

Date: March 17, 2025

To: Pana CUSD Board of Education

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

Subject: Superintendent's Report and Board Actions for March 17, 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 - February 24, 2025

B. Approval of Monthly Bills and Payrolls - Kari continues to do a great job of putting bills on the financial system in a timely manner. This month for the first time Kari will note some of the more significant monthly bills as part of the Accounts Payable/Payroll Report. We stopped paying vendors for the month of February as of Thursday, March 13, 2025.

1. Accounts Payable and Payroll Report

C. Treasurer's Report (February)

1. Financial Reports - Last month we had the incorrect date on the January Treasurer's Report so we've included both the reconciled January and February Treasurer's Reports in your packet. We expect to be fully reconciled this month with the potential exception of the Fund 12 Activity Accounts.

2. Other Financial Information

a. Donation Approvals - We receive a donation in the amount of \$2,515.50 to fund the Senior Trip transportation.

D. FOIA Requests - We had one FOIA request. Allium Data requested copies of our current property and casualty insurance policies including premium, or a summary document that includes coverage, carrier, limits, deductibles and premium.

Action: Motion to approve the Consent Agenda inclusive of payables totaling \$822,456.85 and payrolls totaling \$511,568.95 for a total payables and payroll of \$1,334,025.80.

3. Visitor, Teacher, & Support Staff Considerations

A. Natalie Epley & Beth Morrell representing Pana Sports Boosters

4. Committee Reports

A. Facilities - Did not meet this month. Next Meeting: April 22, 2025 @ 3:30 pm.

- B. Finance** - Did not meet this month. (Tentative) Next Meeting: May 13, 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** - Did not meet this month. Next meeting: March 19, 2025 @ 7:00 am.
- F. Technology** - Did not meet this month. Next meeting TBD.

5. Administrative Reports

- A. Principals** - Building principals have submitted their reports and will provide highlights. Stile Smith is in attendance representing PJHS as Lisa Mayhall is attending the 8th grade volleyball sectional game in Vandalia.
- B. Building & Transportation** - Jeff Stauder will provide highlights from his submitted report.

Action: Motion to approve partnering with Tanner Park to replace the backstop and the foul ball netting in the softball field.

- 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 March Employment Report as reviewed and presented in Executive Session.

- 2. Approve Amended 2024-2025 School Calendar** - Attached is the amended 2024-2025 Amended School Calendar. It reflects the use of 4 emergency snow days. The new last day of student attendance is scheduled to be May 29th.

Action: Motion to approve the Amended 2024-2025 School Calendar.

- 3. Approve 12-Month Employee 2025-2026 Work Calendar** - Attached is the recommended 2025-2026 Work Calendar for our 12-month ESP employees including the District's Unit Office Staff.

Action: Motion to approve 12-month employee 2025-2026 Work Calendar.

- 4. Seniority Lists (Revised)** - We revisited the ESP issue that was brought to our attention at last month's meeting and we believe our seniority lists are now accurate.

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

- 5. Appointment of District Treasurer** - In the midst of our bookkeeper transition we have gone several months without naming a new District treasurer. We feel fortunate to have current People's Bank & Trust CFO and former school district board member Craig Deere willing to take on the statutorily required position. In researching what other District's are paying for this responsibility we are recommending paying him \$1,200 for this responsibility or on average \$100 per meeting. We think this will on average only take him 30 minutes per meeting to look over what Kari will send him each month.

Action: Motion to approve the appointment of Craig Deere as District Treasurer.

- 6. Triple A Asbestos Proposals** - In our efforts to work with a trusted local vendor and expedite the Washington & Lincoln demolition projects we solicited a proposal from Triple A Asbestos. The total cost to abate all of the remaining asbestos in both buildings is \$136,400. Because we have a legally required \$35,000 maximum bid threshold to deal with we asked Triple A to adjust their proposal into separate project proposals. So instead of approving the entire proposal amount we will be asking for 5 separate project approvals with Triple A.

Action: Motion to approve Washington Elementary School **Floor Tile and Mastic Asbestos Abatement** at a cost of **\$31,750** with Triple A Asbestos.

Action: Motion to approve Washington Elementary School **Ceiling Tile Abatement** at a cost of **\$14,900** with Triple A Asbestos.

Action: Motion to approve Washington Elementary School **Aircell Insulation Board Abatement** at a cost of **\$29,000** with Triple A Asbestos.

Action: Motion to approve Lincoln Elementary School **Floor Tile and Mastic Asbestos Abatement** at a cost of **\$31,750** with Triple A Asbestos.

Action: Motion to approve Lincoln Elementary School **Aircell Insulation Board Abatement** at a cost of **\$29,000** with Triple A Asbestos.

- 7. Resolution Authorizing Transfer From Tort Immunity Fund To Pay Special Assessment** - Included in your packet is a resolution that allows the District to make a one time transfer from its Tort Immunity Fund (80) to its Education Fund to pay an Egyptian Trust special assessment totalling \$237,077. We have growing concerns with the financial health of the Trust moving forward and continue to explore what kind of viable options we really have at this point. Our District Insurance Committee meets with Trust representatives on March 24th at 3:45pm. This will be a hot button issue for the District moving forward.

Action: Motion to approve the Resolution Authorizing Transfer From Tort Immunity Fund To Pay Special Assessment.

- 8. Lake Land College Lease Agreement** - We have spoken with LLC President Josh Bullock and he is in agreement with doing another 1-year lease with the District to keep the LLC Western Center operations open for the 2025-2026 school year.

Action: Motion to approve the Lake Land College 2025-2026 Lease Agreement.

- 9. NPT Special Education Cooperative Report** - No report this month as the NBT Board Meeting is scheduled for after this month's District Board Meeting. Next NPT Meeting is scheduled for March 18, 2025.

Action: No action required.

6. 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.

7. Communications

A. Capitol Watch

8. Board Member Considerations

A. Special Board Meeting: Amended Budget Hearing - May 19, 2025 @ 6:15 pm

9. Adjournment