

Date: September 25, 2023

To: Pana CUSD #8 Board of Education

From: Mr. Jason J. Bauer, Superintendent

Subject: **Superintendent's Report and Board Actions for September 25, 2023 Regular Board Meeting.**

BOARD AGENDA NOTES

- 2 FY 24 Budget Recommendation/Board Action** – The information will be presented prior to the regular board meeting at the budget hearing. At this time, the education fund is projected to be in the black by \$182,079. Operation and Maintenance is projected to be in the black by \$601,545. The transportation fund is projected to be in the black by \$631,824. At this time, there is no transfer from working cash transfers. This could potentially change if the District commits to committing to a roof project at the high school.

Action: Motion to approve the recommended FY 24 District Budget.

- 3 Consent Agenda Items** – Please contact me or Bridgett Heinrich prior to the meeting if you have any questions with any of the items. The FY 24 Per Capita Library Grant is included in the consent agenda as well. This is a grant that is available annually through the Secretary of State's office for schools to use to purchase library books, printed materials, etc. An itinerary of the FFA trip to Indianapolis for the annual convention is included in your packet. Since it is an overnight trip, I recommend that it is board approved. There is also an itinerary included for an overnight CEO Conference in Chicago (we have 1 student who will attend). The second reading of Press Policies from the June 2023 updates are also included in the consent agenda. There are two FOIA requests. The first is from Janine Asmus, a librarian at West Leyden High School in Northlake, Illinois. She requested the number of certified librarians employed by the District along with their email addresses. The second request is from Smart Procure. They have requested any and all purchasing records from April 24, 2023 to current. Both requests have been fulfilled.

Reading/Approval of Minutes

- A. Reading/Approval of Minutes
- B. Approval of Bills and Payroll
- C. Treasurer's Report
- D. FOIA Requests (If applicable)
- E. Per Capita Library Grant
- F. FFA Overnight Trip
- G. CEO Overnight Trip
- H. 2nd Reading of Press Policies.

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$1,574,035.62 and payroll totaling \$745,614.77 for a total payables and payroll of \$2,319,650.39.

4 Visitor, Teacher & Support Staff Considerations

- There are no requests to address the board at this time.

5 Committee Reports

- A. Facilities – Jeff, Mark, and I will provide an overview of the September 6, 2023 Facilities Committee meeting. Next Meeting: TBD

- 2. Consideration to Upgrade High School Microphone System** – There have been some issues with the hand held wireless microphones for the gymnasium and small gym. The main issue we have dealing with is the “popping sound”. There is a quote from Midwest Electronics Systems Inc. from Decatur, IL for a quote of \$4,250. This would replace the existing microphones in both gyms.

Action: Motion to approve microphone upgrades for both gymnasiums at Pana High School with a cost of \$4,250 from Midwest Electronics Systems Inc. of Decatur, IL.

- 3. Consideration to Approve Temporary Heaters at New Elementary School** – It is getting close to the time where there will need to be temporary heating sources for the inside of the new Pana Elementary School. There was some extensive discussion on this topic at our last Facilities Committee meeting. It is recommended that we go with Sunbelt for a total of \$14,916.68. Poettker Construction has agreed to cover half of the cost at \$7,458.34.

Action: Motion to approve temporary heaters for the new elementary school from Sunbelt in the amount of \$14,916.68 with Poettker Construction picking up half the cost at \$7,458.34

- 4. Consideration to Replace the Lift at Pana Jr. High** – The Jr. High Life has quit working at the junior high and parts are not available in order to make repairs. Jeff has received a quote from Garventa USA, Inc. from East Peoria, IL for \$26,926.00 to replace the lift. Having an operational life is essential for ADA compliance and accessibility.

Action: Motion to approve the purchase of a new lift for Pana Jr. High in the amount of \$26,926 from Garaventa USA, Inc. from East Peoria, IL.

- B. Finance – Did not meet this month. Next Meeting – Friday, October 13th at 6:30 a.m.

- 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 update from the September 20th meeting. Next Meeting – Wednesday, October 18th at 7:00 a.m.

F. Technology – Did not meet this month. Next Meeting – Wednesday, October 11th at 5:00 p.m.

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.

6 Administrative Reports

A. **Principals** – The building principals will be in attendance to provide information about upcoming events in their respective buildings, including parent / teacher conference plans.

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

C. **Curriculum and Instruction** – Paul Donahue will provide an overview of his report along with information on the Title Grants.

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. **Annual District Web Posting** – This is an annual compliance component for the school district that takes place every year in which I (superintendent) ask you to approve the list of postings on the District website. Note: The document has been updated and is different from past years. Ruth Gibson and I navigated the website to ensure that all required postings are on the school website. Please review the updated Administrator / Certified Staff Salary Compensation Report in your Executive Session attachments. With approval, you are authorizing the District Administration to ensure all postings have been updated and completed. As mentioned, Ruth and I have gone through the entire list to ensure that the District is in compliance.

Action: Motion to approve the review of the required Annual Website Postings of the District.

3. **Administrative Licensed Evaluator List** – Each year the Board is asked to approve our District's list of licensed qualified evaluators.

Action: Motion to approve the FY 24 District's Administrative Licensed Evaluator list.

4. **Builder's Risk Insurance Renewal** – The builder's risk insurance policy is in need of being renewed. It will renew on October 17, 2023 and be good for one year. The District will be able to cancel the policy once the new elementary building is completed. The cost of the renewal is \$20,617.

Action: Motion to approve the renewal of the Builder's Risk insurance policy in the amount of \$20,617 through Ramza Insurance Group, Inc.

5. **NPT Special Education Report** – The agenda from the August 22nd budget hearing and executive board meetings are attached. The minutes from the July 18, 2023 meeting are attached. The agenda for the September 19th meeting is also attached along with the minutes from the August 22nd meetings. The next executive board meeting is scheduled for Tuesday, October 17, 2023 at 9:00 a.m.

Action: Information Only.

6. **Consideration to Approve the Amended Joint Agreement of the NPT Special Education Cooperative** – The amended NPT Joint Agreement is attached for you to review. There are minor clean up language pieces found throughout the document, but the main change is found on page 12 part 7.6. Moving forward, the NPT Special Education Cooperative will make future hires for the FACeS / CBI programs when vacant positions occur due to retirement, resignation, and/or termination. There is another reference to this in 12.3 found on page 14.

Action: Motion to approve the Amended NPT Joint Agreement of the Special Education Cooperative.

7 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, 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. School Board Convention – November 17-19 in Chicago
- B. IASB Abe Lincoln Division Meeting – Tuesday, October 3 @ Mt. Pulaski
- C. **Appointment of a Delegate to the State Convention** – With only one board member 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 2023 Convention. James Moon has agreed to be the delegate this year.

Action: Motion to approve James Moon as the Delegate to the State Convention.

- D. Other

10 Adjournment

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