



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

**Agenda for
Regular Meeting of
Board of Education
June 29, 2021, 7:00 a.m. CDT**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
- 3) Audiences**
- 4) Committee Reports**
 - a) Hiring committee report
- 5) Old Business**
 - a) Budget Update
- 6) New Business**
 - a) Discussion/Action on personnel items
 1. Letter(s) of resignation
 2. Hiring
 - b) District Plan for Safe return to In-Person Instruction and Continuity of Services
 - c) Review and Approval of Year-End financial reports and proposed transfers
- 7) Miscellaneous**
- 8) Adjournment**

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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

- 1) **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 June 10, 2021. Copies are enclosed.
- b) The list of bills to be approved will be distributed at the meeting.

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

Minutes of the Regular Board Meeting – June 10, 2021

The meeting was called to order by President Cale Rieger on the above date at 7:00 a.m., in the administration office with everyone present except Danielle McAtee and Chris Hingst.

Superintendent Penka had one addition to the agenda: add d) under New Business, Review Handbooks. Troy Hilt made a motion to approve the agenda with the one addition; motion was seconded by J W Milliken and carried.

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Dustin Andrist, seconded by Troy Hilt, and carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on May 12, 2021. b) A list of bills being paid on direct deposit slips numbering 0519001 – 0519072 and on checks numbering 11790-11803 on BANKWEST, and checks numbering 15136-15173 on First National Bank for a total of \$304,967.13. c) The Cash Summary Report (including three transfers: \$9,366.79 from Supplemental General Fund to the Career & Tech Education Fund, \$5,337.69 from the General Fund to the At-Risk Fund, and \$63,092.00 from General Fund to the Special Ed Fund) and the High School Activity Fund Report and Grade School Activity Fund Report – all as of May 31, 2021. d) The Board approved a gift offer of \$3,000.00 from the St. Francis Recreation Commission for the Summer Weights program.

There were no audiences present.

The hiring committee will be interviewing candidates for the paraprofessional positions in the near future.

Superintendent Penka reported on the projects currently in progress:

- 1) Painting of the Junior High hallways
- 2) Painting and ceiling in the Junior High science room
- 3) Chemistry Lab remodel
- 4) Concrete work for both the high school and grade school

Superintendent Penka reported to the Board that a letter of resignation was received from Peggy Moberly, resigning from her K-12 Art position. Troy Hilt made a motion to accept Mrs. Moberly's resignation, seconded by Shawna Blanka and carried.

There was one contract amendment to discuss, Sydney Foster will be the high school track assistant coach for the 2022 season. There may be other amendments and contracts for coaching positions at the next Board meeting.

Next, Shawna Blanka made a motion to approve eight contracts returned for signature, seconded by J W Milliken, and carried. This brings the total contracts returned to 57 with 5 left to return.

The Board was advised that an appointment to the Northwest Kansas Technical College (NKTC) Board in Goodland needs to be made so the NKTC can plan their July organizational meeting; the appointee must be a current or former member of the USD 297 Board of Education. Following a brief discussion, Troy Hilt moved, seconded by Shawna Blanka, and it carried to appoint Denise Andrist.

Board members were given a list of current student fees and adult meal prices and were asked to consider approving meal-price increases as proposed by Superintendent Penka. Following discussion, a motion was made by Troy Hilt, seconded by Dustin Andrist, and carried to approve the following fees:

2021-2022

ELEMENTARY SCHOOL:	Breakfast	\$2.35 (from \$2.25)
	Lunch	\$2.80 (from \$2.70)
	<i>K-5 Book Rental</i>	\$35
	<i>Activity Ticket</i>	\$10.00
JR-SR HIGH SCHOOL:	Breakfast	\$2.65 (from \$2.55)
	Lunch	\$3.20 (from \$3.10)
	<i>Book Rental</i>	\$35.00
	<i>Activity Ticket</i>	\$13.50
	Science Goggle Fee	\$10.00
	Yearbook & DVD	45.00
		+\$6 if name-stamped)
	<i>Towel Fee</i>	\$7.00
ADULT MEALS:	Breakfast	\$3.25 (from \$3.15)
	Lunch	\$4.55 (from \$4.45)

Superintendent Penka requested that the Board approve the grade school handbook for the 2021-2022 school year. He also reviewed with the Board the policy changes from KASB. A motion was made by Dustin Andrist to approve the handbook and policy changes, seconded by Troy Hilt, and carried.

A special meeting of the Board near the end of June will be necessary to approve the final business transactions of this fiscal year. Shawna Blanka made a motion to schedule a special meeting at 7:00 a.m. on Tuesday, June 29, 2021, in the St. Francis administration office. The motion was seconded by J W Milliken and carried.

The next REGULAR monthly board meeting will be held on Thursday, July 8, 2021 at 7:00 a.m.

At 7:56 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by Troy Hilt and carried.

CLERK

DATE

BOARD PRESIDENT

1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any audiences at the time the packet is being prepared.

8) QUESTIONS OR COMMENTS BY BOARD:

9) GENERAL INFORMATION ITEM YES

10) CONSENSUS OF BOARD NEEDED YES

11) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

12) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

4) Committee Reports – Hiring committee

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The hiring committee will be recommending the hiring of Kathy Van Arsdorf for the 6-12 paraprofessional position.

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) Legislative Update

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Changes for 2021-2022 school year.

- Budget software will be released around Monday, June 28th
- Full allotted budget of \$4,706 per pupil
- Not allowed to offer Remote or Hybrid Learning
- Revenue Neutral Rate (RNR)
- August BOE meeting will be pushed back to after the 20th to allow for a hearing of RNR at regular BOE meeting and adoption of budget.
- Budget must be approved by September 20th instead of August 25th.

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

BUSINESS ITEM:

6) New Business – a1) Resignation

1) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We have received a letter of resignation from Barb Holzwarth and Shirley Zweygardt, resigning from cooks' position.

You will need to act to accept their resignation.

2) QUESTIONS OR COMMENTS BY BOARD:

3) GENERAL INFORMATION ITEM YES

4) CONSENSUS OF BOARD NEEDED YES

5) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

6) OFFICIAL NOTES BY CLERK

June 20, 2021

To Board members of USD 297
Mr Mark Perka

I am resigning my employment
with USD 297 as Food Service Manager
and Cook effective July 31, 2021.

It has been my privilege to serve
staff and students for the past
20 plus years.

Most Sincerely,

Barbara K. Hotzwald

PO Box 317
St. Francis, KS 67756

June 20, 2021

USD 297
Attn: Mark Penka
100 S College
St. Francis, KS 67756

Dear Mr. Penka:

Please accept my resignation as a high school cook for the 2021-22 school year effective immediately.

While I have enjoyed and appreciated working in the school kitchen for the past few years, it is time I retire for health reasons and take care of myself.

Thank you for the opportunity to work for the school the past few years. I truly enjoyed my job, the people I worked with, and serving the students and staff.

Sincerely,


Shirley Zweggardt

1) BUSINESS ITEM:

6) New Business – 1b)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We are recommending the hiring of

- Brock Waters as HS assistant Football coach, HS assistant BB coach, and JH assistant Track Coach.
- Seth Swihart for Assistant JH Wrestling coach
- Adam Guthmiller for assistant HS wrestling coach

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

- 2) **BUSINESS ITEM:**
6) New Business – 1c)

3) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

District Plan for Safe return to In-Person Instruction and Continuity of Services

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

5) **GENERAL INFORMATION ITEM** **YES**

6) **CONSENSUS OF BOARD NEEDED** **YES**

7) **OFFICIAL ACTION REQUIRED** **YES**

(a) **Motion by:**

Vote: _____ **Affirmative**

(b) **Second by:**

_____ **Negative**

8) **OFFICIAL NOTES BY CLERK**

1) BUSINESS ITEM:

6) New Business – a3

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Review and Approval of Year-End financial reports and proposed transfers

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) **7) BUSINESS ITEM:**
7) Miscellaneous Items –

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There may be miscellaneous items to be presented.

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

Adjournment:

1) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The July meeting is scheduled for Thursday, July 8th at 7:00 p.m. Wheat harvest might be going on during this time so my recommendation would be to have a 7:00 a.m. meeting if the board so desires.

2) QUESTIONS OR COMMENTS BY BOARD:

3) GENERAL INFORMATION ITEM YES

4) CONSENSUS OF BOARD NEEDED YES

5) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

6) OFFICIAL NOTES BY CLERK