**Minutes of the Regular Board Meeting – July 14, 2022**

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

Superintendent Penka had one change to the agenda: add under Consent Calendar p) Revenue Neutral Rate. Troy Hilt made a motion to approve the agenda with the one addition; 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 J.W. Milliken to extend the date for election of officers until the January meeting. The motion was seconded by Troy Hilt and carried.

Following a brief review of the other officers of the Board, it was moved by J. W. Milliken, seconded by Dustin Andrist, and carried to appoint the following officers: Traci Neitzel as Clerk of the Board; Marilyn Raile as Treasurer of the Board; and Reyelt’s & Milliken as the law firm to represent the Board on an as-needed basis.

Items on the Consent Calendar were next considered. Following review of these items, Troy Hilt moved, Dustin Andrist seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the special meeting on June 28, 2022. 2) The list of bills being paid on checks numbering 15934-15969 on FNB Bank totaling $97,205.03. 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, 2022. 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 Anne Coon, K-5 Principal, as the USD 297 attendance officers. 10) Designation of Rachel Morris, 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 2022-2023 fiscal year. 13) Approval of “Memorandum of Understanding” with Head Start. 14) Approval of a Member Participation Agreement for the KASB Workers Compensation Fund. 15) The Revenue Neutral Rate.

The next item on the agenda was to set the time and place for Board meetings in 2022-2023. After brief discussion, J.W. Milliken 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 Chris Hingst and carried.

There were no audiences present.

Committee Reports: Superintendent Penka reported that we have one candidate working on getting his CDL license. We are still in need of three paraprofessionals and a Special Education teacher for the grade school.

The Board was asked to approve the 2022-2023 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, Troy Hilt moved, J.W. Milliken seconded, and it carried to approve the 2022-2023 Food Service Program Agreement.

Discussion concerning joining the KASB for 2022-2023 was held. Following discussion, a motion was made by Dustin Andrist, seconded by Chris Hingst, 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 $7,153.74).

The Board next considered necessary appointments to commissions and boards. Following brief reviews, J.W. Milliken moved, seconded by Troy Hilt, and carried: 1) to appoint Kirby Elliott to the St. Francis Recreation Commission, which he has already agreed to, for a 4-yeat 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 Chris Hingst, seconded by Dustin Andrist, and carried to accept these students of out-of-district families, with a waiver of the tuition charges for each family for the 2022-2023 school year.

Superintendent Penka reported that we have received two resignations; one from Kody Workman resigning her position as a high school paraprofessional and Jennifer Milne resigning her position through NKESC as a grade school paraprofessional. There was one contract returned for signature. Dustin Andrist made a motion to approve the resignations and the contract; seconded by J.W. Milliken and carried.

Next Superintendent Penka presented a bid from American Boiler & Mechanical to replace hot water heaters in the grade school and high school. The grade school bid came in at $54,012.00 and the high school bid came in at $80,447.00. The majority of this will be paid with ESSER funds. Troy Hilt made a motion to accept the bid as presented; seconded by J.W. Milliken and carried.

Superintendent Penka recommended the following schedule be followed in preparing and publishing the budget for fiscal year 2022-2023:

Tuesday, July 26 – 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 27 – Publish proposed budget in The St. Francis Herald.

Wednesday, 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.

J.W. Milliken made a motion to approve the above said schedule; motion was seconded by Chris Hingst and carried.

Next, Superintendent Penka reported to the Board the progress being made on the summer building improvement projects. A Safe & Secure School State Aid Grant has been approved, this money will be used to update the card access system.

Also discussed was the possibility of contacting the dealership we purchase our vans from to put one on order for delivery in the 2023-2024 school year. Superintendent reported that the 2 ½ mile distance from school in order to ride the bus will be enforced this year.

No Review of Board Policy.

At 8:25 A.M. Chris Hingst made a motion to adjourn; seconded by J.W. Milliken and carried.

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CLERK DATE BOARD PRESIDENT