

**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, February 11, 2013, 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 President Grosso.

Board members present: President Mark Grosso, Matt Henry, Mike McCormick, Tim Moran, Vice President Kelly Nowak, Policy Committee Chair Mary Stith, Finance Committee Chair Bill Wilson. Late: None. Absent: None.

The President welcomed everyone, led them in the Pledge and reminded them to sign the attendance record. He thanked the Principal and staff of Williamsburg Elementary School for having us and hoped that holding Board meetings at Williamsburg was not an inconvenience.

District administrators present: Tom Rogers, Principal Geneva High School; Doug Drexler, Associate Principal Geneva High School; Scott McPeak, Assistant Principal, Geneva High School; Elizabeth Janowiak, Director of Technology; Scott Ney, Director of Facility Operations; 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: Craig Paulsen, Sue Sarkaskus (Daily Herald), Glorianne Campbell, Colin C. Campbell, Leslie Juby, Dan Garrett, Fred Dresser, Kathy, Bernal & Emily Schooley, Dan, Cheryl & Katie Reis, Terri Brems, Jessica Parker, Alexa Aguilar (Tribune), Jeff DiOrio, Robert & Daniel Acton, Mary Jane Johnson, Judy Wehrmeister (GAF), Robert L. Cabeen, Karen Farley, Bryan Ketter, Deb & Timothy Cahill, Leann Campana, Brenda Schory (KC Chronicle), Rick Nagel (Patch), Tom Anderson, Colleen Detzler, Carly Weddle.

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.

The President reminded those wishing to speak that they needed to conform to the policy dealing with public participation, that comments or discussion regarding individual students or personnel matters were not permitted, that individuals wishing to address the Board should complete the form in the brochure and present it to the Presiding Officer or Recording Secretary before the start of the meeting, should come to the podium, use the microphone, and state their name and address as the meetings are video recorded. The President added that if an audience member wished to speak during the second public comment portion on the agenda, but had not completed the required form, they should raise their hand to be recognized.

Comments:

A community member asked the Board to consider establishing a committee, comprised of Board members, district administrators, district maintenance staff, Geneva History Center representatives, and community members, to tour the building and photograph and make a

list of items to be salvaged from Coultrap prior to its demolition. Once a list is developed, the committee would develop a plan for the removal and disposition of the items. He also proposed the construction of a permanent memorial to the building and Harry Coultrap to be placed on the property near where the building currently stands; i.e., use salvaged blocks above the south entrance that spell out Coultrap School and enough bricks to create the memorial, as well as plaques commemorating the school and Mr. Coultrap. He added that the memorial could be funded by private donations and the sale of salvaged bricks, tiles, and other materials/mementos from the building.

A community member suggested that the District, History Center, and students from the GHS TV Studio work together to create a 30-45 minute video documentary on "Memories of the Coultrap School." The History Center could provide short videos of people from the 1940's through today recounting particular, significant memories about Coultrap. The GHS students could create a video tour of the building and the combined footage could be edited into a polished documentary. Copies of the video could be sold to raise money to fund the memorial to the building and Mr. Coultrap. Representatives of the History Center could work with the GHS TV Studio instructor to produce the documentary.

The Board President announced that he wanted to make a recommendation for the addition of another member to the Board's Finance Committee. He recommended that Tom Anderson, a Geneva resident, small business owner, and Geneva High School Science teacher, be appointed to the Finance Committee. The recommendation will be placed on the agenda for the February 25, 2013 Board meeting.

3. APPROVAL OF MINUTES

3.1 Regular Session January 28, 2013

3.2 Executive Session January 28, 2013

Motion by Wilson, second by Moran, to approve the above-listed minutes. On roll call, Ayes, seven (7), Henry, McCormick, Moran, Nowak, Stith, Wilson, Grosso. Nays, none (0). Motion carried unanimously.

4. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

4.1 Tradition of Excellence Awards: Geneva High School

National Merit Scholarship Program & National Achievement Scholarship Program

The high school principal thanked the Board for the opportunity to present these students in recognition of their achievements.

Students recognized:

2013 National Merit Scholarship Program

Commended: Daniel Acton, Timothy Cahill, Colleen Detzler, Elizabeth Koskiewica, Kaelie Krause, Megan MacDonald, Alexis McAvoy, Ajai Pasupuleti, Joshua Perozek, Kathryn Reis, Collin Schumock, Kelly Sharpe, Carly Weddle. **Finalist:** Victoria Cooley.

National Merit commended status is achieved by placing among the top five percent (above 95th percentile) of more than one million students who entered the 2013 competition by taking the 2011 Preliminary SAT/National Merit Scholarship Qualifying Test. National Merit finalist status is achieved by placing among the top one-half of one percent (above the 99.5 percentile) of students in Illinois on the qualifying test.

2013 National Achievement Scholarship Program

Semifinalist: Emily Schooley. Emily is one of more than 1,600 Black American high school students from the 160,000 who requested consideration in the 2013 program when they took the 2011 PSAT test.

5. SUPERINTENDENT'S REPORT

The superintendent reported on last week's Joint PTO meeting and thanked all of the parents and volunteers who help make Geneva school district so unique. He noted that elementary school Fun Fairs are occurring throughout the district. Two boundary adjustment public forums are scheduled this week -- 7:00 p.m. on Tuesday, February 12th at Western Avenue School and 7:00 p.m. on Thursday, February 14th at Mill Creek School. The final boundary adjustment public forum is scheduled for 7:00 p.m. on Wednesday, February 20th at

Williamsburg School. The Superintendent's Boundary Task Force continues to meet and consider elementary boundary adjustments to meet the district's needs for at least three-to-five years. Building principals are sharing information about the State's ISAT cut score changes with staff and PTOs. Schools are closed on Monday, February 18th in observance of Presidents' Day.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS

6.1 Abatement

6.1.1 FY 2013 Abatement Summary

The Assistant Superintendent Business Services summarized the amount of abatement on the 2004A Bonds for 2011 and the amount recommended for partial abatement of taxes previously levied for 2012, 2013 and 2014 for the payment of principal and interest on the Geneva Obligation School Bonds, Series 2004A. In response to the Board's goal to use funds in excess of \$15,000,000 in the Education Fund to pay down debt, the administration recommended that \$4,990,000 be transferred from the Education Fund to the Debt Service Fund and used for debt payment of principal and interest for fiscal years 2012 (\$298,136); 2013 (\$3,230,973), and 2014 (\$1,460,891). The goal is to maintain a level debt service payment equal to the 2011 payment. Beginning with the 2012 levy, the payment will be increased by \$500,000 per year to minimize a large jump in payment in future years. She noted that the abatement amounts could change once we know how much, if any, excess is in the Education Fund in June. Even with the abatement, the debt payment will increase over last year's levy and by \$500,000 per year over the next two years. The district's debt is scheduled to be repaid in 2026-2027.

Discussion, comments, questions: Are we trying to maintain the 2011 level? (Yes, the amount was increased slightly last year and this year in an effort to keep the payments level.)

6.1.2 Resolution to Transfer \$4,990,000 from Education Fund to Debt Service Fund

Motion by Nowak, second by Moran, to adopt the resolution, as presented. On roll call, Ayes, seven (7), McCormick, Moran, Nowak, Stith, Wilson, Henry, Grosso. Nays, none (0). Motion carried unanimously.

6.1.3 Resolution for the Partial Abatement of Taxes for Fiscal Years 2012, 2013 & 2014 for the payment of principal and interest on the General Obligation School Bonds, Series 2004A

Motion by Wilson, second by McCormick, to adopt the resolution, as presented. On roll call, Ayes, seven (7), Moran, Nowak, Stith, Wilson, Henry, McCormick, Grosso. Nays, none (0). Motion carried unanimously.

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS

7.1 Geneva High School Professional Learning Community Proposal

The GHS Principal and Associate Principal provided an overview of the proposal to implement Professional Learning Communities (PLCs) at the high school in the Fall of 2013. The proposal was made following eighteen months of in-depth, collaborative study of PLCs by high school faculty and the benefits that can be provided by this model. Unlike the elementary and middle schools, the high school has no collaborative structures built into the school day for teachers to work with their colleagues who teach the same courses. The PLC model is designed to improve the collective professional practices of the faculty and align with the goal of "success for all students," which, in turn, will assist all students as they strive to meet high expectations. In addition, a variety of student interventions will be incorporated that serve students directly. GHS faculty members visited other suburban high school to study their PLC implementation and seek their perspective on PLCs.

The proposal would serve as an addendum to the official school improvement plan. The PLC model would be cost-neutral to the district, require no additional staffing, no loss of instructional time, and no bus schedule changes.

In order to facilitate the PLC model in the Fall of 2013, the high school will need to modify its schedule once a week to accommodate the PLCs. The School Improvement Team believes that a 50-minute collaboration period for faculty at the beginning of each Thursday morning, with 44-minute periods for the remainder of the day would work very effectively. This schedule repurposes existing Homeroom time. The average decrease in instructional time

per period is 4 1/2 minutes per week. When class time currently lost to non-instructional activities is considered, no instructional time is lost when compared to the current schedule. Teacher's contractual day would be unchanged and school dismissal would remain the same. Thursdays were the preferred day for a modified schedule as it is already the day utilized as an alternate schedule for Homeroom.

PLC teams of 3-5 faculty members would most often form around common courses. Each PLC would have a team facilitator (not a Department Chair) who would be responsible for running the meetings and providing progress updates to the Department Chair. Positions would rotate over time so responsibility is shared. PLC group goals would be determined by the members based on alignment with department, school and district goals. Professional development would be provided in-house.

During PLC time, there would be opportunities to provide more resources and support to all students; i.e., tutoring centers, library and/or computer lab time, AP test prep/review sessions, A&E student meetings, make-up test center (students wouldn't miss class time for test make up), ACT prep sessions, study hall, technology and tutorial training sessions, as well as opportunities for GHS faculty and administration to offer social-emotional materials to targeted specific grade levels on bullying prevention, suicide awareness/prevention, Internet safety, substance abuse, anxiety/depression, freshman transition to high school, senior transition to college, college search/application sessions, college representative meetings, course selection/scheduling meetings, club meetings for Student Council/NHS, etc. While some student activities will be mandatory, others would be optional, and this would be communicated to students and to parents well in advance. Student activities would be supervised by existing administrators, student services staff, paraprofessionals, PRIDE volunteers, and teachers on a rotation basis.

Board discussion, comments, questions: Where would students go during PLC time on Thursday mornings? (They could choose where to go - computer lab, test make-up, etc., while they wait for the first period to start. The model has a delayed/modified schedule on Thursday.) Who would proctor test make up exams? (The faculty would be on a rotation of 1/4 of the faculty members who would be available to help with student supervision and implementation of student activities.) The business sector has been doing this type of model for years. Is there a plan to move this model down to the middle school level? (Not at this time, but have discussed it. At the high school level, there is currently no collaborative planning time like there is at the elementary and middle school levels.) What type of accountability for teachers as this goes forward? (Each team would have a designated leader who provides brief, written updates to the Department Chair.) I was able to attend an Illinois Association of School Boards' workshop about high-achieving school districts and am enthusiastic about the PLC model and glad to see it starting in Geneva. While this provides opportunities for students, am concerned it will be optional/voluntary; however, I believe once students get involved, they will see the benefits. (There would be many opportunities for students and some activities will be mandatory. We want to see students benefiting immediately and long term.) If you are putting groups together in the fall, would like the GHS administration to provide information to the Board about what the teams are working on, etc. Believe this is a three-to-five year process for implementation and hope to see regular reports to the Board on the progress/success of the PLC model. (We are confident the teacher teams will be successful but the real key is student involvement.) Would also like to see PRIDE volunteers used and the earlier we know how they could help, the better. Has there been any negative feedback from teachers about the proposal? (No, there has been a very high degree of interest.)

This item will be brought back to the Board of consideration/approval at the February 25, 2013 meeting.

8. INFORMATION

8.1 FOIA Requests & Responses

Received = 4. Total Costs = \$322.54. Total Employee Hours = 5 hours, 25 minutes, Total Attorney Hours = 1 hour (\$190)

Griffin, Jake, 1/11/2013, Daily Herald, requested the names of all school board members or school district employees who attended the Illinois Association of School Boards conference Nov. 16-18, 2012 in Chicago; Copies of all invoices, receipts and expenses reimbursed to

any of the school board and/or school district employees who attended the Illinois Association of School Boards conference Nov. 16-18, 2012 in Chicago.” Employee hours to complete/respond = 1 hour, 15 minutes. Cost to complete/respond = \$39.13.
 Ellis, Sandra, 1/15/13, requested an electronic copy (DVD) of the video of the 1/14/13 Board of Education meeting and the 1/14/13 Coultrap Public Forum meeting. Employee hours to complete/respond = 2 hours, 5 minutes. Cost to complete/respond = \$42.35.
 Sarkauskas, 1/18/13, Daily Herald, requested a copy of the most recent appraisal done for the Coultrap property, 1113 Peyton St., in which the value of the property was determined. Employee hours to complete/respond = 50 minutes. Cost to complete/respond = \$24.53.
 Attorney time = 1 hour. Attorney cost = \$190.
 Ellis, Sandra, 1/30/13, requested an electronic copy (DVD) of the video of the 1/28/13 Board of Education meeting. Employee hours to complete/respond = 1 hour, 15 minutes. Cost to complete/respond = \$26.53.
 8.2 Suspension Report
 8.3 2012-2013 GHS 1st Semester Counseling/Advising Summary

No discussion.

9. **CONSENT AGENDA**

9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires
Certified Long-term Substitutes
 Arnold, Michelle, WAS, Kindergarten, 1.0 FTE, 2/27/13 - 4/2/13
Certified FMLA
 McGowen, Katie, FES, Grade 2, 1.0 FTE, 5/7/13 - 5/30/13
Support Staff Resignations
 Newingham, Kari, GHS, Hallway Supervisor, 4 hr/day, 9 Month, Effective 2/15/13
 VanLear, Brandon, GHS, In-school Suspension Supervisor, 21 hr/wk, 9 Month, Effective 2/14/13
Support Staff Reappointments/Reclassifications
 Clark, Tom, GHS, 2nd Shift Custodian to Maintenance, 12 Month
Support Staff FMLA
 Guenther, Courtney, HES, Sp Ed Assistant, 9 Month, Effective 2/11/13 - 3/22/13
Support Staff Retirement
 Olson, Cookie, CO, Facilities Secretary, 12 Month, Effective 6/7/13
Support Staff
 FES, 2nd Grade, Addition of Classroom Assistant due to high class numbers in one section. (If approved, candidate name will be brought to next board meeting.)
 9.2 Gifts, Grants, Bequests: \$11,621.81, Geneva High School PTO Donations

Motion by Henry, second by Moran, to approve Consent Agenda Items 9.1 and 9.2, as presented. On roll call, Ayes, seven (7), Nowak, Stith, Wilson, Henry, McCormick, Moran, Grosso. Nays, none (0). Motion carried unanimously.

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

None.

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
 Members reported they attended an IASB quarterly meeting where a speaker from TRS spoke about possible pension resolution; the Geneva Cultural Arts Commission's and Geneva Academic Foundation's *Dancing with Geneva's Stars* fundraising event; a high school jazz band concert at New Trier High School; and the first Public Forum on elementary boundary adjustments. The high school's Counseling and Advising staff was thanked for the first semester activities report. A Board candidate night is being planned. The Illinois Association of School Boards' Kishwaukee Division spring meeting is April 4th in Crystal Lake and a briefing for school board candidates is scheduled prior to the meeting. Board members and school board candidates were encouraged to attend the Kishwaukee meeting. The Superintendent's Facility Task Force continues to meet and has discussed ways to document the Coultrap facility and preserve its artifacts, as well as the process for the demolition of the

facility. It would be a good idea to incorporate some of the bricks from Coultrap into any future expansion of the high school.

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; AND PENDING LITIGATION [5 ILCS 120/2(c)(11)]

At 8:14 p.m., motion by Wilson, second by Henry, to go into executive session to consider matters pertaining to collective negotiating matters between the public body and its employees or their representatives; and pending litigation. On roll call, Ayes, seven (7), Stith, Wilson, Henry, McCormick, Moran, Nowak, Grosso. Nays, none (0). Motion carried unanimously.

At 8:28 p.m., following a break to respond to questions from the press and for the room to clear, the Board moved into executive session.

At 9:01 p.m., motion by Wilson, second by Henry, and with unanimous consent, the Board returned to open session.

14. ACTION POSSIBLE FOLLOWING EXECUTIVE SESSION

None.

15. ADJOURNMENT

At 9:02 p.m., motion by Wilson, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED _____
PRESIDENT
(Date)

SECRETARY _____ RECORDING
SECRETARY