



SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297

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**Agenda for
Regular Meeting of
Board of Education
November 11, 2021, 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 2021 Audit Report
- 6) New Business**
 - a) Review of vehicle fleet
 - b) Superintendent Evaluation
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Set Meeting Date and Time**
- 9) Adjournment**

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BOARD OF EDUCATION

Cale 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

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 October 14, 2021 and special board meetings on October 26, 2021, October 27, 2021, and November 1, 2021. 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 currently.

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 – October 14, 2021

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 Chris Hingst and carried.

There were no audiences.

Items on the Consent Calendar were next considered. Following review of these items, Dustin Andrist moved, Danielle McAtee seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the regular Board meeting on September 9, 2021. 2) The list of bills being paid on direct deposit slips numbering 0917001-0917071 and on checks numbering 11872-11887 on BANKWEST in the amount of \$216,868.12 and checks numbering 15384-15477 on First National Bank totaling \$220,993.98 for a grand total of \$437,862.10. 3) The Cash Summary Report including the Grade School Activity Fund Report, and the High School Activity Fund Report - all as of September 30, 2021. 4) No Gift offers.

There were no committee reports.

There was no old business.

The board received a summary of the official enrollment on September 20, 2021. Official 2021-2022 FTE enrollment in USD 297 is 284, which is an increase of 11 from the 2020-2021 FTE enrollment (273).

The board also received a summary of the KSHSAA Classifications for activities in 2021-2022. St. Francis is a Class 2A Division II school in the KSHSAA Classifications, with an enrollment of 67 students in grades 9, 10, 11, and 12.

Next under new business, Superintendent Penka reviewed with the Board a bid from Norton Glass to replace windows and screens at the grade school and replace windows on the back of the junior high/ high school buildings in the amount of \$427,023.30. A motion was made by Chris Hingst to accept this bid; seconded by Troy Hilt and carried. ESSER II and ESSER III funds will be used to pay for this project.

Next, discussion was held regarding a bid from Trane for installing air conditioning in the high school gym. The total bid on this project is \$595,000.00. It was the consensus of the board to not go forward with this project.

The board and administration briefly reviewed the Audit Report for FY 2021 (and the accompanying management letter and governance letter) that had been completed by Adams & Brown. There will be a second review of the audit at the November Board meeting for final approval.

Next, Superintendent Penka reported that we have six contract amendments to approve for additional college hours. Troy Hilt moved to approve the contract amendments; motion was seconded by Shawna Blanka and carried.

Superintendent Penka recommended Brock Waters as the assistant JH boys' basketball coach for the 2021-2022 school year. Motion was made by J.W. Milliken to approve the recommendation, seconded by Troy Hilt and carried.

Superintendent Penka recommended leaving the base salary as is, certified staff will continue to take their steps as earned. Troy Hilt made a motion to leave pay scale as is, seconded by Dustin Andrist, and passed.

Superintendent Penka reported that a new paraprofessional through the NKESC has been hired for the grade school, Abby Beitz.

The next Board of Education meeting will be held on November 11, 2021, at 7:00 a.m.

At 8:25 a.m., Danielle McAtee moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

CLERK

DATE

BOARD PRESIDENT

MINUTES OF THE SPECIAL BOARD MEETING – October 26, 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, who joined the meeting at 7:20 a.m.

Chris Hingst made a motion to approve the agenda, seconded by Dustin Andrist and carried.

The main purpose for this special meeting was to discuss the Cooperative Agreement for boys' high school basketball with Cheylin high school.

Superintendent Penka requested a 20 minute executive session to discuss the Cooperative Agreement between Cheylin and St. Francis boys' basketball. Shawna Blanka made the following motion: Mr. President, I move that the board recess into executive session to discuss the Cooperative Agreement for boys' high school basketball with Cheylin high school and that the open meeting shall resume at 7:25 a.m. The motion was seconded by J.W. Milliken and carried. The board came out of executive session at 7:25 a.m. and requested an additional 10 minutes, Chris Hingst made the motion; seconded by Dustin Andrist and carried. The board came out of executive session at 7:35 a.m. and requested an additional 10 minutes, J.W. Milliken made the motion; seconded by Cale Rieger and carried. Regular session resumed at 7:45 a.m.

It was the consensus of the board to offer Cheylin the original proposal.

At 7:50 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

CLERK

DATE

BOARD PRESIDENT

MINUTES OF THE SPECIAL BOARD MEETING – October 27, 2021

A special meeting of the Board was called to order at 7:00 a.m. on the above date by President Cale Rieger in the USD 297 Board meeting room, with all members present.

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

The main purpose for this special meeting was to discuss the Cooperative Agreement for boys' high school basketball with Cheylin high school.

Superintendent Penka requested a 35 minute executive session to discuss the Cooperative Agreement between Cheylin and St. Francis boys' basketball. Dustin Andrist made the following motion: Mr. President, I move that the board recess into executive session to discuss the Cooperative Agreement for boys' high school basketball with Cheylin high school and that the open meeting shall resume at 7:30 a.m. The motion was seconded by J.W. Milliken and carried. Regular session resumed at 7:21 a.m.

Troy Hilt made a motion to decline the Cooperative Agreement for boys' high school basketball to combine with Cheylin; motion was seconded by Dustin Andrist and carried unanimously.

At 7:24 a.m., Shawna Blanka moved that the meeting adjourn; the motion was seconded by Dustin Andrist and carried.

CLERK

DATE

BOARD PRESIDENT

MINUTES OF THE SPECIAL BOARD MEETING – November 1, 2021

A special meeting of the Board was called to order at 6:50 p.m. on the above date by President Cale Rieger in the USD 297 Board meeting room, with all members present. Cory Busse, High School boys' head basketball coach was also present.

Troy Hilt made a motion to approve the agenda, seconded by Chris Hingst and carried.

The main purpose for this special meeting was to discuss the Cooperative Agreement for boys' high school basketball with Cheylin high school.

Superintendent Penka reviewed and discussed with the Board the "Proposal for Cooperative Agreement for High School Boys' Basketball 2021-2022", that had been approved by the Cheylin School Board. Cory Busse was present and discussed with the Board his feelings on the agreement.

J.W. Milliken made a motion to approve the proposal on a one year term, to be renegotiated before the 2022-2023 season. Shawna Blanka seconded the motion and it carried.

At 7:58 p.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

CLERK

DATE

BOARD PRESIDENT

1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No community members are scheduled to present but may be in attendance.

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 2021 Audit Report from Adams and Brown 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 2021 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:**
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**

1) **BUSINESS ITEM:**
New Business – b) Superintendent Evaluation

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I move that the board recess into executive session to discuss an individual staff member to protect their privacy pursuant to the non-elected personnel exception under Kansas Open Meeting Act.

- Superintendent Evaluation

Contract renewal of the Superintendent if the Board so desires.

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**

BOE Expectations of the Superintendent

Expectation	Progressing	Not Progressing	Comments
Effective Communication			
Open Door Culture			
Personable			
Represent the district			
Leader of the district			
Narrow progress gap with our goals			
Supportive of all stakeholders			
Big picture: fiscal, staff, Curriculum, Instruction, and Assessment			

Comments:

Board President

Date

Superintendent

Date

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

KESA – Outside Validation Meeting Scheduled for April 21, 2022.
Site Council meeting scheduled for January 19, 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

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.

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 9th. We will have a home Junior High Basketball game beginning at 4:00 p.m. against Greeley County in Tribune. 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