services explained that the budget adopted on September 23, 2013 has been amended to reflect both revenue and expenditure adjustments. General State Aid was originally prorated per the State budget allocations but did not get prorated as anticipated. Special Education Personnel Reimbursement was allocated higher than projected. Title I and IDEA Preschool had carryover funds from FY2013. The bus buy-back program is being split over two fiscal years going forward to allow for more even cash flow in the Transportation Fund. Special Service and Administrative Assistant salary are less than expected because of staff changes. The Coordinator salary was also budgeted under the Friendship Station Coordinator salary account.

Questions/comments from the Board Members: It is standard procedure to amend the budget? (No,

it's only done when changes are substantial. I've been the Assistant Superintendent Business Services in Geneva for six years and this is the first time I've brought forward an amended budget.) Are we required by law to amend the budget? (No.) I agree that it's a good idea to split the bus buy-back program over two fiscal years.

Questions/comments from the Public: I agree with the decision to stagger the bus buy-back.

At 7:33 p.m., the Vice President closed the hearing and noted that action regarding the amended budget would be considered at Agenda Item 6.1.

## **5. SUPERINTENDENT'S REPORT**

The Superintendent reported that end-of-year activities are underway throughout the District; summer professional development opportunities are being organized; and District retirees will be recognized from 3:30 to 4:45 p.m. on May 8<sup>th</sup> at an Open House at Geneva Middle School South.

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

### **6.1 2013-2014 Budget Amendment Adoption**

Motion by Wilson, second by Stith, to adopt the 2013-2014 amended budget, as presented. On roll call, Ayes, six (6), Lamb, McCormick, Stith, Wilson, Juby, Nowak. Nays, none (0). Motion carried unanimously.

### **6.2 Resolution for Non-renewal: Educational Support Staff**

The Assistant Superintendent Personnel Services explained that in order to comply with required timelines and statute, the District annually recommends the non-renewal of Educational Support Services employees whose positions may not be available in the next year due to budget reduction, enrollment uncertainty, program, elimination, or position reconfiguration.

At this time, twenty-three educational support service personnel were recommended for non-renewal and included:

Dibble, Robin, Classroom Assistant, temporary, HES  
Koester, Clover, Classroom Assistant, temporary, HES  
McQueeny, Nancy, Classroom Assistant, temporary, MCS  
Walker-Adkins, Jacqueline, Classroom Assistant, temporary, MCS  
Yow, Julie, Classroom Assistant, temporary, HES  
Duesler, Dawn, Kindergarten Assistant, 3.0 hrs, HES  
Higgins, Lynn, Kindergarten Assistant, 3.0 hrs, WES  
Kresler, Sandra, Kindergarten Assistant, 2.5 hrs, WAS  
Powers, Jennifer, Kindergarten Assistant, 3.0 hrs, MCS  
Pray, Dina, Kindergarten Assistant, 3.0 hrs, HSS  
Zozza, Christy, Kindergarten Assistant, var hrs, HES  
Clarke, Christina, Special Ed Assistant, 3.0 hrs, GMSN  
Ferris, Amanda, Special Ed Assistant, 6.25 hrs, FS  
Gelder, Kathryn, Special Ed Assistant, 3.0 hrs, HSS  
Herrera, Nicholas, Special Ed Assistant, 3.0 hrs, GHS  
Kasarda, Carole, Special Ed Assistant, 3.0 hrs, FES  
Khan, Amtulfatima, Special Ed Assistant, 3.25 hrs, FS  
Laub, Alison, Special Ed Assistant, 3.25 hrs, FS  
Morgan, Janice, Special Ed Assistant, 3.0 hrs, HES  
Mourek, Kathleen, Special Ed Assistant, 3.0 hrs, WAS  
Neumann, Judith, Special Ed Assistant, 3.0 hrs, WES  
Wagner, Lindsey, Special Ed Assistant, 3.0 hrs, FES  
Campana, Gary, In-school Suspension Supervisor, GHS

Motion by McCormick, second by Wilson, to adopt the resolution authorizing notice of non-renewal for educational support staff, as presented. On roll call, Ayes, six (6), McCormick, Stith, Wilson, Juby, Lamb, Nowak. Nays, none (0). Motion carried unanimously.

## 7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

### 7.1 Preliminary Staffing Plan 2014-2015

The Assistant Superintendent Personnel Services presented the 2014/2015 preliminary staffing plan recommendations. He noted that in the last several years, administrative, teaching and support staff positions have been eliminated, reduced, or consolidated and based on current fiscal challenges, those efforts will continue. New unfunded Federal law and Illinois legislative mandates have been passed which impact the District; i.e., principal/teacher evaluations, Common Core, new special education protocols, school safety/security, and student social-emotional health.

The administrative staff identified staffing priorities responsive to strategic goal areas relative to Federal and State legislation. Four positions were recommended in order to best serve our students' needs.

English Language Learners (ELL)/Bilingual Lead Teacher, 1.0 FTE – Beginning next year, the District will be required to provide ELL services to preschool students. Currently, seventy-four (74) students K-12 receive direct ELL/Bilingual services and the Assistant Superintendent for Learning & Teaching provides leadership for this area. The Lead Teacher would assume day-to-day supervisory duties and teach part of the day at one of the elementary schools. Estimated cost of adding an ELL/Bilingual Lead Teacher is \$55,000.

Technology Facilitator, 1.0 FTE – Currently, three certified teachers provide technology integration support to teachers. More staff is needed to provide professional development, instructional support, modeling best practices, and to stay abreast of current technologies. The Comprehensive Technology Plan includes proposals for additional portable devices for multiple grades, including every fifth-grade student and continued tech support for the Collaborative Teacher Project (CTP) at the elementary level. Estimated cost of adding a full-time technology facilitator is \$55,000.

Guidance Counselor High School, 1.0 FTE – This recommendation was one of several made during a recent presentation to the Board by the Psychologist/Social Work/Counseling Committee. Seventy GHS students are currently supported through 504 accommodations; the number has doubled since the 2008-2009 academic year. Sixty-six GHS students qualified for homebound services in one calendar year; over forty of those students qualified for homebound services due to a diagnosed mental illness or substance abuse. The addition of a high school guidance counselor would allow the student services team to more effectively respond to students in crisis or who are experiencing the typical challenges of adolescence, and lower the student/counselor ratio. Estimated cost of adding a full-time high school guidance counselor is \$60,000.

Two Teacher Evaluators, Middle School Level, Ten-Month Administrators 2.0 FTE - The new evaluation model mandated by the Performance Evaluation Reform Act of 2010 (PERA) requires significant time, skill and expertise on the part of building administrators and high school department chairs, while at the same time they are expected to serve as instructional leaders and are implementing Common Core, managing a new special education process, Rising Star, and responding to student social-emotional issues in their building. For the past two years, central office administrators have assumed some evaluation responsibilities to assist the middle school administrators rather than add evaluators. Based on two years of experience with the new evaluation process, it is recommended that two, ten-month administrators be employed at the middle school level to assist with the teacher evaluation process, assist with supervising student conduct during the school day, take over the athletic director duties, and coordinate building operations (student busing, safety drills, building use, etc.). Estimated cost of adding two, ten-month administrative positions at the middle school level is \$150,000.

Board comments, questions, discussion: Thanks for this work, it helps Board members better understand how the staffing recommendations are made and fit with our goals. The Technology Facilitator would be based at the middle school but travel to the elementary schools. (That is the plan.) I would like to see us try to save as much as we can; how were the estimated costs for these

positions determined? (Based on the average teacher salary, including benefits. Some positions, like the high school counselor, require more experience and education so the salary would be more than a high school teacher's.) How many languages are spoken by ELL students? (Primarily, it is Spanish. But there are other languages and we may not know which languages students require until the first day of school.) Is sign language included in ELL? (No.) Personally, I would like to see more than one guidance counselor added at the high school. Also, when would we be looking at adding additional evaluators at the elementary level? (The administration is still looking at that.) Would it be safe to cautiously estimate five years? (Yes.) Then we'll need to keep that in mind as we move forward. How do we currently serve our 74 ELL students? (Teachers share case loads at the elementary level. Middle school and high school teachers split their time between buildings. It is difficult to group students when most instruction is delivered one-to-one by the teacher.) Feel that if the the 504 caseload numbers have doubled, it is appropriate to add another high school guidance counselor. Have the districts to the north and south of us added evaluators in the past two years? (Yes. Geneva waited to see how the new evaluation plan evolved before recommending additional evaluators. Most districts are adding evaluators and, like Geneva, are also using high school department chairs as evaluators.) Would it be possible to add only one evaluator at the middle school level? (Anything is possible, but we would still need to add one more the following year.) Are there any other helpers for ELL students? (Some high school students help at events but are not in a classroom setting on a daily basis.) Does Geneva have a dual-language model? (No.) It is apparent that the job demands for a high school guidance counselor have changed.

The Board Vice President thanked the staff for this information, for prioritizing the staffing recommendations, and for the presentations made to the Board previously. She noted that the Board and the administrators have discussed possible cost offsets and that the Board would probably see information about that as we move forward in the budget process.

## **8. INFORMATION**

### **8.1 FOIA Request(s)**

Total # of FOIAs = 1; Total Cost = \$14.74

Brian McSherry, SMART Local 265, requested the following records: "...any and all information for Summer construction work planned for any building owned or leased by the district which include the following scope. If contracts awarded already please include the names of contractor or sub contractors awarded the work. HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems; Architectural Metals used for weatherproofing and/or ornamental purposes; Gutters and/or Downspouts; New installation and/or replacement of lockers; New installation and/or replacement of toilet partitions; Kitchen Renovations." The FOIA was received April 10, 2014, responded to on April 16, 2014, and took two District employees a total of 25 minutes (\$14.47) to respond to this FOIA.

### **8.2 2014 Middle School Summer Camps**

No discussion.

## **9. CONSENT AGENDA**

### **9.1 Monthly Financial Reports and Interfund Transfers**

### **9.2 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires**

#### Resignations Certified

Curl, Rebecca, WES, Grade 4, 1.0 FTE, Effective 6/5/14

Duddy, Dianna, FES, Special Education, 1.0 FTE, Effective 6/5/14

#### Retirement Certified

Wallin, Cathleen, WAS, Psychologist, 1.0 FTE, Effective 6/5/14

#### New Hires Support

Hunter, Jamie, FES, Building Administrative Assistant, 10 Month, Start Date 4/28/14

#### Resignations Support

Elliott, Lisa, GHS, Special Education Assistant, 9 Month, Effective 6/5/14

Jun, Rhonda, GMSN, Special Education Assistant, 9 Month, Effective 6/5/14

Logan, Mary, HES, Building Administrative Assistant, 10 Month, Effective 6/5/14

Wagner, Lindsey, FES, Special Education Assistant, 9 Month, Effective 6/5/14

Reappointments/Reclassifications Support

Laub, Allison, Special Education Assistant MCS to Special Education Assistant FS, 2 hr/day, 9 Month, 2013/14 School Year

Renner, Cindy, GMSN, Library Assistant, 9 Month, to Building Administrative Assistant, 12 Month  
Retirement Support

Green, Phil, District, Grounds, Effective 5/16/14

9.3 2014-2015 Copy Paper Purchase, \$100,383.00, Midland Paper Company, Illinois State Contract Vendor

9.4 Gifts, Grants & Bequests: Heartland Elementary School \$750, Parent Donation; Williamsburg Elementary School \$11,244.00, PTO

9.5 Authorization to Let Bid: 2014 Security Upgrades, Geneva High School Windows

9.6 Bid Summary/Award, \$397,921, Vortex Commercial Flooring, Geneva High School Floor Replacement, Summer 2014

9.7 Bid Summary/Award, \$124,575, Midwest Track Builders, Geneva Middle School North & South Track Resurfacing

9.8 Bid Summary/Award, \$163,400, Happ Builders, Inc., Geneva High School Security Upgrades, McKinley and Center Entrances

9.9 Agreement to Provide Underwriting Services: William Blair & Company/Geneva C.U.S.D. 304

Board comments, questions, discussion: Regarding 9.9, has the agreement been executed yet? (No, it's on the Consent Agenda for Board consideration/approval.) Does Geneva have a formal advisor? (No, we've used William Blair but with the new rules/regulations, we do to have this agreement.) Does William Blair charge us when they make presentations to the Board of Education? (No. The only fees are as underwriter.) Item IX, Termination and Assignment, A, needs to be corrected from Section III (F.) to Section IV (F.). Regarding 9.6, concerned that there were only two bids, I'd like to see at least five bids in order to get the best price on our capital projects. We need to work with the architects to expand our list. (The architects are trying to get more bidders and the bid requests were sent to multiple companies but many of the firms already had contracts and couldn't respond. Next year, I would like to go to bid in December.)

Motion by Lamb, second by Stith, to approve Consent Items 9.1 – 9.9, with the revision to Item 9.9. On roll call, Ayes, six (6), Stith, Wilson, Juby, Lamb, McCormick, Nowak. Nays, none (0). Motion carried unanimously.

**10. COMMENTS FROM THE PUBLIC ON BOARD OF EDUCATION ACTION**

Comments included:

Relative to items discussed this evening I have some comments: 1) Regarding the transfer of \$1.9 million from the Transportation Fund to the Special Education Fund. It's my understanding that the District is at or close to the maximum tax rate on the Education Fund and below the maximum tax rate on the Transportation Fund. Are we transferring funds from Transportation to Special Education to avoid a public referendum to increase the Education tax rate? 2) I'm concerned about the 25.6% cost increase in the budget for supplies next year in Transportation. There was no background given. I ask that the Board be more specific about those increases. 3) In Operations, the benefits increase is projected at 12% and I ask the Board to look at future projections and if, when, a new contract is negotiated, I think the employees should be required to increase their contribution for the benefits. 4) Regarding William Blair, every presentation they make contains a disclaimer that they are not to be used as a financial consultant. I believe I heard tonight that we do use them as a financial consultant. Since we have used William Blair for many years, I suggest the Board look to bid for new underwriters. 5) Regarding staffing, while 70 students may have non-support through 504 accommodations, I don't believe the total GHS enrollment has increased, so I suggest that guidance counselors be reassigned and those with knowledge of the 504 accommodations handle those students. If the caseload increased and the enrollment also increased from 2008, then there would be a need for a new guidance counselor but I don't think there is a need. 6) Regarding teacher evaluations, I'd be more supportive of adding in-classroom teachers vs. more administrators at \$150,000. For that amount, you could add three classroom teachers and two administrators. In my opinion, the administrative staff at the schools, principals and assistant principals, should be handling

the teacher evaluations. 7) At nearly every meeting I've attended over the last several years, the social/emotional needs of students are always discussed. I'm concerned that the average student is falling through the cracks with the emphasis being placed on the social/emotional needs of some of the students. I'm sure those students aren't the majority and that there are more average students. While I don't know if that is true, I'm concerned for the average student.

**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, REMS Grant Advisory Board*  
None.

**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 8:16 p.m., motion by Wilson, second by McCormick, 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), Wilson, Juby, Lamb, McCormick, Stith, Nowak. Nays, none (0). Motion carried unanimously.

At 8:27 p.m., following a break to relocate to the Williamsburg conference room, the Board moved into executive session.

At 8:29 p.m., Assistant Superintendents Collins and Oberg left the executive session and the meeting.

At 10:09 p.m., motion by Wilson, second by McCormick, and with unanimous consent the Board returned to open session and relocated to the Williamsburg auditorium.

**14. ADJOURNMENT**

At 10:13 p.m., motion by Wilson, second by Juby, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_

\_\_\_\_\_

PRESIDENT

SECRETARY \_\_\_\_\_

\_\_\_\_\_

RECORDING  
SECRETARY