

Date: October 18, 2021  
To: Pana CUSD #8 Board of Education  
From: Mr. Jason J. Bauer, Superintendent  
Subject: **Superintendent's Report and Board Actions for October 18, 2021  
Regular Board Meeting.**

## **BOARD AGENDA NOTES**

**2 Consent Agenda Items** – Please contact me or Heather Phillips prior to the meeting if you have any questions with any of these items. To date, there have been two formal FOIA requests. The first is from Smart Procure. They have requested any and all purchasing Records from 6/28/21 to current. The second is from Derek Percy of Shelbyville, IL. He has requested all records of ESSER grant funds received by the District from March 2020 to current date along with an itemized list of all expenditures of ESSER grant funds from March 2020 to current date. Regular meeting minutes and the special meeting minutes from September 20 are included along with special minutes from October 8.

- A. Reading/Approval of Regular Minutes and Special Minutes
- B. Approval of Bills and Payroll
- C. Treasurer's Report
- D. FOIA Request(s)

**Action:** Motion to approve the Consent Agenda inclusive of payables totaling \$356,425.98 and payroll totaling \$789,829.78 for a total payables and payroll of \$1,146,255.76.

### **3 Visitor, Teacher & Support Staff Considerations**

- A. At this time, there are no requests to address the board. There is a possibility that there will be visitors who attend who wish to address the board.

### **4 Committee Reports**

- A. Facilities – Did not meet this month. Next Meeting: TBD
- B. Finance – Craig Deere and I will provide a brief overview from the October 14<sup>th</sup> meeting and discuss the main points. Next Meeting: TBD
- C. Curriculum – Did not meet this month. Next Meeting: Wednesday, December 8<sup>th</sup> at 5:30 p.m. – Pana High School Library
- D. Policy – Did not meet this month. Next Meeting: TBD

- E. Pana Education Foundation – Did not meet. Next Meeting – Wednesday, October 20<sup>th</sup> at 7:00 a.m.
- F. Technology – The meeting scheduled for October 13<sup>th</sup> was postponed. Next Meeting – TBD (The meeting that was postponed last week will need to be rescheduled.)
- G. Strategic Plan – Did not meet this month. Next Meeting: TBD
- H. I.D.E.A.S. – Did not meet this month. Next Meeting - TBD

## 5 Administrative Reports

- A. **Principals** – The principals will be in attendance to provide information in their respective reports.

5. **High School Handbook Revision** – Mr. McDonald will present his recommendations to the board on the revisions to the high school handbook. More specifically, he is requesting board action to revise the high school dress code. He will discuss the process that was taken and the various stakeholder groups that were involved.

**Action:** Motion to approve the high school handbook dress code revisions.

- B. **Director of Curriculum and Instruction** – Mr. Donahue will be present to provide his report.

- C. **Building and Transportation** – Jeff Stauder will provide an overview of his report.

2. **Annual Safety Hazard Resolution** – Jeff will need approval for the annual Safety Hazard Resolution. The information is included in your packet.

**Action:** Motion to approve the District’s Transportation Safety Hazard Resolution for the 2021-2022 School year.

3. **Jr. High Exterior Doors** – Prior approval was already given at the special meeting on October 8<sup>th</sup> for Jeff to submit maintenance grant. At this time, he is seeking approval to finalize the contract with GRP. \$50,000 of the cost would be in the form of the maintenance grant. We will hold off on signing the contract until we get confirmation from ISBE that we have been awarded the grant.

**Action:** Motion to approve the contract with GRP Wegman for the Junior High Exterior Doors in the amount of \$164,294.00

## 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 if one is needed.**

2. **FY 21 District Audit** – The audit is complete and was conducted by Cory Brown of Mose, Yockey, Brown, & Kull, LLC. This is an annual requirement and was reviewed with the Finance Committee last week. According to Cory, it is a clean audit. There were a couple of areas noted in the audit, but no major findings. Cory noted that there were no significant difficulties in dealing with management in performing and completing the audit. The only suggestions that were noted included: 1) Internal controls over grant revenue should be established that require someone independent of the person who records the revenue in the general ledger to reconcile the expenditures claimed on grant expenditure reports, 2) Internal controls over ESSER grant expenditure reporting need to be strengthened, and 3) Internal controls over the reporting of activity funds need to be strengthened. Once again, the district received "Recognition" status, which is the highest possible rating designated by the state board of education's rating system. Our overall score was 3.90. Everyone should be commended for their efforts in the past year in regards to the financial oversight of the district.

**Action:** Motion to approve the FY 21 District Audit/Annual Financial Report (AFR).

3. **FY 22 Fall Housing Enrollment – Historical Comparison** – As of October 14, we are required to send ISBE our Fall Housing Report which consists of our enrollment as of September 30<sup>th</sup>. This year's number is down slightly (1208 FY22 vs. 1215 FY 21).

**Action:** No Action Necessary

4. **Resolution National Principals Month** – October is National Principals Month and the board might like to take the opportunity to recognize our principals for the fine work they do in leading our schools by sharing a few comments. I think the principals would appreciate some positive public comment. This would take place prior to President Kirkbride recognizing their work with his comments.

**Action:** Motion to approve the resolution recognizing October as "National Principals Month" for Pana CUSD #8.

- 5. NPT Special Education Report** – I will provide a brief overview of the September 28<sup>th</sup> meeting. The minutes from the August 24<sup>th</sup> meeting are included in your packet. The next meeting is scheduled for October 28<sup>th</sup>.

**Action:** Information Only

## **6 Executive Session (Optional)**

- A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, student discipline, litigation, 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, 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.

## **7 Communications**

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

## **8 Board Member Considerations**

- A. School Board Convention – November 19 – 21 Chicago, IL
- B. **Appointment of a Delegate to the State Convention** – With only two board members attending the conference this year, we will need a motion to appoint a member of the Unit #8 Board to serve as the delegate to the 2021 Convention. Craig Deere has agreed be the delegate this year.

**Action:** Motion to approve Craig Deere as the Delegate to the State Convention.

- C. Board Retreat Tentative Date
- D. Other Board Member Considerations

## 9 Adjournment

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