

Individuals with disabilities should notify the Superintendent at 630-463-3010 if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

**GENEVA COMMUNITY UNIT
SCHOOL DISTRICT NUMBER 304
Board of Education
227 North Fourth Street
Geneva, IL 60134
630.463.3000**

NOTICE OF SPECIAL MEETING

PLEASE TAKE NOTICE that the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, will hold a Special Meeting on **Friday, December 20, 2013 at 5:00 PM**. The meeting will be held at **Coultrap Educational Services Center, 227 N. Fourth Street, Geneva, Illinois**.

The purpose of the meeting is to discuss, consider and take action on those items set forth on the agenda which is attached hereto.

AGENDA

1. CALL TO ORDER

1. 1. Welcome
1. 2. Roll Call
1. 3. Reminder to Sign Attendance Record

2. PUBLIC COMMENTS

3. ACTION CONSIDERATIONS

3. 1. 2013 Tax Levy Categorical Amendment

4. ADJOURNMENT

PUBLIC COMMENTS - The meeting agenda includes an opportunity for comments from the audience. **Visitors wishing to address the Board need to complete the form contained in the Welcome to Our Meeting brochure and present it to the Recording Secretary or the Presiding Officer before the meeting is called to order.** It is the prerogative of the Presiding Officer to recognize members of the audience who wish to address the Board during the time reserved for public comment. No discussion of individual students or personnel matters is permitted, as those items are appropriate for closed session pursuant to Section 2 (c) of the Open Meetings Act. If you have a concern regarding an individual student or a personnel issue, you are asked to bring it to the attention of the administration. In the interest of providing all visitors an equal opportunity to address the Board, comments will be limited to five (5) minutes. Those individuals needing more time should submit their thoughts in writing to the Board's Recording Secretary. Visitors addressing the Board need to come to the podium, use the microphone, and state their full name and address because the proceedings are video recorded for later broadcasting to the community. The Board reserves the right to edit the video recordings for the purpose of excluding any public comment regarding an individual student or a personnel issue. **Per Board of Education Bylaw 0167.3, "No interviews should be conducted in the meeting room while the Board is in session." If members of the press/audience want to conduct an interview, they should wait until the conclusion of the meeting, or go out in the hallway or to another room.**