



SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297

Mark Penka, Superintendent | 785.332.8182 | mpenka@usd297.org
Dave Morrow, 6-12 Principal | 785.332.8153 | dmorrow@usd297.org
Anne Coon, K-5 Principal | 785.332.8143 | acoon@usd297.org

**Agenda for
Regular Meeting of
Board of Education
August 24, 2022, 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) Audiencies**
- 4) Committee Reports**
- 5) Old Business**
- 6) New Business**
 - a) FY 2022-2023 Budget Hearing and approval of budget
 - b) Review of proposed school bus routes for 2022-2023
 - c) Personnel items
 - i) Contract amendment(s)
 - ii) Resignation
 - iii) Hiring of paraprofessional
 - d) Funds request St. Francis Educational Foundation – scholarships
 - e) Signatures on Activity Accounts
- 7) Miscellaneous Items**
 - a) By administration
 - b) By Board
- 8) Adjournment**

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BOARD OF EDUCATION

Cale Rieger, President
Troy Hilt, Vice-President
Traci Neitzel, Clerk

Marilyn 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 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

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 July 14, 2022, regular meeting, July 26, 2022, 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**

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-year term; 2) to appoint Cafe 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.

Wednesday, 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.

CLERK

DATE

BOARD PRESIDENT

MINUTES OF THE SPECIAL BOARD MEETING – JULY 26, 2022

A special meeting of the Board was called to order at 7:10 a.m. on the above date by Board Member J.W. Milliken in the USD 297 Board meeting room, with all members present except Cale Rieger and Troy Hilt.

Chris Hingst made a motion to approve the agenda, seconded by Shawna Blanka and carried.

The main purpose for this special meeting was a review of the proposed budget for FY 2023. Following review and discussion of all funds in the FY 2023 budget, Chris Hingst moved, Dustin Andrist seconded, and it carried that the FY 2023 budget be published in the July 27 edition of the St. Francis Herald as proposed. The overall mill levy for this budget is projected at 45.269 mills (last year's budget was 45.990 mills). The budget hearing is scheduled to be held at the next regular Board meeting on August 24, 2022 at 7:00 a.m.

Next, Superintendent Penka had some personnel issues to discuss with the Board, these issues will be addressed again at the August regular board meeting.

At 8:05 a.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:

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:

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) BUSINESS ITEM:

5) Old Business

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

None at the time of the preparation of this packet.

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 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 2022-2023 budget as published in the July 27, 2022, issue of the St. Francis Herald, or to amend the budget as necessary because of the budget hearing and then approve the amended budget.

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 – b

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

At the meeting, the proposed bus routes for 2022-2023 are very similar to the previous year – we have enough drivers for 5 regular routes, the same as last year. The routes are provided for you.

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)

1) BUSINESS ITEM:

6) New Business – c)i

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We have one contract amendment that needs to be addressed.

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 – c)i

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The board needs to accept the resignation of Roxanne Martinez as cook. The letter is enclosed.

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

Resignation Letter

Anita R. Martinez
3200 Lake Park Way apt 203 Longmont, Co 80503
303-506-1382 aragonanita@gmail.com
August 8th, 2022

St. Francis Elementary School

Please accept this letter as formal notification that I am leaving my position at St. Francis Elementary school effective immediately due to recent famillial changes.

Thank you for the oppotunities you have provided the duration I was there.

Sincerely,

Anita R. Martinez

Anita R. Martinez

3) BUSINESS ITEM:

8) New Business – c)ii Personnel

14) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The hiring committee recommends hiring Heidi Straub-Marquez for the Jr/Sr high school para position.

There could possibly be another candidate to propose for the kitchen.

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

4) BUSINESS ITEM:

9) New Business – c)ii Funds Request

20) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We need to request \$6,550 from the St. Francis Educational Fund for scholarships that were awarded.

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

5) BUSINESS ITEM:

10) New Business – d) Activity Account

26) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We need to add Grant Wieggers and Traci Nietzel to the high school activity account and Anne Coon to the grade school activity account.

27) QUESTIONS OR COMMENTS BY BOARD:

28) GENERAL INFORMATION ITEM YES

29) CONSENSUS OF BOARD NEEDED YES

30) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

31) 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

2022 - 293

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 8th, 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**