



SAINT FRANCIS COMMUNITY SCHOOLS  
UNIFIED SCHOOL DISTRICT 297

Mark E. Penka, Superintendent | 785.332.8182 | mpenka@usd297.org  
Dave S. Morrow, 6-12 Principal | 785.332.8153 | dmorrow@usd297.org  
Darla S. Raile, K-5 Principal | 785.332.8143 | draile@usd297.org

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**Agenda for  
Regular Meeting of  
Board of Education  
November 12, 2020 7:00 a.m. CDST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) Gift offer
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
  - a) Review and approval of FY 2020 Audit Report
  - b) Covid-19 update
- 6) New Business**
  - a) Review of vehicle fleet
  - b) Personnel items
    - i) Resignation
  - c) Cheylin – JH and HS Football
  - d) School closure for JH basketball tournament
  - e) Review of St. Francis Education Foundation
- 7) Miscellaneous Items**
  - a) By Administration
  - b) By Board
- 8) Set Meeting Date and Time**
- 9) Adjournment**

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100 S. College | P.O. Box 1110 | St. Francis, KS 67756  
F: 785.332.8181 | usd297.org

BOARD OF EDUCATION

Cale Rieger, President  
Troy Hilt, Vice-President  
Traci A. Neitzel, Clerk

Marilyn K. Raile, Treasurer  
Dustin Andrist  
Shawna Blanka

J.W. Milliken  
Chris Hingst  
Danielle McAtee

**1) BUSINESS ITEM:**

1) Approval of Agenda

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not have any suggested changes to the agenda at the time the packet is being prepared.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

Motion by: \_\_\_\_\_ Vote: \_\_\_\_\_ Affirmative

Second by: \_\_\_\_\_ \_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**BUSINESS ITEM:**

2) Consent Calendar

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The Board needs to consider approving the following items as part of the consent calendar:

- a) The minutes of the regular Board meeting on October 8, 2020. Copies are enclosed.
- b) The list of bills to be approved will be distributed at the meeting.
- c) The Cash Summary Report will be distributed at the meeting; other financial reports, if any, will also be distributed at the meeting.
- d) Gifts: no gift offers at this time.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

1)

## **Minutes of the Regular Board Meeting – October 8, 2020**

The meeting was called to order by President Cale Rieger in the administrative office on the above date at 7:00 a.m. with everyone present.

Troy Hilt made a motion to approve the agenda; the motion was seconded by Shawna Blanka and carried.

There were no audiences.

Items on the Consent Calendar were next considered. Following review of these items, Chris Hingst moved, Dustin Andrist seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the regular Board meeting on September 10, 2020. 2) The list of bills being paid on direct deposit slips numbering 0919001-0919071 and on checks numbering 11676-11689 on BANKWEST in the amount of \$211,243.37 and checks numbering 14686-14748 on First National Bank totaling \$124,744.54 for a grand total of \$335,987.91. 3) The Cash Summary Report including the Grade School Activity Fund Report, and the High School Activity Fund Report - all as of September 30, 2020. 4) Gift offers: Live Well Grant from The Cheyenne County Hospital for \$3,000.00; SPARK Grant in the amount of \$43,325.00 for Covid Cares Act Direct Aid, and SPARK Grant in the amount of \$5,430.67 for Covid Cares Act reimbursements.

There were no committee reports.

Under Old Business David Morrow discussed with the board the continuation of using Indian News. After visiting with coaches and other school personnel it is the feeling to no longer use Indian News. There are a number of other social media outlets that are available to the public; i.e. REMIND and FACEBOOK postings.

The board received a summary of the official enrollment on September 21, 2020. Official 2020-2021 FTE enrollment in USD 297 is 268.8, which is an increase of 4 from the 2019-2020 FTE enrollment (264.8).

The board also received a summary of the KSHSAA Classifications for activities in 2020-2021. St. Francis is a Class 1A 8-Player Division II school in the KSHSAA Classifications, with an enrollment of 69 students in grades 9, 10, 11, and 12.

The board and administration briefly reviewed the Audit Report for FY 2020 (and the accompanying management letter and governance letter) that had been completed by Adams, Brown, Beran & Ball. There will be a second review of the audit at the November Board meeting for final approval.

Next, Superintendent Penka reported that we have two contract amendments to approve for additional college hours for Ben Lacy and Susan Dinkel. Chris Hingst moved to approve the contract amendments; motion was seconded by Troy Hilt and carried.

Next, Superintendent Penka requested a 5-minute executive session. Shawna Blanka made the following motion: Mr. President, I move that the board recess into executive session to discuss

individual staff members in order to protect their privacy pursuant to the non-elected personnel exception under Kansas Open Meeting Act. The meeting will resume at 7:49 A.M. The motion was seconded by J.W. Milliken and carried. At 7:49 A.M. the regular meeting resumed; no decisions being made.

Superintendent Penka discussed the possibility of increasing the base salary rate by \$1,000 and then that would be an increase of 2.35% for non-licensed personnel. Danielle McAtee made a motion to approve the pay increase, seconded by Troy Hilt, and passed. This will be effective with the November payroll.

Next under New Business the board discussed implementing a Modified Quarantine Plan (Plan attached). This would allow students who have been quarantined due to exposure outside their home to return to school under strict safety rules. Chris Hingst made a motion to accept the plan, seconded by Dustin Andrist. There were five votes to approve the plan, two non-votes – motion carried.

Superintendent Penka reported that KESA – KSDE will not require that schools have two outside validation team meetings this school year. USD 297 will still have the Year 3 accreditation meeting on October 23<sup>rd</sup>, but we will wait until the 2021-2022 school year to have our Year 4 accreditation meeting instead of this spring.

The next Board of Education meeting will be held on November 12, 2020, at 7:00 a.m.

At 8:45 a.m., Troy Hilt moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

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CLERK	DATE	BOARD PRESIDENT
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**BUSINESS ITEM:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No audience members are expected to attend.

The School Board is interested in hearing from the public and will do so in this section of the agenda. The Board requests that patrons limit their comments to three minutes. Personnel matters may not be discussed in public at a board meeting. Patrons who have personnel concerns should share them directly with the District Superintendent or Board President. The Board request that patrons limit conversation during the proceedings to eliminate disruptive influence.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**1) BUSINESS ITEM:**

4) Committee Reports

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not know of any committee reports that need to be made.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**1) BUSINESS ITEM:**

5) Old Business - a

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We had our initial review of the FY 2020 Audit Report from Adams, Brown, Beran, and Ball at last month's meeting. Hopefully you have had a chance to review the audit in more detail throughout the month. At this meeting, I will try to answer questions you may have, and then formal action will need taken to approve the FY 2020 Audit Report.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**



**1) BUSINESS ITEM:**

5) Old Business – b – Covid-19

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

- Some schools were discussing on if we had a snow day, to make it a virtual day, but with the requirement of meals to be served my recommendation will be to not have it be a virtual day.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

- 1) **BUSINESS ITEM:**  
6) New Business – a

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

On meeting night, we will have a fleet inventory to review with the Board so you have some idea of future needs and financial commitments.

3) **QUESTIONS OR COMMENTS BY BOARD:**

4) **GENERAL INFORMATION ITEM**  **YES**

5) **CONSENSUS OF BOARD NEEDED**  **YES**

6) **OFFICIAL ACTION REQUIRED**  **YES**

(a) **Motion by:**

**Vote:** \_\_\_\_\_ **Affirmative**

(b) **Second by:**

\_\_\_\_\_ **Negative**

7) **OFFICIAL NOTES BY CLERK**

BUS. NO.	PURPOSE	YEAR	25 YRS	MILEAGE		CONDITION	RECOMMENDATION	COMMENTS
				11-05-2020	2021			
1	Spare Route	2005	2029	194551	Good	Replace Near Future	High mileage	
2	Route	2021	2046	7195	Excellent	Keep	New this school year.	
4	Route	2008	2032	161321	Fair	Replace Near Future	same as below	
7	Route	2007	2031	187893	Fair	Replace Near Future	high millage, rough roads cause screws and bolts to wallow out joints in body.	
8	Spare Route	2002	2026	51803	Good	Keep		
9	Route	2021	2046	5085	Excellent	Keep		
10	Maintenance/Spare	1995	NA	120155	Fair	Keep	New last school year	
11	Maintenance/Spare	1995	NA	132095	Fair	Keep		
15	Spare Route	1999	NA	191638	Good	Keep		
16	General/Spare Route	2002	NA	212132	Good	Replace Near Future	Recommend replacing with a van	
17	Route	2004	NA	153267	Good	Keep		
18	General	2007	NA	94211	Good	Keep		
19	General	2019	NA	21265	Excellent	Keep		
Indian	Activity	2002	2026	244868	Good	Keep		
98 Little Indian	Activity	1998	2022	89958	Good	Keep		
Car	General	2001	NA	122493	Good	Keep		
Pickup	Maintenance	1985	NA	87,670	Poor	Keep		
International Tractor	General	1976	NA	5283hrs	Poor	Replace Near Future	Poor condition.	
John Deere Tractor	General	2013	NA	662hrs	Excellent	Keep		

- 1) **BUSINESS ITEM:**  
6) New Business – b)

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Resignations:

- Ashley Orth effective December 18, 2020

Contracts returned for signature

3) **QUESTIONS OR COMMENTS BY BOARD:**

- 4) **GENERAL INFORMATION ITEM**  YES  
5) **CONSENSUS OF BOARD NEEDED**  YES  
6) **OFFICIAL ACTION REQUIRED**  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

7) **OFFICIAL NOTES BY CLERK**

October 29, 2020

St. Francis Community High School  
100 College Street  
St. Francis, KS 67756

Dear Mr. Penka,

I would like to notify you that I am resigning from my paraprofessional position at St. Francis Community High School on December 18, 2020.

I have decided to pursue another opportunity in a different career field. I want to extend my gratitude for the opportunities you and the staff have provided me over the course of the last several months. Your guidance and support have prepared me well for the future.

Respectfully,

A handwritten signature in cursive script that reads "Ashlee Orth".

Ashlee Orth

**1) BUSINESS ITEM:**

6) New Business – c)

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

➤ Discussion of JH Football and asking permission to have a sit down with Cheylin about the possibility of HS football for the 2022-2023 season.

**9) QUESTIONS OR COMMENTS BY BOARD:**

10) GENERAL INFORMATION ITEM  YES

11) CONSENSUS OF BOARD NEEDED  YES

12) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**13) OFFICIAL NOTES BY CLERK**

**2) BUSINESS ITEM:**

7) New Business – d)

**14) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

- I am seeking permission to only have ½ day of school on January 14, 2021 due to hosting a JH girls basketball tournament. We will be using both buildings and have seven teams participating. With the distractions and the need for the rooms I am recommending that we have a half of day of school.

**15) QUESTIONS OR COMMENTS BY BOARD:**

**16) GENERAL INFORMATION ITEM**  YES

**17) CONSENSUS OF BOARD NEEDED**  YES

**18) OFFICIAL ACTION REQUIRED**  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**19) OFFICIAL NOTES BY CLERK**

**3) BUSINESS ITEM:**

8) New Business – e)

**20) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

a) Review of St. Francis Education Foundation

**21) QUESTIONS OR COMMENTS BY BOARD:**

**22) GENERAL INFORMATION ITEM**  **YES**

**23) CONSENSUS OF BOARD NEEDED**  **YES**

**24) OFFICIAL ACTION REQUIRED**  **YES**

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**25) OFFICIAL NOTES BY CLERK**



**1) BUSINESS ITEM:**

7) Miscellaneous Items – Superintendent

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not have additional items at the time the packet was prepared.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

1)

**BUSINESS ITEM:**

7) Miscellaneous Items – Principal and Board

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

There may be other miscellaneous items to be presented by the principal and by individual Board members.

- Miss Raile will not be present at the meeting; she will be with her mother who is having surgery.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**1) Adjournment**

The next scheduled meeting is scheduled for December 10th. We will have a home Junior High Basketball game beginning at 4:00 p.m. against Greeley County. My recommendation would be to have the meeting at 7:00 a.m.

2) GENERAL INFORMATION ITEM  YES

3) CONSENSUS OF BOARD NEEDED  YES

4) OFFICIAL ACTION REQUIRED  YES

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

5) OFFICIAL NOTES BY CLERK