



Jessica Miller <jmiller@panaschools.com>

Fwd: Illinois FOIA Request – Utility and Facility Records – Pana CUSD 8

4 messages

Kylie Dooley <kylie.dooley@panaschools.com>

Tue, Jun 9, 2026 at 7:38 AM

To: Jessica Miller <jmiller@panaschools.com>, Kari Medler <kmedler@panaschools.com>

Would Allison be able to help me on this?

----- Forwarded message -----

From: **Upgraid Research** <research@upgraid.us>

Date: Mon, Jun 8, 2026 at 2:41 PM

Subject: Illinois FOIA Request – Utility and Facility Records – Pana CUSD 8

To: kylie.dooley@panaschools.com <kylie.dooley@panaschools.com>

Dear Kylie Dooley,

Hope this finds you well. Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I respectfully request electronic copies of existing records held by Pana CUSD 8. Specifically, we are interested in the following documents:

1. Utility statements or invoices for district-owned or district-operated facilities for the most recent consecutive 12-month period readily available, including electricity, natural gas, fuel oil/propane, and water, where applicable. If not available, or difficult to obtain, energy usage statistics per building per month (per fuel) would suffice as well.
2. The most recent final copy of each of the following, if completed, received, or adopted on or after January 1, 2020:
 - Facility condition assessment, building condition assessment, deferred maintenance report, facility master plan, long-range facility plan, or capital improvement/investment plan relating to district facilities; and
 - Energy audit, energy assessment, ASHRAE audit, energy-conservation-measure study, performance-contracting feasibility assessment, or similar facility-energy report.

This request seeks existing records only. Electronic copies by email or a download link are preferred. If responsive records are already publicly available online, a direct link is sufficient. If the District does not maintain a requested category of records, a short statement to that effect would be appreciated.

Commercial-purpose disclosure: Upgraid RE is conducting research regarding energy efficiency and capital-investment needs of public facilities. Records or information derived from records may be used in commercial research and business activities. Please treat this request as a request for records to be used for a commercial purpose under 5 ILCS 140/3.1.

Please advise before incurring any fees above \$25. If the request is considered unduly burdensome, please identify the specific concern and provide an opportunity to narrow the request to manageable proportions.

Thank you for your assistance. Really appreciate your help on this!!

Best regards,
Daniel Cramer
Upgraid RE

Email: daniel@upgraid.us; research@upgraid.us

Phone: 617 290 5464

Mailing address: [444 Somerville Avenue, Somerville, MA 02143](#)

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*Pana
Panthers*

KYLIE DOOLEY

*Administrative Assistant
Head of Purchasing*

📞 217-562-1500
✉ kylie.dooley@panaschools.com
📍 14 E Main St, Pana, IL 62557
🌐 <https://www.panaschools.com>

Kari Medler <kmedler@panaschools.com>
To: Kylie Dooley <kylie.dooley@panaschools.com>
Cc: Jessica Miller <jmiller@panaschools.com>

Tue, Jun 9, 2026 at 7:45 AM

I would say Allison and Jeff. Jeff will be back tomorrow.



Kari Medler
Payroll Clerk/Bookkeeper
217-562-1522
kmedler@panaschools.com

[Quoted text hidden]

Allison Swisher <aswisher@panaschools.com>
To: Jessica Miller <jmiller@panaschools.com>

Wed, Jun 10, 2026 at 11:25 AM

Hi,
How would you like me to handle this?

----- Forwarded message -----

From: **Kylie Dooley** <kylie.dooley@panaschools.com>
Date: Tue, Jun 9, 2026 at 8:26 AM
Subject: Fwd: Illinois FOIA Request – Utility and Facility Records – Pana CUSD 8
To: Jeff Stauder <jstauder@panaschools.com>, Allison Swisher <aswisher@panaschools.com>

Is there any way you two could help me with this FOIA request? I know Jeff doesn't come back until tomorrow so we can wait until then. Pleaseeee and thank you!!!!

[Quoted text hidden]

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ALLISON SWISHER

Administrative Assistant
Transportation Secretary

✉ aswisher@panaschools.com

☎ 217-562-1500

🌐 <https://www.panaschools.com/>

Jessica Miller <jmiller@panaschools.com>
To: Allison Swisher <aswisher@panaschools.com>

Wed, Jun 10, 2026 at 11:28 AM

I suggest reaching out to the person that filed this FOIA request. Let them know that we received it and that our maintenance director is out for a period of time due to a medical issue. I would ask for an extension for our response and see what they say. CC me on your email.

The response time for a FOIA request is 5 - 21 business days. Most FOIA responses are provided within 5 business days after receipt of the request. There are provisions for extension of 5 additional days, and by mutual agreement between the requestor and IEMA.

[Quoted text hidden]

Jessica L. Miller
Superintendent
Pana CUSD 8
jmiller@panaschools.com

