

Date: January 24, 2025

To: Pana CUSD Board of Education

From: Dr. David R. Lett, (Interim) Superintendent of Schools

Subject: Superintendent's Report and Board Actions for January 27, 2025, Regular Board Meeting

1. Call to Order/Roll Call

A. Pledge of Allegiance

2. Consent Agenda Items - Please contact Kari Medler, bookkeeper, or Dr. Lett prior to the meeting if you have any questions with any of this month's payables or financials.

A. Reading and Approval of Regular Meeting Minutes - December 16, 2024

B. Reading and Approval of Special Meeting Minutes - December 16, 2024

C. Approval of Monthly Bills and Payrolls - Kari is doing a magnificent job of putting bills on the system in a timely manner. We stopped paying vendors for the month of January as of Friday, January 17, 2025.

1. Accounts Payable and Payroll Report

D. Treasurer's Report (December)

1. Financial Reports - There will not be a Treasurer's Report this month; however, we hope this will be the last time. The good news is that we are reconciled to our bank account through the end of December. Jessica will update the board on activity accounts based on Robin Yockey's work recommendations when she was in the district on 01/08/25.

2. Other Financial Information

1. Donation Approvals - There were no donations exceeding \$500 this month.

E. FOIA Requests - We had one FOIA request this month from SmartProcure asking for purchase orders and line item details.

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$520,256.28 and payrolls totaling \$3,287,882.10 for a total payables and payroll of \$3,808,138.38.

3. Visitor, Teacher, & Support Staff Considerations

A. No requests this month.

4. Committee Reports

A. Facilities - Did not meet this month. (Tentative) Next Meeting: Wed, Feb 5 @ 6:30 am.

B. Finance - Did not meet this month. The Finance Committee did not meet this month because we are still in the midst of fully reconciling our financial system to the bank account. We would like to reschedule a meeting for the end of the 3rd quarter because we believe we will be fully reconciled. (Tentative) April 8, 2025 @ 6:30 am.

C. Curriculum - Did not meet this month. Next meeting TBD.

D. Policy - The committee reviewed materials virtually and recommended the first reading of PRESS Policy updates from October. These policy updates are included in your packet. Next meeting TBD.

Action: Motion to approve the first reading of October 2024 PRESS Policy updates.

E. Pana Education Foundation - Mrs. Miller will provide an overview of the meeting held on 01/15/25. Next meeting: February 19, 2025 @ 7:00 am.

5. Administrative Reports

A. Principals - All of our building principals will be present for this meeting and will provide at least 1 highlight from their submitted reports.

B. Building & Transportation - Jeff Stauder will provide highlights from his submitted report.

Action:

C. Curriculum & Instruction - Mr. Donahue will provide highlights from his written curriculum & grant report(s).

D. Superintendent

1. Personnel Recommendations (Will follow Executive Session)

Action: Motion to approve the January Employment Report as reviewed and presented in Executive Session.

2. 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. 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 increase of \$28,741. This represents a 55% increase due

in part to significant increases in payroll with the current contract. The positive of this large of an increase is that this increase will be paid out of Fund 80 which is not one of our main operating funds.

- 3. 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 15, 2024, August 19, 2024, October 28, 2024, November 18, 2024, and December 16, 2024. I am recommending that we keep the minutes/tapes closed from September 23, 2024 as they had discussions concerning 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 15, August 19, October 28, November 18, and December 16, 2024, and subsequent destruction of any open or executive session tapes older than 18 months. All minutes/taps from September 23, 2024 shall remain closed to the public.

- 4. District Insurance Committee Report** - Per the PEA and ESP contract, the District Insurance Committee met on Tuesday, January 14, 2025 in the PHS Library. TJ Erwin, from Bushue Human Resources, Inc., presented the committee with information relating to claim history, trends, and current insurance plans available to staff.

Action: No action required.

- 5. Economic Interest Statements** - The District is required 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 Allison a copy of your return receipt once you have filed your interest statements. Statements will be delivered this week.

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 3 cents for 2025 to 70 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 2025 IRS Mileage reimbursement rate.

- 7. Burgener Personal Property Auction Contract** - Carol Spracklen was unable to meet our timeline for the sales of contents for Washington & Lincoln Schools due to a lack of help. She gave us her blessing for us to move forward with another vendor. So we are going with Josh Burgener Auction & Realty out of Moweaqua, so that we can complete the contents sale before the end of February. He is only taking 30% of the proceeds from the sale as opposed to the 50% Carol was going to charge us. He has a \$500 advertising fee on top of his 30%.

Action: Motion to approve the Burgener Personal Property Auction Contract.

- 8. Resolution(s) Authorizing the Demolition of Washington & Lincoln Schools** - We are recommending you approve the resolutions for demolition of Washington & Lincoln Schools. This will serve as our public announcement of our intentions for these buildings and that we will be putting this work out for public bid in the very near future.

Action: Motion to approve the Resolution(s) Authorizing the Demolition of Washington & Lincoln Schools.

- 9. Intergovernmental Agreement between the City of Pana and Pana CUSD 8** - Our attorney Jeff Funk has been working with the City's attorney for several weeks to craft an agreement with the City of Pana that we can live with into the future. We think this agreement is a culmination of this work and one we would recommend you approve. We believe this agreement will give us sole control of WalMart and will allow us to cede Washington and Lincoln properties over to the City once we are able to provide them with properties that are clean of the 2 buildings.

Action: Motion to approve the Intergovernmental Agreement between the City of Pana and Pana CUSD #8.

- 10. Illinois Vision 2030 Resolution** - The Alliance organizations (i.e. IASB, IASA, & IASBO) have come together to once again craft a revised vision of focused advocacy priorities for Illinois Public Education. This was done in advance of 2020 and is now being done again in advance of 2030. Advocacy priorities again center around funding equity and education equality of opportunity. In reviewing this resolution in advance I believe you should approve the tenets of this public stance being taken by Districts across the state of Illinois.

Action: Motion to approve the Resolution in Support of Illinois Vision 2030.

- 11. USDA DLT Grant Application** - Mrs. Miller attended a virtual meeting with Lake Regional Office of Education, other school district representatives, and Courtnie Mullens, Director of Classroom Development for the Rural Illinois Shared Education (RISE) Network on Friday, January 17, 2025. We are in the process of

applying for the USDA Distance Learning and Telemedicine Grant Program. Through this program, rural school districts are able to share teaching resources using synchronous classroom equipment.

Action: No action required.

12. NPT Special Education Cooperative Report - Mrs. Miller and I may provide any summary statements in connection to the NPT Board Meeting we will have attended on 01.21.25.

Action: No action required.