



SAINT FRANCIS COMMUNITY SCHOOLS  
UNIFIED SCHOOL DISTRICT 297

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**Agenda for  
Regular Meeting of  
Board of Education  
August 24, 2021, 7:00 a.m. CDST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) Gift offers (if any)
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
  - a) COVID-19 updates
- 6) New Business**
  - a) Revenue Neutral Rate Hearing
  - b) FY 2021-2022 Budget Hearing and approval of budget
  - c) Review of proposed school bus routes for 2021-2022
  - d) Superintendent Goals
  - e) Personnel items
    - i) Contract amendment(s)
  - f) Out of district students
  - g) Approval of High School Handbook
  - h) Facilities update
  - i) Esser money
- 7) Miscellaneous Items**
  - a) By administration
  - b) By Board
- 8) Adjournment**
  - 1)

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BOARD OF EDUCATION

Cate Rieger, President  
Troy Hilt, Vice-President  
Traci A. Neltzel, Clerk

Marilyn K. Raile, Treasurer  
Dustin Andrist  
Shawna Blanka

J.W. Milliken  
Chris Hingst  
Danielle McAtee

**2) BUSINESS ITEM:**

1) Approval of Agenda

**3) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not have any suggested changes to the agenda.

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

5) GENERAL INFORMATION ITEM  YES

6) CONSENSUS OF BOARD NEEDED  YES

7) OFFICIAL ACTION REQUIRED  YES

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

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

**8) 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 July 8, 2021, regular meeting, July 20, 2021, special meeting; copies are enclosed.
- b) The list of bills 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: none 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 – July 8, 2021

The meeting was called to order by Vice President Troy Hilt in the administration office on the above date at 7:01 a.m. with everyone present, except Chris Hingst, Cale Rieger, and Danielle McAtee.

J. W. Milliken made a motion to approve the agenda as presented; the motion was seconded by Dustin Andrist and carried.

The next item on the agenda was the election and appointment of Board officers. A motion was made by Dustin Andrist to extend the date for election of officers until the January meeting. The motion was seconded by J. W. Milliken and carried.

Items on the Consent Calendar were next considered. Following review of these items, Shawna Blanka moved, J.W. Milliken seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the special meeting on June 29, 2021. 2) The list of bills being paid on checks numbering 15208-15229 on FNB Bank totaling \$26,336.46. 3) The Cash Summary Report, the final Unencumbered Cash Balances, and the High School and Grade School Activity Fund Reports, all as of June 30, 2021. 4) Officially notify the Kansas State Department of Education (KSDE) that USD 297 will declare a 1,116-hour school year but make every reasonable effort to attend the total number of days that are scheduled. 5) Designation of BANKWEST – St. Francis, FNB Bank – St. Francis, and Western State Bank – St. Francis as the official depositories for USD 297 funds. 6) Designation of the St. Francis Herald as the official district newspaper. 7) Designation of David S. Morrow, 6-12 Principal, as the USD 297 liaison for the homeless. 8) Designation of Mark Penka, Superintendent, and Traci Neitzel, District Clerk, as the KPERS (Kansas Public Employees Retirement System) designated agents. 9) Designation of David S. Morrow, 6-12 Principal, and Darla Raile, K-5 Principal, as the USD 297 attendance officers. 10) Designation of Loretta Ford, Mark Penka, and Traci Neitzel as food service representatives. 11) Designation of Mark Penka as hearing officer for the national school lunch applications. 12) A resolution requesting an exemption for USD 297 from the requirements of Generally Accepted Accounting Principles (GAAP) and of fixed-asset accounting for the 2021-2022 fiscal year. 13) Approval of "Memorandum of Understanding" with Head Start. 14) Approval of a Member Participation Agreement for the KASB Workers Compensation Fund.

The next item on the agenda was to set the time and place for Board meetings in 2021-2022. After brief discussion, Dustin Andrist moved to adopt a resolution specifying that the regular meetings of the Board will be held in the USD 297 Board of Education meeting room, 100 S College St., St. Francis, KS on the second Thursday of each month at 7:00 a.m. The motion was seconded by Shawna Blanka and carried.

There were no audiences present.

Committee Reports: Superintendent Penka reported that we had one candidate interview for the High School head cook position, however she turned down the position. We do have one other candidate that will interview next week.

The Board was asked to approve the 2021-2022 Program Agreement for the School Breakfast and Lunch Programs with the Food Service Section of the Kansas State Department of Education (Including the Income Eligibility Guidelines for the Free/Reduced-Price School Meals Program), with Mark Penka named as authorized representative for the Food Service Program and Traci Neitzel as a second authorized signer. Following discussion, Shawna Blanka moved, J.W. Milliken seconded, and it carried to approve the 2021-2022 Food Service Program Agreement.

Discussion concerning joining the KASB for 2021-2022 was held. Following discussion, a motion was made by J.W. Milliken, seconded by Dustin Andrist, and carried to again join the KASB and the KASB Legal Assistance Fund and to pay the dues indicated on the billings (a total of \$7,062.56).

The Board next considered necessary appointments to commissions and boards. Following brief reviews, J.W. Milliken moved, seconded by Shawna Blanka, and carried: 1) to appoint Holly Hingst to the St. Francis Recreation

Commission, which she has already agreed to, for a 4-year term; 2) to appoint Cale Rieger to the KASB Governmental Relations Network; and 3) to appoint Danielle McAtee to serve as the representative on the NKESC Board in Oakley.

In accordance with Board Policy 5111, the Board reviewed all out-of-district students currently in attendance in St. Francis Schools. After a brief discussion, a motion was made by Dustin Andrist, seconded by Shawna Blanka, and carried to accept these students of out-of-district families, with a waiver of the tuition charges for each family for the 2021-2022 school year.

Superintendent Penka recommended the following schedule be followed in preparing and publishing the budget for fiscal year 2021-2022:

Tuesday, July 20 – Conduct a Special BOE meeting to study, and ask questions about the proposed budget. (7:00 A.M. in order to get budget to the Herald)

Wednesday, July 21 – Publish proposed budget in The St. Francis Herald.

Tuesday, August 24 – Rescheduled regularly scheduled meeting with budget hearing and Revenue Neutral Rate hearing 7:00 A.M.

Tuesday, August 24 – Deliver budget to county clerk.

Shawna Blanka made a motion to approve the above said schedule; motion was seconded by Dustin Andrist and carried.

Principal David Morrow next reviewed proposed changes to the high school handbook. After discussion, it was agreed Mr. Morrow will make a few more changes and bring back to the board for approval at the August meeting.

Next, Superintendent Penka reported to the Board the progress being made on the summer building improvement projects.

No Review of Board Policy.

At 8:16 A.M. J.W. Milliken made a motion to adjourn; seconded by Dustin Andrist and carried.

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CLERK

DATE

BOARD PRESIDENT

**MINUTES OF THE SPECIAL BOARD MEETING – JULY 20, 2021**

A special meeting of the Board was called to order at 7:00 a.m. on the above date by Vice-President Troy Hilt in the USD 297 Board meeting room, with all members present except Cale Rieger and J.W. Milliken. Elmer Kellner was present to observe.

Shawna Blanka made a motion to approve the agenda, seconded by Danielle McAtee and carried.

The main purpose for this special meeting was a review of the proposed budget for FY 2022. Following review and discussion of all funds in the FY 2022 budget, Chris Hingst moved, Dustin Andrist seconded, and it carried that the FY 2022 budget be published in the August 8 edition of the St. Francis Herald as proposed. The overall mill levy for this budget is projected at 45.990 mills (last year's budget was 45.166 mills.) The budget hearing is scheduled to be held at the next regular Board meeting on August 24, 2021 at 7:00 a.m.

Next the Board considered approval of a contract for Rachel Morris for the head high school cook position and Vera Zwegardt as a high school cook. Chris Hingst made a motion to approve these contracts, seconded by Dustin Andrist and carried. Superintendent Penka reported that administration is working on a plan to get Mrs. Morris and Mrs. Zwegardt the training they will need.

At 7:21 a.m., Danielle McAtee moved that the meeting adjourn; the motion was seconded by Shawna Blanka and carried.

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CLERK

DATE

BOARD PRESIDENT

**BUSINESS ITEM:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

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.

*I do not know of any 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:**

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

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

COVID-19 updates

Masks on Buses, riding the bus while on modified quarantine

**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:**

FY 2021-2022 Revenue Neutral Rate – if a patron(s) is present to discuss the RNR as published, we will need to hear their comments and/or concerns.

**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 - b

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

FY 2021-2022 Budget Hearing – if a patron(s) is present to discuss the budget as published, we will need to hear their comments and/or concerns. After the hearing, the Board needs to take official action to approve the Fiscal Year 2021-2022 budget as published in the July 21, 2021, issue of the St. Francis Herald, or to amend the budget as necessary as a result of the budget hearing and then approve the amended budget.

**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**

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

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

At the meeting, the proposed bus routes for 2021-2022 are very similar to the previous year – we have enough drivers for 5 regular routes, the same as last year (depending on enrollment). All of these proposed routes are still subject to change as more information becomes available.

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 – d) Superintendent Goals

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The board needs to inform the Superintendent if they play to keep the goals or alter the goals going forward.

**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 – e)

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

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**

**2) BUSINESS ITEM:**

7) New Business – f) Out of district student

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Brayden Kaup – 11<sup>th</sup> grade

**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**

**1) BUSINESS ITEM:**

6) New Business – f) Approval of High School Handbook

**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**



**2) BUSINESS ITEM:**

7) New Business – f) Faculty Update

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Chemistry Lab  
JH Science room  
Concrete work  
Plumbing

**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:**

6) New Business – h) Esser Money

**14) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Window bid came in 429,000 – Esser III 444,000

Waiting on blueprints for the AC in the gym

**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:**

6) New Business – i) New Bus

**20) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

On meeting day I will have some buses for the board to look at to make a decision.

**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:**

Enrollment numbers

2018 – 261.5

2019 – 263.8

2020 – 269.5 (262 in August)

2021 – 282

**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 – Principals and Board

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

There may be miscellaneous items to be presented by the principals 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) Adjournment**

The next scheduled meeting is scheduled for September 9th. 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**