

Date: January 22, 2024
To: Pana CUSD #8 Board of Education
From: Mr. Jason J. Bauer, Superintendent
Subject: **Superintendent's Report and Board Actions for January 22, 2024 Regular Board Meeting.**

BOARD AGENDA NOTES

- 2 Resolution providing for the issue of approximately \$3,460,000 General Obligation School Bonds, Series 2024, for the purpose of altering and reconstructing school buildings and purchasing and installing equipment herein for fire prevention and safety, energy conservation and school security purposes, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to Stifel, Nicolaus & Company, Incorporated.** – This is the final step in finalizing the issuance of the last remaining bonds to finance the new elementary school. Kevin Heid from Stifel will be in attendance to discuss the final steps and to secure final signatures.

Action: Motion to approve the Resolution providing for the issue of approximately \$3,460,000 General Obligation School Bonds, Series 2024, for the purpose of altering and reconstructing school buildings and purchasing and installing equipment therein for fire prevention and safety, energy conservation and school security purposes, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds, and authorizing the proposed sale of said bonds to Stifel, Nicolaus & Company, Incorporated.

- 3 Consent Agenda Items** – Please contact me or Bridgett Heinrich prior to the meeting if you have any questions with any of the listed items. There is 1 FOIA request. It is from Smart Procure and they have requested any and all purchasing information between 09/19/22 through current. Bridgett fulfilled this request on December 21st. The second reading of policies is also included in the consent agenda. The December 13th Policy Committee meeting contains the attached policies and updates.

- A. Reading/Approval of Special Minutes
- B. Reading/Approval of Regular Minutes
- C. Approval of Bills and Payroll
- D. Treasurer's Report
- E. FOIA Requests
- F. 2nd Reading of Press Policies

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$2,011,240.33 and payroll totaling \$876,864.77 for a total payables and payroll of \$ 2,888,104.99.

4 Visitor, Teacher & Support Staff Considerations

- Amy Christian, Food Service Director & Cafeteria Manager, is going to provide the board with an update on the cafeteria and how the current year is progressing.

5 Committee Reports

A. Facilities – Mark Beyers and Jeff Stauder will provide an update from the January 3rd meeting. Next Meeting – TBD

2. Consideration to Approve BLDD High School Roof Contract – BLDD has put together a contract that will allow the District to proceed forward with addressing the high school roof.

Action: Motion to approve a contract with BLDD for the high school roof.

B. Finance – James Moon and I will provide an update from the January 19th meeting. Next Meeting – TBD

C. Curriculum – Did not meet this month. Next Meeting: TBD

D. Policy – Did not meet this month. Next Meeting: TBD

E. Pana Education Foundation – Mark Beyers and I will provide a brief report of our December 20th meetings. The January 17th meeting was rescheduled for Wednesday, January 24th at 7:00 a.m. Next Meeting – Wednesday, February 21st at 7:00 a.m.

F. Technology – Did not meet this month. Next Meeting: TBD

G. Strategic Plan – Did not meet this month. Next Meeting: TBD

H. I.D.E.A.S. – Did not meet this month. TBD

6 Administrative Reports

A. Principals – The building principals will be in attendance to provide their reports.

B. Building and Transportation – Jeff Stauder will provide an overview of his report.

C. Curriculum and Instruction – Mr. Donahue will be present to provide his report along with an update on Title Grant reporting.

D. Superintendent's Report/Board Action

1. Personnel Recommendations.

Action: Motion to approve the Superintendent's personnel recommendations as reviewed and presented from the executive session notes. **This will be done after executive session is over.**

2. **Approve Elementary Assistant Principal Job Description** – Adam Metzger played the biggest part in the development of the job description. I will go over the timeline for the hiring of the position in executive session. I recommend its approval.

Action: Motion to approve the Pana Elementary School Assistant Principal job description.

3. **District Worker's Compensation Insurance Renewal** – Vanessa at Bushue Human Resources, Inc. has been working closely with the district on the renewal of the district's worker's compensation insurance renewal. This year we are looking at a decrease of \$14,162, which is an 21.32% decrease from the previous year. A detailed summary of the renewal is attached for you to review. I recommend the renewal of the proposal as presented.

Action: Motion to accept the District Worker's Compensation coverage with Star Insurance through Ramza Insurance Group at an overall premium decrease of \$14,162 (21.32% decrease over expiring coverage) with a total renewal rate of \$52,261.

4. **Executive Session Minutes** – We are required to have a process in place to review past executive session minutes over the last six months. I am recommending that the following executive session minutes be opened to the public: July 17, 2023, August 21, 2023, September 25, 2023, October 16, 2023, November 20, 2023, and December 18, 2023. I am recommending that we keep the minutes/tapes closed from the July 17, Aug. 21, Sept. 25, Oct 16, Nov. 20, and Dec. 18 as they had discussions concerning student discipline. I am also recommending the destruction of any open or executive tapes older than 18 months for the purpose of avoiding unnecessary storage.

Action: Motion to approve the public release of executive session minutes from July 17, Aug. 21, Sept. 25, Oct. 16, Nov. 20, and Dec. 18, and subsequent destruction of any open or executive session tapes older than 18 months. All minutes/tapes from July 17, Aug. 21, Sept. 25, Oct. 16, Nov. 20, and Dec. 18 shall remain closed to the public.

5. **Economic Interest Statements** – The District is required to annually (no later than February 1st) to provide a list of school district employees who are required to file economic interest statements with the County Clerk. I recommend that you approve and certify the enclosed list of individuals who need to file. Also, please remember to give Ruth a copy of your return receipt once you have filed your interest statements.

Action: Motion to approve and certify the list of District affiliated personnel required to file an economic interest statement with the Christian County Clerk.

6. **IRS Mileage Rate** – The Federal IRS reimbursement rate increased by 1.5 cents for 2024 to 67.0 cents per mile. Our past practice has been to adjust our reimbursement rate to match the federal rate. Keep in mind that we do not reimburse a lot of mileage to employees due to access to District vehicles. My recommendation is to stay with the Federal rate.

Action: Motion to approve the 2024 IRS Mileage reimbursement rate.

7. **NPT Special Education Report** – I will provide an overview of the December 20th Meeting and January 16th meetings. The next NPT Executive Board meeting is scheduled for Tuesday, February 20, 2024 at 9:00 a.m.

Action: No action needed. This is an information only item.

8. **Accept Donations per Board Policy 8:80** – Commodity FS made a \$2,000 donation to our FFA chapter. Mrs. Emily Perry noted that the chapter plans on using the funds on leadership conferences for the members. We are thankful to Commodity FS for their donation to the Pana FFA chapter.

Action: Motion to approve the donation of \$2,000 from Commodity FS to the Pana FFA.

9. **FY 23 Audit** – The FY 23 Audit was completed in time for the Finance Committee meeting on Friday, January 19. There were 5 total findings in the audit. Findings dealt with activity funds (2), coding of bond proceeds, federal grant reimbursement coding, and the payment of the QZAB sinking fund from an incorrect account. James Moon will provide an overview of the auditor's comments.

Action: Motion to approve the FY 23 audit report.

7 Executive Session (Optional)

- A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, student discipline, litigation, for the setting of a price for sale or lease of property owned by the District, and collective negotiating matters.
- B. Employment/Compensation Resignation Recommendations

Action: Motion to enter executive session for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, student discipline, litigation, for the setting of a price for sale or lease of property owned by the District, and collective negotiating matters, as well as employment/compensation resignation recommendations.

Action: Motion to return from the executive session to the regular meeting.

Action: Motion to approve executive session minutes as read.

Action: Motion to approve the Superintendent's personnel recommendations as reviewed and presented from the executive session notes.

8 Communications

- A. Alliance Legislative Report
- B. Capitol Watch
- C. Association of Illinois Rural and Small Schools (AIRSS)
- D. Other Board Correspondence

9 Board Member Considerations

- A. Other

10 Adjournment

Action: We will need a motion to adjourn the meeting.