

The Board of Education of Pana Community Unit School District #8 of the Counties of Christian, Shelby and Montgomery, Illinois met in Regular Session on Monday, September 19, 2011 at 6:30 p.m. in the Unit Office at 14 East Main St., Pana, Illinois.

**MEETING CALLED TO ORDER/ROLL CALL**

President Koontz called the meeting to order at 6:30p.m. The following board members were present: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. Absent: McLeod

**FY 12 Budget Hearing**

A motion was made by Metzger and seconded by Beyers to open the FY 12 budget hearing.  
Roll Call: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. All aye.

Superintendent Lett presented the budget reviewing the changes from the tentative budget and showing projected deficit spending for FY12.

A motion was made by Foor and seconded by Carlson to approve the recommended FY 12 District Budget.  
Roll Call: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. All aye.

A motion was made by Schafer and seconded by Metzger to close the budget hearing. All aye, motion carried.

**Open Regular Meeting**

A motion was made by Beyers and seconded by Foor to open the regular meeting of September 19, 2011.  
ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. Absent: McLeod

**Executive Session**

A motion was made by Beyers and seconded by Foor to adjourn to executive session at 6:46pm to discuss Employment/Resignation/Compensation Recommendations, Employee Retirement Agreement and Litigation.

ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. Absent: McLeod Roll Call

Executive session ended at 8:02pm.

ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. Absent: McLeod

A motion was made by Schafer and seconded by Carlson to approve the minutes as read in executive session. Approve minutes as read in ex.

ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. All aye, motion carried. Roll Call

**ADDITIONS TO THE AGENDA -**

**CONSENT AGENDA**

A motion was made by Beyers and seconded by Metzger to approve the consent agenda items 5, 6 7 with payables totaling \$384,020.17 and payroll totaling \$712,977.15 for a total of \$1,096,997.32.

ROLL CALL: Carlson, Foor, Koontz, Metzger, Schafer, Beyers. All aye, motion carried. Roll Call

**VISITOR, TEACHER, & SUPPORT STAFF CONSIDERATIONS**

Mike Foster, a Pana Fire Department Representative, thanked the Board of Education for the help with the Labor Day Parade and the 9/11 Remembrance Event. The District donated the use of its busses and Driver's time to transport several emergency personnel that marched in the Labor Day Parade.

**COMMITTEE REPORTS**

**Facilities**

Did not meet. Next meeting Tuesday, October 4th at 5:30pm.

**Finance**

Did not meet. Next meeting Thursday, October 13th at 6:30 am

**Curriculum Committee**

Did not meet. Next meeting Wednesday, September 21st at 6pm.

**Policy Committee**

Did not meet. Next meeting Thursday, September 29th at 6:30 am.

**Pana Educational Foundation**

Dr. Lett gave a brief update on the foundation. The foundation is doing a fundraiser of raffling off an IPAD. The next meeting is Wednesday, September 21st at 7:00am.

**Technology Committee**

Aaron Schafer gave a brief update on the technology meeting. Mrs. Miller gave a presentation on things she is working on in our district. They also discussed e-rate and the lumens program. The next meeting is Wednesday, December 7th at 5:30pm.

**Strategic Planning Committee**

Did not meet. They are working together for a Board Retreat/Strategic Planning Session date in late October early November.

**ADMINISTRATIVE REPORTS**

**Principals -**

**Washington/Lincoln**

The Board is invited to the SMART Buddies luncheon.

**Deb Zueck, Jefferson Middle School**

Jefferson has bus evacuation and fire drill coming up.

**Paul Lauff, Jr. High**

Nothing to add

**Gayle McRoberts, High School**

Ms. McRoberts wanted to let the board know that she has brought yearbooks for the members who need one.

**Building and Transportation- Mrs. Lori Ade**

Mrs. Ade's report is in the packet. She did discuss the asbestos abatement and demolition of the Tower Hill bus garage.

A motion was made by Foor and seconded by Beyers to approve cost as quoted/discussed in order to move forward with the Tower Hill bus garage.

ROLL CALL: Foor, Koontz, Metzger, Schafer, Beyers, Carlson. All aye, motion carried.

**Assistant Superintendent-Mr. Dave Dively**

Mr. Dively gave an overview of the District's results on the ISAT and PSAE testing for last year.

**SUPERINTENDENT**

**Personnel Recommendations**

A motion was made by Metzger and seconded by Foor to approve the 6-week maternity leave request for Susan Ade, Jr. High Math Teacher. Expected to begin around October 25th.

ROLL CALL: Koontz, Metzger, Schafer, Beyers, Carlson, Foor. All aye, motion carried.

S. Ade maternity  
Roll Call

A motion was made by Schafer and seconded by Carlson to employ Marlene Dial as HS Dishwasher and Audrey Kirkbride as Washington Lunch Room Aide.

M. Dial, A.  
Kirkbride Café

ROLL CALL: Metzger, Schafer, Beyers, Carlson, Foor, Koontz. All aye, motion carried. Roll Call

A motion was made by Beyers and seconded by Foor to approve the Memorandum of Understanding for the High School Track Positions. Memo of Understanding Track

ROLL CALL: Schafer, Beyers, Carlson, Foor, Koontz, Metzger. All aye, motion carried. Roll Call

A motion was made by Schafer and seconded by Carlson to approve the following spring coaches for the 2011-2012 school year: Ryan Lipe - HS Head Boys/Girls Track Coach, Kevin Duez as HS Asst. Boys Track, Julie Cline as HS Asst. Girls Track, appoint Carol Schramm as HS Asst. Boys/Girls Volunteer, Missy Ade, Rich Gibson, Tiffany Ashcraft as JH Track Coaches, appoint Janice Hrabak and Michelle Lebon as Volunteer JH Track, Greg Cothorn as HS Head Baseball, Justin Matthews as HS JV Baseball, appoint Roger Cothorn as HS Baseball volunteer, Mitch Cloe as HS Head Softball, John Scherzer as HS JV Softball, appoint Marty Cloe and Katy Warren as HS Softball Volunteers Spring Coaches

ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. All aye, motion carried. Roll Call

A motion was made by Metzger and seconded by Beyers to approve the list of subs for the certified and non certified staff. Approve sub lists

ROLL CALL: Carlson, Foor, Koontz, Metzger, Schafer, Beyers. All aye, motion carried. Roll Call

### **Employee Retirement Agreement**

A motion was made by Foor and seconded by Schafer to approve the Early Retirement Agreement and subsequent resignation of 1st grade elementary teacher Ms. Virginia Culp effective immediately.

ROLL CALL: Foor, Koontz, Metzger, Schafer, Beyers, Carlson. All aye, motion carried. Roll Call

### **ISBE Application(s) for Recognition of Schools**

A motion was made by Beyers and seconded by Foor to approve the Application for Recognition of Schools for Washington, Lincoln, Jefferson, Junior High and High School.

ROLL CALL: Koontz, Metzger, Schafer, Beyers, Carlson, Foor. All aye, motion carried. Roll Call

### **Annual District Web Posting**

A motion was made by Carlson and seconded by Schafer to approve the District's Annual Website Postings list.

ROLL CALL: Metzger, Schafer, Beyers, Carlson, Foor, Koontz. All aye, motion carried. Roll Call

### **District Student Enrollment Report**

Dr. Lett reviewed the history of our district enrollment since 1992-1993 school year to current.

### **FFA Overnight Trip**

A motion was made by Schafer and seconded by Foor to approve the FFA Overnight to the National Convention on Friday, October 21st.

ROLL CALL: Schafer, Beyers, Carlson, Foor, Koontz, Metzger. All aye, motion carried. Roll Call

### **Personnel Recommendations continued....**

A motion was made by Carlson and seconded by Beyers to employee Anna Patton and Amanda Skinner as High School After School Tutors.

ROLL CALL: Beyers, Carlson, Foor, Koontz, Metzger, Schafer. All aye, motion carried.

## **Communications** **Board Member Considerations**

**Adjournment**

A motion was made by Schafer and seconded by Foor to adjourn the regular meeting of September 19, 2011 at 9:06pm. All aye, motion carried.

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Secretary

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President