

Date: April 28, 2025

To: Pana CUSD Board of Education

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

Subject: Superintendent's Report and Board Actions for April 28, 2025, Regular Board Meeting

1. Call to Order/Roll Call

A. Pledge of Allegiance

2. Consent Agenda Items - Please contact Kari Medler, bookkeeper, or Mrs. Miller 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 - March 17, 2025

B. Approval of Monthly Bills and Payrolls - Kari has noted some of the more significant monthly bills as part of the Accounts Payable/Payroll Report. We stopped paying vendors for the month of March as of April 19, 2025.

1. Accounts Payable and Payroll Report

C. Treasurer's Report (March)

1. Financial Reports - I am pleased to share that we are reconciled through March 31, 2025 on all accounts, including activities. Please note that in our outstanding checks is one for the City of Pana for the Walmart facility. Their closing date is June 2, 2025.

2. Other Financial Information

- a. **Donation Approvals** - Peoples Bank and Trust is donating \$12,000 towards the purchase of a scoreboard for the softball team. The high school received \$1270 from the German American Partnership Program to help offset the cost of hosting German students in April. The Community Mission Center has donated \$3000 to help support the cost of counseling sessions for students.

D. FOIA Requests - We received several FOIA requests this month from ad.cuius.bonum@proton.me requesting financial records for vendors, firms, and individuals for several fiscal years, some that we do not maintain historical records for on our financial system. I have included our response to these requests. We received a FOIA request from the South Central Reporter wanting copies of emails and memos with Copy or all emails and memos from the past 12 months that contain the following keywords: "Lucy Calkins" and "Units of Study". We received a FOIA request from Molly Sweeney from WCIA in Champaign. She requested an incident report relating to the district's investigation of the "restroom incident" at the high school. We received a FOIA request from the Data Branch Research Team requesting a spreadsheet containing all purchase orders from January 1, 2020, to the present day, along with purchase order numbers or

equivalent, purchase date, vendor ID or equivalent, vendor name, line item details, line item quantity, line item unit price, and line item total price.

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$954,266.03 and payrolls totaling \$1,023,147.16 for a total payables and payroll of \$1,977,413.19.

- 3. Recognize County Clerk's Certified Canvassed Election Results from April 1** - The attached canvassed results from the election will need to be certified by the Board of Education.

Action: Motion to certify the Christian County Clerk's canvassed board of education election results from April 1, 2025.

- 4. New Board Member Oath of Office** - Mr. Kyle Anderson will lead the two new board members in the recitation of the oath of office.
- 5. Appoint President pro tem and Secretary pro tem** - Allison Swisher can serve as the Secretary pro tem for the purpose of conducting new board officer elections. For a President pro tem, the board may wish to appoint Mr. Kyle Anderson, current president of the board.

Action: Motion to appoint Kyle Anderson President pro tem and Allison Swisher secretary pro tem for the purpose of conducting new officer elections.

- 6. Adjourn Current Board Sin Die "indefinitely"** - The last procedural step of a board that is retiring is adjourn sin die.

Action: Motion to adjourn current Board of Education Sin Die.

**** Recognize both Michelle Blackwell and Ryan Casner for their years of service.**

- 7. Call to Order/Roll Call by President pro tem** - We will roll call the new Board of Education.
- 8. Visitor, Teacher, & Support Staff Considerations**
- 9. Election of New School Board Officers** - As President Pro Tem Kyle Anderson will conduct the nominations and votes on the offices of President, Vice President, & Secretary.

Action: Motion(s) to accept nominations for the offices of President, Vice President, and Secretary.

Action: Motion to close nominations for the offices of President, Vice President, and Secretary.

Action: Motion to vote on the nominations for President, Vice President, and Secretary.

10. Establish Regular Board Meeting Dates & Times - I have included in your packet the regular board meeting dates and times for the rest of 2025.

Action: Motion to accept the regular board meeting dates and times schedule.

11. Board Committee Meeting Assignments - I recommend we table committee assignments until our May regular board meeting.

Action: No action needed.

12. Committee Reports

A. Facilities - Mark Beyers, Jeff Stauder, Jessica Miller, and Dr. Lett will provide an overview of the meeting held on 04.22.25 at 3:30 pm. (Tentative) Next Meeting TBD.

Action: Motion to approve the list of summer maintenance projects in the total of \$352,376.24. (See attached list of vendors and amounts.)

Action: Motion to approve the sidewalk easement as part of the City of Pana's Safe Schools Grant Program.

Action: Motion to approve the quote from GRP to proceed with creating drawings for the Walmart facility. (Confirmed City closing date on the Walmart property is June 2, 2025.)

Action: Motion to approve the agreement between the school district and Duane Carrell to remove the light fixtures from both Washington and Lincoln Elementary Schools.

Action: Motion to approve Steve's Trucking from Decatur, IL, to move forward with the demolition of Washington Elementary School in the amount of \$391,250.

B. Finance - Did not meet this month. (Tentative) Next Meeting: May 15, 2025 @ 6:30 am.

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

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

E. Pana Education Foundation - Mrs. Miller will provide an overview of the meeting held on 03.19.25 and 04.16.25. Next meeting: May 21, 2025 @ 7:00 am.

F. Technology - Did not meet this month. Next meeting: May 6, 2025 @ 5:30 pm in the High School STEM Lab.

13. Administrative Reports

- A. Principals** - Building principals have submitted reports for you to review. Adam Metzger was scheduled to present this evening, but he is attending the Pana Elementary School music program. He will present in May at our regular board meeting.
- B. Building & Transportation** - Jeff Stauder will provide highlights from his submitted report.
- C. Curriculum & Instruction** - Mr. Donahue has submitted a report for you to review. He is coaching a junior high track meet this evening.
- D. Superintendent**

1. Personnel Recommendations (Will follow Executive Session)

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

- 2. Education Support Personnel (ESP) Memorandum of Understanding (MOU)** - This MOU addresses the wage disparity for bus drivers, cafeteria staff, and paraprofessionals hired in 2024-2025. In addition, the starting pay for bus drivers will increase to \$21.00 in 2025-2026.

Action: Motion to approve the ESP MOU addressing the wage disparity for bus drivers, cafeteria staff, and paraprofessionals hired in 2024-2025.

- 3. IESA Membership Renewal** - It is time to renew our membership with IESA. Our renewal is due by June 9, 2025.

Action: Motion to approve the IESA Membership Renewal for the 25-26 school year.

- 4. IHSA Membership Renewal** - It is time to renew our membership with IHSA. For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors. Our renewal is due by June 30, 2025.

Action: Motion to approve the IHSA Membership Renewal for the 25-26 school year.

- 5. Overnight Trip Approval for the Pana High School Boys Basketball Team to attend the Vincennes Boys Basketball Overnight Shootout** - An itinerary is included in your packet. The team will leave PHS on June 5th for Vincennes, IN, and play 4 games on June 6th. The team will return to PHS on June 6th.

Action: Motion to approve the Pana High School Boys Basketball Team to attend the Vincennes Boys Basketball Overnight Shootout in Vincennes, Indiana.

- 6. Intergovernmental Agreement between Pana CUSD 8 and Ramsey Community Unit School District 204** - This agreement states that Pana High School will offer high school soccer to eligible students in the Ramsey School District. This agreement is for 2025-2026 and 2026-2027.

Action: Motion to approve the Intergovernmental Agreement between Pana CUSD 8 and Ramsey Community Unit School District 204 for 2025-2026 and 2026-2027 school years.

- 7. Go Solutions Contract 2025-2026** - Go Solutions Group, Inc. handles assisting the District with gaining its Medicaid eligible reimbursable services for students who receive medication services from qualified professionals. I recommend renewing this agreement.

Action: Motion to approve the renewal of the Go Solutions Service Agreement for the 2025-2026 School Year.

- 8. Pana Community Hospital and Pana High School Sports Medicine Contract 2025-2026** - The Pana Community Hospital and Pana High School Sports Medicine Contract is up for renewal. This contract outlines services provided by the athletic trainer during athletic events listed in the agreement with an annual fee of \$3500. A free weekly sports clinic will continue to be offered two times a week at the school.

Action: Motion to approve the Pana Community Hospital and Pana High School Sports Medicine Contract for the 2025-2026 school year.

- 9. Treasurer Bond** - Included in your packet is the Treasurer Bond for Craig Deere, District Treasurer, from Envision Insurance Group. The bond limit is \$5,000,000.

Action: Motion to approve the Treasurer Bond for Craig Deere, District Treasurer, from Envision Insurance Group.

- 10. NPT Special Education Cooperative Report** - Mrs. Miller may provide any summary statements in connection to the NPT Board Meeting we will have attended on 03.18.25 and 04.22.25. Next NPT Meeting is scheduled for May 20, 2025.

Action: No action required.

14. Executive Session

A. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, student discipline, litigation, the setting of price for sale or lease of property owned by the District, 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 bargaining matters, as well as employment/compensation/resignation recommendations.

Action: Motion to leave Executive Session and return to Open Session.

Action: Motion to approve Executive Session minutes as read in executive session.

15. Communications

A. Pana Elementary School recognized as a Capturing Kids Hearts National Showcase School - We are pleased to announce that Pana Elementary School has been recognized as a Capturing Kids Hearts Showcase School. This is the 4th year that one or more of our elementary buildings has been recognized.

B. Concession Stands Update - Jeff Stauder and Amy Christian met with Joe Torres from the Christian County Health Department on Tuesday, April 15, 2025 to complete the food service plan reviews for each of our 5 concession stands. Three are classified as low risk and two are classified as medium risk. These classifications are based on what is served at these concession stands. Our permits are valid until December of 2025.

C. Capitol Watch

16. Board Member Considerations

A. Graduation - Graduation will be held in the high school gymnasium on Friday, May 16th, at 7:00 pm.

B. Consideration to Change the Location of the May 19th Regular Board Meeting - In the past, retirement receptions for our retirees have been held prior to the May board meeting in the High School Commons. I am proposing that we hold our May board meeting in the High School Library at 6:30 pm.

Action: Motion to approve the May 19th Regular Board Meeting to the Pana High School Library.

C. Special Board Meeting: Amended Budget Hearing - May 19, 2025 @ 6:15 pm in the Pana High School Library

D. Retirement Reception for District Retirees - A reception will take place from 4:00 pm to 6:15 pm in the High School Commons on Monday, May 19th.

17. Adjournment