



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
July 8, 2021, 7:00 a.m. CDST**

- 1) **Approval of Agenda**
- 2) **Election and Appointment of Board Officers for 2021-2022**
- 3) **Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Continuation of 1,116-hour school calendar alternative for 2021-2022
 - e) Designation of official depositories for USD 297 funds for 2021-2022
 - f) Designation of official district newspaper
 - g) Designation of homeless liaison
 - h) Designation of KPERS representative
 - i) Designation of school attendance officer
 - j) Designation of food service representative(s)
 - k) Designation of hearing officer for school lunch applications
 - l) Request for waiver of requirements of generally accepted accounting principles, including fixed-asset accounting, for FY 2021
 - m) Approval of "Memorandum of Understanding" with Head Start
 - n) Approval of "Member Participation Agreement" with KASB Workers' Compensation Fund
 - o) Gift offer(s) if any
- 4) **Determination of Board Meeting Time and Place**
- 5) **Audiences – Action required**
- 6) **Committee Reports**
- 7) **Old Business**
- 8) **New Business**
 - a) Approval of Food Service Program Agreement for 2021-2022
 - b) Consideration of renewing membership in KASB and in Legal Assistance Fund
 - c) Appointments: member to Recreation Commission; representatives to KASB governmental relations network; school attorney; NKESC representative
 - d) Approval of out-of-district students attending schools in St. Francis
 - e) Personnel items – contracts returned for signature and approval of new contracts
 - f) Board Goals review
- 9) **Miscellaneous Items**
 - a) By administration
 - b) By Board
- 10) **Review of School-Improvement Process**
- 11) **Review of Board Policy**
- 12) **Adjournment**

100 S. College | P.O. Box 1110 | St. Francis, KS 67756
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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:

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) Election and Appointment of Board Officers for 2021-2022

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

My recommendation is we continue to appoint in January.

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:

3) 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 June 29, 2021, meeting; a copy is enclosed.
- b) The list of bills will be distributed at the meeting.
- c) The Cash Summary Report will be distributed at the meeting; July 1, 2021, cash balances; other financial reports, if any, will also be distributed at the meeting.
- d) Each year we need to officially notify the Kansas State Department of Education (KSDE) of whether we are using the 186-day school year or the 1,116-hour school year. I recommend that the Board approve officially declare a 1,116-hour school year but make every reasonable effort to attend the total number of days that are scheduled.
- e) Designation of BANKWEST – St. Francis, FNB Bank – St. Francis, and Western State Bank – St. Francis as official depositories for the district funds for 2021-2022.
- f) Designation of the St. Francis Herald as the official district newspaper.
- g) Designation of David S. Morrow, 6-12 principal, as the USD 297 homeless liaison.
- h) Designation of Mark Penka and Traci Neitzel as the KPERS designated agents.
- i) Designation of David S. Morrow, 6-12 principal, and Darla S. Raile, K-5 principal as the USD 297 attendance officers for 2021-2022.
- j) Designation of HS Head cook once appointed, Loretta Ford, Traci Neitzel, and Mark Penka as food service representatives.
- k) Designation of Mark Penka as hearing officer for national school lunch applications.
- l) Adopt the annual waiver of requirements for generally accepted accounting principles including fixed-asset accounting, for FY 2021.
- m) Approval of “Memorandum of Understanding” with Head Start.
- n) Approval of “Member Participation Agreement” with KASB Workers’ Compensation Fund.
- o) Gift offers – No gifts

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 SPECIAL BOARD MEETING – JUNE 29, 2021

The special Board meeting was called to order on the above date at 7:00 a.m. by Board President Cale Rieger in the administration office with all Board members present.

Troy Hilt moved to approve the agenda that had been emailed to Board members on June 25th; the motion was seconded by Shawna Blanka and carried.

The Board reviewed the minutes of the regular meeting on June 10, 2021, and the list of bills being paid on direct deposit slips numbering 0619001-0818033 and checks numbering 11804-11844 on BANKWEST and checks numbering 15175-15207 on FNB Bank for a total of \$652,879.92. Chris Hingst made a motion to approve the minutes and bills listed; the motion was seconded by Dustin Andrist and carried.

The hiring committee recommended the hiring of Kathy Van Arsdorf for the 6-12 paraprofessional position. Danielle McAtee made a motion to accept the hiring recommendation, seconded by Dustin Andrist and carried.

Under Old Business Superintendent Penka gave a legislative update to the Board. Among the changes are the following:

- 1) Budget software will be released very soon.
- 2) Full allotted budget of \$4,706 per pupil.
- 3) Not allowed to offer Remote or Hybrid Learning.
- 4) Revenue Neutral Rate (RNR).
- 5) 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 the budget.
- 6) Budget must be approved by September 20th instead of August 25th

Superintendent Penka reported that Barbara Holzwarth, High School Director of Food Services, and Shirley Zwegardt, High School cook have submitted their resignations. Chris Hingst made a motion to accept the resignations, seconded by Danielle McAtee and carried.

Superintendent Penka next recommended the following people be hired:

- 1) Brock Waters as high school assistant football coach, high school assistant basketball coach, and junior high assistant track coach
- 2) Seth Swihart for assistant junior high wrestling coach
- 3) Adam Guthmiller for assistant high school wrestling coach

J. W. Milliken made a motion to accept the recommended assistant coaching positions, seconded by Danielle McAtee and carried.

We have also had a couple of inquiries about assistant high school track coach. The decision on this was tabled until interviews can be conducted.

Next, Superintendent presented to the Board the District Plan for Safe Return to In-Person Instruction and Continuity of Services. Troy Hilt made a motion to approve the plan, seconded by Shawna Blanka and carried.

Superintendent Penka reported on the unencumbered cash balances as of June 29, 2021, in the various funds and discussed the proposed transfers of funds. He also indicated that, just as last year, Kansas schools will not receive the final payment of state aid for the month of June until sometime in early July, but the law requires that this July payment be recorded as a June 30th receipt; so this final state aid payment, a total of \$145,501.00 plus a supplemental general state aid payment of \$2,693.00 for St. Francis USD 297, already shows in the reports being reviewed at this meeting. Following further review of the year's financial situation and the effects on various funds, Superintendent Penka recommended that \$337,414.13 be transferred from the General Fund to various funds as follows: \$125,000.00 to Special Education; \$80,000.00 to Career & Postsecondary Education; \$72,995.13 to Food Service; \$40,000.00 to Contingency Reserve; \$5,000.00 to Drivers Education; \$5,000.00 to Professional Development; and \$9,419.00 to Capital Outlay. Superintendent Penka also recommended \$100,228.50 be transferred from the Supplemental General Fund (L.O.B.) to various funds as follows: \$41,899.50 to Career & Postsecondary Education; \$54,173.00 to At-Risk; and \$4,156.00 to Bilingual Education. Following review, Shawna Blanka moved to approve all of the transfers as listed above and to grant authority to the administration and school auditors to make necessary adjustments to these transfer-amounts, with such adjustments being contained as part of the official minutes of this June 29, 2021, meeting and of the Audit Report. The motion was seconded by Chris Hingst and carried.

The next School Board meeting is scheduled for Thursday, July 8, 2021, at 7:00 a.m.

At 7:52 a.m., Chris Hingst moved that the meeting adjourn; the motion was seconded by Shawna Blanka and carried.

CLERK

DATE

BOARD PRESIDENT

1) BUSINESS ITEM:

- 4) Determination of Board Meeting Time and Place

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Each July, the Board needs to formally set the meeting time and place for the next year. The KASB recommends using the enclosed resolution to take care of this matter.

The Board meeting dates that have been tentatively scheduled on the school activity calendar are on the second Thursday of each month. If times need to be adjusted due to conflicting events, we can do that by Board action the month preceding the needed adjustment.

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



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**ST. FRANCIS USD 297
RESOLUTION OF THE BOARD OF EDUCATION**

Pursuant to K.S.A. 72-8205, the Board of Education of USD 297, Cheyenne County, Kansas, by resolution adopted at the regular meeting on July 8, 2021, established the following meeting schedule for regular Board of Education meetings to be held during the 2021-2022 school year:

Hour of commencing the meeting: 7:00 A.M.

Day of the month the meeting will be held: second Thursday of each month.

Meeting place: St. Francis District Office, 100 S. College Street, St. Francis, KS

If the established meeting date falls on a Sunday, a legal holiday, or a holiday specified by the Board of Education, such regular meeting will be held on the day following, commencing at the same hour as detailed above.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

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BOARD OF EDUCATION

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

Marilyn K. Ralle, Treasurer
Dustin Andrist
Shawna Blanka

J.W. Milliken
Chris Hingst
Danielle McAtee

1) BUSINESS ITEM:

5) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any members that will be attending 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:

6) Committee Reports

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Hiring committee might have a recommendation for the Board.

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) Old Business –

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No old business at the time this 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:**
8) New Business – a

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We need to have Board approval of the Food Service Program Agreement for 2021-2022 so that we can send in and distribute the various documents associated with it.

Agreement that we will follow state and national guidelines with our meals (annual)

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:**
8) New Business – b

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We need to consider rejoining KASB for 2021-2022. Our KASB dues will be \$4,762.56 – down \$14 from last year.

We also need to again consider rejoining the KASB Legal Assistance Fund with dues of \$2,300 annually, \$200 increase from last year.

I recommend that we again join the KASB and the KASB Legal Assistance Fund and pay the dues indicated.

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:

8) New Business – c

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The Board needs to appoint persons to the following positions:

A four-year term on the St. Francis Recreation Commission – Holly Hingst term expires this year and she has agreed to serve another term if the Board so desires.

A representative to the KASB governmental relations network – must be a current local Board member. (Cale Rieger has been serving as this representative.)

A representative on the NKESC Board – must be a current local Board member. (Dani McAtee has been serving in this 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:

8) New Business – d

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Board Policy 5111 states that “The attendance of all out-of-district students in the schools of St. Francis USD 297 will be reviewed and acted-on annually by the Board.”

We need to review the out-of-district students currently in attendance and act-on their status for 2021-2022 so they and their families can be officially informed. Each of these families has at one time written a letter asking the Board to accept their children into our district. Those families are:

- Adam and Amy Arensdorf – AJ, Axel (Goodland)
- Amy Wachsmann – Conner, Morgan (Idalia)
- Trisha Taylor – Ian (Cheylin)
- Cody Todd – Caleb, Shane, Casen (Cheylin)
- Tanya and Matthew Schlepp – Audree (Idalia)
- Crystal and Travis Ludowese – Tayson and Coltynn (Goodland)
- Isaac and Christina Sturgeon – Ashley and Colton (Cheylin)
- Kurt and Starla Kennedy – Arayla (Goodland)

We may receive letters from new out-of-district families closer to enrollment time. The Board can consider these students for admission to USD 297 at a later meeting.

It is the recommendation of the administration to allow all the out-of-district students above to attend school in St. Francis for 2021-2022.

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

1) BUSINESS ITEM:

9) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

schedule below in preparing and publishing the budget for fiscal year 2021-2022:

Tuesday, July 27 – Conduct a Special BOE meeting to study, and ask questions about, the proposed budget. (7 am to get budget to paper)

Wednesday, – July 28 - Publish proposed budget in The St. Francis Herald.

~~Thursday, August 12 – Regularly scheduled meeting~~ – MOVE to Tuesday, Aug. 24

Tuesday, August 24 – Rescheduled regular meeting with budget hearing and Revenue Neutral Rate Hearing.

Tuesday, August 24 – Deliver budget to county clerk.

3) QUESTIONS OR COMMENTS BY BOARD:

4) GENERAL INFORMATION ITEM YES

5) CONSENSUS OF BOARD NEEDED YES

6) OFFICIAL ACTION REQUIRED YES - to schedule special meeting and reschedule regular meeting.

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

7) OFFICIAL NOTES BY CLERK

1)

BUSINESS ITEM:

9) 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.

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:

10) Review of School-Improvement Process – Facility updates

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

7) Adjournment:

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Tuesday, July 27 – Conduct a Special BOE meeting to study, and ask questions about the proposed budget at 7:00 a.m.

Tuesday, August 24 – Revenue Neutral Rate meeting at 7:00 a.m., regular board of education meeting at 7:05 a.m.

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