

Date: February 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 February 24, 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 - January 27, 2025

B. Approval of Monthly Bills and Payrolls - We stopped paying vendors on Wednesday, February 19, 2025.

1. Accounts Payable and Payroll Report

C. Treasurer's Report (January)

1. Financial Reports - We are presenting this month a balanced Treasurer's Report for the first time in several months. The only exception to the reconciliation is Fund 12 (Activity Accounts) inside the Education Fund.

2. Other Financial Information

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

D. FOIA Requests - We had one FOIA request this month from South Central Reporter asking for a copy of all emails and memos from the past 12 months that contain the following keywords: "Lucy Calkins", "Units of Study".

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$435,877.49 and payrolls totaling \$921,118.01 for a total payables and payroll of \$1,356,995.50.

3. Visitor, Teacher, & Support Staff Considerations

A. No requests this month.

4. Committee Reports

A. Facilities - Mark Beyers, Jeff Stauder, and Dr. Lett will provide an overview of the meeting held on 02.05.25. Washington School Equipment Auction closed February 23, 2025. Equipment pickup is scheduled for February 25, 2025 from 9:00 am - 4:00 pm. (Tentative)
Next Meeting: April 22, 2025 @ 6:30 am.

B. Finance - James Moon and Dr. Lett will provide an overview of the meeting held on 02.19.25. (Tentative) April 8, 2025 @ 6:30 am.

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

D. Policy - Did not meet this month. Next meeting TBD.

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

E. Pana Education Foundation - Mrs. Miller will provide an overview of the meeting held on 02.19.25. Next meeting: March 19, 2025 @ 7:00 am.

5. Administrative Reports

A. Principals - Building principals have submitted reports for you to review. Lisa Mayhall and Taylor Cothorn will share how the role our library has played in promoting reading among PJHS students.

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

Motion: Motion to approve two bus leases from Midwest Transit.

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 February Employment Report as reviewed and presented in Executive Session.

2. Washington and Lincoln Demolition Proposals - Courtice Grason prepared building demolition project schedule documents. Both are available in your packet.

Action: Motion to accept the Washington and Lincoln Demolition Proposals submitted by Courtice Grason.

3. Seniority Lists - We have worked with PEA and ESP to ensure that our seniority lists are accurate.

Action: Motion to approve the PEA and ESP 2024-2025 Seniority Lists.

- 4. Laker Connect Intergovernmental Agreement** - This agreement with Lake Land College is in reference to their Laker Connect Dual Credit Program. The Laker Connect Dual Credit Program offers dual credit courses to high school students. The benefits to our students and staff include a flat rate and reduced costs for our students (some courses are as low as \$50 per credit hour), additional career counseling for our students, improved mentorship for our high school teachers who are teaching dual credit courses, potential tuition waivers for our students after graduation, and assistance in marketing Lake Land options to our community.

Action: Motion to approve the Laker Connect Intergovernmental Agreement.

- 5. Intergovernmental Agreement with ROE 3 for Regional Safe Programs and Alternative High Schools** - In order to utilize the programs that are available with the ROE we need a motion to approve the intergovernmental agreement. We are not required to use these programs, but if there is a need we are at least afforded the option.

Action: Motion to approve the intergovernmental agreement with the ROE 3 for Regional Safe programs and alternative high schools.

- 6. High School Graduation** - Mr. Kevin McDonald informed us that high school graduation announcements and plans have been made to hold graduation at Pana High School on May 16, 2025 at 7:00 pm in the gymnasium.

Action: Consideration and approval of the location, date, and time for Pana High School Graduation to be held on May 16, 2025 at 7:00 pm in the gymnasium.

- 7. Senior Class Trip** - The itinerary for the Senior Class Trip is attached in your packet. They are scheduled for a 1-day trip to Chicago to visit various sites.

Action: Motion to approve the Senior Class Trip to Chicago.

- 8. 2025-2026 Proposed School Calendar** - A calendar committee consisting of representation for each building and both unions meets each year to discuss the school calendar. The calendar that is included in your packet was the recommended 2025-2026 Calendar.

Action: Motion to approve the 2025-2026 School Calendar.

- 9. Engagement Letter from LMHN for FY25 Audit** - This is the formal engagement letter that will need to be returned to LMHN in order for us to utilize them to conduct the FY25 audit. They will be able to start the audit process the week of July 28, 2025.

Action: Motion to approve the engagement letter for LMHN for the FY25 audit.

10. 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 February 19, 2025.

Action: No action required.

6. Executive Session

7. Communications

- A. ISBE Recognizes Teachers for Excellence in Education** - Beth King, Award of Special Recognition, and Ellen Anselm, Award of Excellence
- B. Science Olympiad - February 20, 2025** - Miss Kim Hahnenkamp took a group of 14 students to the Science Olympiad on February 20, 2025 at Free Methodist Church in Hillsboro. Students competed in groups of 4 in a variety of activities such as Crime Busters, Paper Airplanes, Pictionary, Fossil Identification, Junk Cars, and Popsicle Bridges.
- C. Statements of Economic Interest** - A reminder to all board members to return their statements of economic interest statements.
- D. Concession Stands Update** - Amy Christian and Jeff Stauder are in the final stages of completing plan reviews on each of our concession stands. The Christian County Health Department will review the applications and inform us of the final cost of our licensure.
- E. Capitol Watch**