

Date: December 21, 2020

To: Pana CUSD #8 Board of Education

From: Mr. Jason J. Bauer, Superintendent

Subject: **Superintendent's Report and Board Actions for December 21, 2020 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 the listed items. I will review the cafeteria report and compare where we are at this year compared with last year at this time. There are no FOIA requests for the month.
- A. Reading/Approval of 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 \$236,025.96 and payroll totaling \$772,027.47 for a total payables and payroll of \$1,008,053.43.

- 3 Visitor, Teacher & Support Staff Considerations**
- There are no visitor requests at this time.

4 Committee Reports

- A. Facilities – Did not meet this month. Next Meeting – Thursday, January 7, 2021 at 5:30 p.m.
- B. Finance – Craig Deere and I will provide a summary of the most recent meeting that took place on December 11th. We will hold off discussing the audit until the superintendent report. Next Meeting – Thursday, January 14, 2021 at 6:30 a.m.
- C. Curriculum – Anne Dorn and Mr. Donahue will provide a brief overview of the meeting that took place on December 2nd. Next Meeting: TBD
- D. Policy – Craig Deere and I will provide a summary of the December 15th meeting. Next Meeting: TBD

Action: Motion to approve the 1st Reading of the Press Service policy updates as presented at the policy committee meeting.

- E. Pana Education Foundation – Mark Beyers and I will provide a brief report of our November 18th and December 16th meetings. Next Meeting – Wednesday, January 20, 2021 at 7:00 a.m.
- F. Strategic Plan – Did not meet this month. Next Meeting: TBD
- G. Technology – Did not meet this month. Next Meeting: Tuesday, March 9, 2021 at 5:30 p.m.
- H. I.D.E.A.S. – Did not meet this month. Next Meeting: TBD

5 Administrative Reports

- A. **Principals** – The building principals will not be in attendance. They have submitted reports for you to review.
- B. **Buildings 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 some information on the Title Grant reporting. He will need a motion to approve the 2020-2021 Title I Family Engagement Policies and Title I Schoolwide Plans for Washington Elementary, Lincoln Elementary, and Pana Junior High School.

Action: Motion to approve the 2020-2021 Title I Family Engagement Policies and Title I Schoolwide Plans for Washington Elementary, Lincoln Elementary, and Pana Junior High School.

3. COVID-19 Rapid Antigen Test Pilot Program – We were selected due to our demographics (high percentage of low income) to initiate a pilot program to be able to have the ability to perform COVID testing at school or an alternate site. The test is an Abbott BinaxNow Rapid Antigen Test. In order to perform testing, we would need to secure a waiver from parents and staff, as well as secure board approval to enter into a intergovernmental agreement with the Christian County Public Health Department. We would not mandate the test, but only provide it to those individuals that have signed a waiver or have been granted consent. We will need to work out logistics of who will administer the test (staff on site or partner with a local health care provider). Mr. Donahue will explain this in more detail. I recommend that we approve the intergovernmental agreement so that we can begin preparations.

Action: Motion to approve an intergovernmental agreement with the Christian County Public Health Department to administer the Abbott Binax Now Rapid Antigen Test.

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. **2020 Tax Levy** – One month ago I provided an in-depth analysis of the levy request. I will spend some time explaining this once again, but will not go into as much detail. The projected increase in the EAV has been adjusted due to a slight figure change provided by Shelby County. The total EAV increase is 4.0%. Overall, I am recommending an increase of 3.65% from the previous year.

This amounts to a 4.14% (minus Bond + Interest) increase with this year's tax levy and this recommended increase amounts to **\$216,125** in new dollars. If the projections hold true this would translate into **\$121,867** new dollars for the Education Fund, **\$23,895** new dollars for the Operation and Maintenance Fund, and **\$9,558** for the Transportation Fund. This would be a total increase of **\$155,320** in the three primary operating funds.

Action: Motion to approve the District's 2020 Tax Levy.

3. **Resolution abating the taxes heretofore levied for the year 2020 to pay debt service on the General Obligation School Bonds (Alternate Revenue Source), Series 2019, of Community Unit School District Number 8, Christian, Shelby and Montgomery Counties, Illinois** – This will become a regular occurrence until the alternate revenue bond principal and interest is paid off. The abatement resolution is necessary and needs to be passed by the Board and delivered to the County Clerk prior to the end of February 2021 in order to prevent property taxes from being collected during the 2021 calendar year for the bond issue. The 1% sales tax revenue has been pledged to pay for this bond over the next 4 years. This is year 2 of 5.

Action: Motion to approve the resolution abating taxes heretofore levied for the year 2020 to pay debt service on the General Obligation School Bonds (Alternate Revenue Source), Series 2019, of Community Unit School District Number 8, Christian, Shelby and Montgomery Counties, Illinois.

4. **FY 20 District Audit** – The audit has finally been completed and was conducted by Cory Brown of Mose, Yockey, Brown & Kull, LLC. This is an annual requirement that was delayed this year due to the federal government not releasing the data needed to audit the summer food program in a timely manner. The information was reviewed by the Finance Committee on December 11th. Cory was in attendance at the meeting. According to Cory, there was one finding to note. It pertains to the NPT Special Education Cooperative. They were remotely accessing the District's general

ledger and submitting expenditure reports to ISBE on the District's behalf without District personnel having knowledge, input, review, or approval. The corrective action is that District personnel should review and approve all expenditure reports prior to their submission by NPT personnel to ISBE. There were also other notations that dealt with outside entities still using the District's FEIN number for tax exempt status. The quick fix for these scenarios would be converting the funds to activity accounts or have them go through the process of securing their own FEIN number. Once again, we received recognition status and were designated a score of 3.90. Everyone associated with the District should be very proud of this accomplishment.

Action: Motion to approve the FY 20 District Audit/Annual Financial Report (AFR).

5. NPT Special Education Report – I will provide an overview of our last 2 meetings that took place on November 25th and December 16th.

Action: Information only.

6. Amend the 2020-2021 School Calendar – There have been several adjustments made to the calendar this school year. I recommend that we have a motion approving the the adjustments that have already been made. It is likely that the calendar will have to be amended again in the future.

Action: Motion to amend the 2020-2021 school calendar.

6 Executive Session (Optional)

- A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, student discipline, student concerns, litigation, and collective negotiating matters.
- B. Employment/Compensation/Resignation Recommendations
- C. Administrative Evaluation/Employment 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, student concerns, 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. Other Board Correspondence

8 Board Member Considerations

- A. Review of 2021 Board Meeting Dates and Times (Review Only)
- B. Board Member Considerations

1. Review Transition (Back to School) Plan – We will need to take some time to review the current transition (back to school) plan. Based on feedback that I received from the transition (back to school) committee, there is a consensus that what we are currently doing is working well for us. There are still too many unknowns as we come back after Winter Break. Will there be a surge in localized cases after holiday gatherings? We do know that COVID and remote learning are not going to go away after January 1. Principals should continue to be allowed to have discretion when deciding on whether or not to grant remote learning requests from parents. Based on feedback from the principals, this has been helpful when such requests are made. Overall, it is my recommendation that we continue with our current 4 days per week in person schedule through the month of February. Wednesdays will remain remote learning days for all students and we will continue to utilize the 45-minute early dismissal schedule. I would also recommend that we revisit where things stand at our February 22nd meeting. As we have learned, a lot can happen over a short period of time. The goal of getting back to 5 days per week remains, but at this time it is not feasible.

Action: Motion to approve the amended transition (back to school) plan.

- C. Other Board Member Considerations

9 Adjournment

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