



SAINT FRANCIS COMMUNITY SCHOOLS  
UNIFIED SCHOOL DISTRICT 297

Mark E. Penka, Superintendent | 785.332.8182 | mpenka@usd297.org  
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**Agenda for  
Regular Meeting of  
Board of Education  
March 10, 2022, 7:00 p.m. CDT**

- 1) Approval of Agenda**
- 2) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) Gift offer(s)
- 3) Audiences**
- 4) Committee Reports**
  - a) Scholarship
- 5) Old Business**
  - a) Legislative updates
- 6) New Business**
  - a) Staffing 2022-2023
  - b) Legislative updates
  - c) Personnel Items
    1. Resignations
    2. Contract offer
  - d) Personnel Items
    1. Evaluations
- 7) Miscellaneous Items**
  - a) By Administration
  - b) By Board
- 8) Review of School-Improvement Process**
  - a) KESA
- 9) Review of Board Policy**
  - a) Short- and Long-Term Facility Improvement Plan
- 10) Date and Time for Next Meeting**
- 11) 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 when 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 February 10, 2022. 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) Gift offer – \$75,356.60 Roland H. Hoffman revocable trust. Mike and Jo Rogers are the administrators. Also, CFDA \$9,858.03 for milk, fruits, vegetables to assist with the inflated prices.

**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 – February 10, 2022**

The meeting was called to order by Board President Cale Rieger in the administration office on the above date at 7:00 a.m. with all members present. Jessica Matthies and Carla Lampe were also present.

Superintendent Penka had one change to the agenda; to move Audiences before the Consent Calendar. Chris Hingst made a motion to approve the agenda with the one change; the motion was seconded by Shawna Blanka and carried.

Audiences: Jessica Matthies and Carla Lampe were present to discuss with the Board the St. Francis Educational Fund. Every year, 5% of a three-year average balance of this fund is available to be utilized by USD 297 for educational purposes. The funds can be used for scholarships, salary bonuses, infusion of funds into other school funds (such as activity funds) and/or any other educational projects approved by USD 297 Board of Education.

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Dustin Andrist, seconded by J. W. Milliken, and carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on January 13, 2022. b) A list of bills being paid on direct deposit slips numbering 0117001 – 0117076 and on checks numbering 11937-11950 on BANKWEST, and checks numbering 15642-15699 on FNB Bank for a total of \$433,809.86. c) The Cash Summary Report, the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of January 31, 2022. d) There were no gift offers.

Under Committee Reports, Superintendent Penka reported that the hiring committee will be recommending: 1) Kelly Emerson for First grade aide, 2) Cassondra Krien for Kindergarten Aide, 3) Sonia Palasio for high school cook; and 4) Tanya Quintero for high school cook.

Under Old Business, Superintendent Penka reported that he had visited with Cheylin Superintendent Edmundson and she reported that the Cheylin Board of Education voted not to continue the COOP next year for high school sports. Junior High football will be discussed at a future date.

Under New Business, Superintendent Penka presented the proposed 2022-2023 school calendar. After review and discussion, Troy Hilt made a motion to approve the calendar as presented; the motion was seconded by Shawna Blanka and carried.

Under New Business, Superintendent Penka reported that we have a resignation from Amy Rosier resigning her position as Grade School Special Education director effective May 20, 2022. Troy Hilt made a motion to accept Ms. Rosier's resignation, seconded by Danielle McAtee and carried.

Under New Business, Superintendent Penka requested contract offers for the following: 1) Kelly Emerson for First Grade Aide; 2) Cassondra Krien for Kindergarten Aide; 3) Sonia Palasio

for high school cook; and 4) Tanya Quintero for high school cook. Chris Hingst made a motion to offer these contracts, seconded by Danielle McAtee, and carried.

Superintendent Penka presented a bid from Howard Construction for replacing ceilings/lights in the high school music room, grade school library, and a high school classroom. The bid came in at \$64,840.00. Danielle McAtee made a motion to accept the bid, seconded by Troy Hilt and carried.

Contract offers and proposed reassignments (if any) for 2022-2023 can be acted-on at the regular meeting on March 10, 2022, or at the April 14, 2022, meeting if necessary.

Next, Superintendent Penka reviewed with the Board the plans for installing proper hot water heaters. Also discussed was what plans are being talked about for the girls' wrestling program.

Troy Hilt reported that there has been some interest in providing beef to the schools through the Farm to Table program. Superintendent Penka will be looking into this.

The next scheduled Board meeting will be held on **March 10, 2022, at 7:00 p.m.**

At 8:38 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by Troy Hilt and carried.

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CLERK

DATE

BOARD PRESIDENT

**BUSINESS ITEM:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not know of any audiences planning to be present when 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

(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:**

*Scholarship* (Dani McAtee, Dustin Andrist) - Mr. Morrow/Shayla Orten will have the necessary scholarship information ready for the committee sometime later this month. We will contact the scholarship committee members with a meeting day and time. Due to a conflict of interest, Mr. Morrow will be excusing himself from the selection committee.

**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:**

Answer any questions about what has been shared in the Friday notes about Legislative updates.

**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) New Business – a)

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Discuss staffing needs at this time.

- Vacant positions
  - Replace Hannah Billinger
  - Hire replacement for Jerry Whitmore beginning May 1 and shadowing him until his retirement on November 22
  - Replace Amy Rosier

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

- |                              |                                     |                |
|------------------------------|-------------------------------------|----------------|
| 4) GENERAL INFORMATION ITEM  | <input type="checkbox"/>            | YES            |
| 5) CONSENSUS OF BOARD NEEDED | <input checked="" type="checkbox"/> | YES            |
| 6) OFFICIAL ACTION REQUIRED  | <input type="checkbox"/>            | YES, if needed |

(a) Motion by:

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

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**1) BUSINESS ITEM:**

5) New Business – c)

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We have resignation from Hannah Billinger effective May 21, 2022, Jerry Whitmore effective November 22, 2022, and Jeff Olofson as basketball athletic director assistant effective immediately resigning his duties.

You need to take formal action to accept their resignations.

**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**

March 4th 2022

Mark Penka

St. Francis Community High School


Dear Mr. Penka,

I am writing this letter to inform you of my intention to not renew my contract with USD 297 at the end of this contract year.

I would like to thank you, Mr. Morrow, and the school board for the opportunity to work at this school. This is a truly amazing group of kids, and I am very grateful for the experience of being their teacher.

I wish you all the best, and I am happy to help with the transition of a new teacher in any way I can.

Sincerely,

A handwritten signature in black ink that reads "Hannah Kathlyn Billinger". The signature is written in a cursive style with a large initial 'H'.

Hannah Kathlyn Billinger

Dear Mr Penka and School Board Members

This is to let you know that I plan on retiring November 22nd 2022 from the Technology Consultant position and USD297 . I plan on training and helping the new Technology Consultant transition into the position during my remaining time here..

I want to thank all of you for allowing me to be part of the staff in both of the positions I held at the school (Transportation Director and Technology Consultant). I have enjoyed my time working with everyone whether it was hauling kids to school on a bus or coming up with a solution to the technology needs for the teachers and staff.

It was a pleasure working with everyone in the USD297 family. I will still be around and I would imagine I will be helping out from time to time with bus driving. Feel free to contact me at [jerrywhitmore@sbcglobal.net](mailto:jerrywhitmore@sbcglobal.net) or my cel phone 785-332-4446.

Jerry Whitmore

To the Board and Administration of Saint Francis Community Schools

For nearly 30 years I have supervised junior high, junior varsity and varsity basketball games. Please accept my resignation from this position at the end of the 2021-22 school year. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Olofson', with a long horizontal flourish extending to the right.

Jeff Olofson

3/1/2022

**2) BUSINESS ITEM:**

5) New Business – c) Contract Offer

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

At the time this packet was prepared we do not have any recommendations to take to the board for assistant Track coach. We are hoping to have one in time for the meeting.

**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 – d

8) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

At this point in the meeting, I will be requesting a 30-minute executive session if needed.

*Mr. President, I move that the board recess into executive session to discuss the performance of individual staff members in order to protect their privacy pursuant to the non-elected personnel exception under KOMA and that the open meeting shall resume at \_\_\_\_\_ in the board room.*

By law (KSA 72-5411, as amended), a school board must notify a teacher in writing on or before the third Friday in May (May 20 this year) if said teacher's contract will not be renewed; and a teacher must notify the school board in writing on or before 14 days after the third Friday in May (June 3 this year) if (s)he is resigning from their teaching contract.

Contract offers and proposed reassignments (if any) for 2022-2023 can be acted-on at the regular meeting on April 14, 2022, or at the May 12, 2022, meeting. We should have ample time to make informed, well-thought decisions concerning our staffing plans.

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

- 10) **GENERAL INFORMATION ITEM**  **YES**
- 11) **CONSENSUS OF BOARD NEEDED**  **YES**
- 12) **OFFICIAL ACTION REQUIRED**  **YES to enter executive session**  
(a) **Motion by:**  
Vote: \_\_\_\_\_ **Affirmative**  
(b) **Second by:** \_\_\_\_\_ **Negative**

13) **OFFICIAL NOTES BY CLERK**

1)

**1) BUSINESS ITEM:**

7) Miscellaneous Items – Superintendent

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

None 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:**

7) Miscellaneous Items – Principal and Board

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

There may be miscellaneous items to be presented by the principal and 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:**

8) Review of School-Improvement Process

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

KESA timeline is as follows:

- March 9 – Outside Validation Team meeting
- March 24 – Leadership for Tomorrow Cohort
- April 21 – OVT 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**

1)

**BUSINESS ITEM:**

9) Review of School Improvement Policy

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

- Ceilings
- JH and HS girl's locker room will get new stall, cabinets, and paint this summer. We are currently working on acquiring bids. This will be a July 1 project (next fiscal year)
- New oven for the HS - \$4,995. Won't arrive until October
- Windows
- Working on Hot water for GS and HS with Essers III money.
- Wrestling mats on walls – can be added to five year plan if 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**

2) **BUSINESS ITEM: Adjournment**

3) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The April meeting is scheduled for Thursday, April 14, at 7:00 a.m.

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**