



SAINT FRANCIS COMMUNITY SCHOOLS

UNIFIED SCHOOL DISTRICT 297

Mark Penka, Superintendent | 785.332.8182 | mpenka@usd297.org
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Agenda for Regular Meeting of Board of Education January 12, 2023, 7:00 a.m. CST

- 1) Approval of Agenda**
- 2) Election of Officers**
- 3) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offers (if any)
- 4) Audiences**
- 5) Committee Reports**
 - a) Selection of committee members (Meet and Confer, Scholarship, Hiring)
- 6) Old Business**
 - a) Cheyenne County Childcare
- 7) New Business**
 - a) Initial discussion for school finance for 2023-2024
 - b) Personnel
- 8) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 9) Review of MTSS**
- 10) Review of Board Policy**
- 11) 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:
- 2) 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) Election of Officers

3) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Currently

President: Cale Rieger

Vice-President: Troy Hilt

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 December 8, 2022, regular 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: Greater Northwest Kansas Community Foundation for \$125,000 – Cheyenne County Childcare Initiative.

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 – December 8, 2022

The meeting was called to order by President Cale Rieger in the administration office on the above date at 7:00 a.m. with everyone present except Shawna Blanka and J.W. Milliken.

Dustin Andrist made a motion to approve the agenda; the motion was seconded by Troy Hilt and carried.

Audiences: Jessica Matthies was present to discuss with the Board the Cheyenne County Childcare Initiative. She reviewed with the Board what role the school would play in the Childcare Initiative.

Items on the Consent Calendar were next considered. Following review of these items, Chris Hingst moved, Dustin Andrist seconded, and it carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on November 10, 2022. b) A list of bills being paid on direct deposit slips numbering 1118001 – 1118076 and on checks numbering 11906-11922 on BANKWEST, and checks numbering 16262-16321 on FNB Bank for a total of \$365,383.21. c) The Cash Summary Report, the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of November 30, 2022.

There were no Committee Reports.

Under Old Business Danielle McAtee made a motion to accept the grant funds for the Cheyenne County Childcare initiative and act as a pass through for the funds. USD 297 would also accept ownership of the building located at 123 Jackson Street, St. Francis, KS. The motion was seconded by Troy Hilt and carried.

Under New Business, we had two contracts, and one contract amendment returned for signature. Chris Hingst made a motion to approve the contracts and the contract amendment, motion was seconded by Troy Hilt and carried.

Next under New Business, Superintendent Penka reported that we have received a letter of resignation from Erin Perrigo resigning her position as 5th grade teacher effective at the end of the school year. Ms. Perrigo has been with USD 297 for six years. Troy Hilt made a motion to accept Ms. Perrigo's resignation; seconded by Chris Hingst and carried.

Next, Superintendent Penka requested a 30-minute executive session to discuss Administrative Evaluations. Troy Hilt made the following motion: 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 8:20 a.m. in the board room. The motion was seconded by Danielle McAtee and carried. Shawna Blanka joined for the executive session by phone. The regular meeting resumed at 8:20 a.m.

Chris Hingst made a motion to renew Superintendent Penka and High School Principal David Morrow's contract for an additional year; motion was seconded by Danielle McAtee and carried.

Principal Morrow reported that the St. Francis Invitational Wrestling Tournament went well and was very well attended.

Superintendent Penka reported that they are on schedule to complete the KESA accreditation by year end and will then submit it to the Outside Validation Team (OVT).

The next scheduled Board meeting will be held on Thursday, January 12, 2023, at 7:00 a.m.

At 8:41 a.m., Chris Hingst moved that the meeting adjourn; the motion was seconded by Danielle McAtee and carried.

CLERK	DATE	BOARD PRESIDENT
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1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any audience members attending 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 – Selection of members

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The Board needs to select members to two or three committees that will be active within the next few months:

Meet and Confer Committee: two members need to be selected; Cale Rieger and Chris Hingst served on this committee last year.

Scholarship Committee: Two members need to be selected; Dani McAtee and Dustin Andrist served on this committee last year. Mr. Morrow and I will serve as administrators on the committee.

Hiring Committee: two members need to be selected; J.W. Millikan and Shawna Blanka served on this committee last year.

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:

Cheyenne County Day Care Initiative - Insurance

Don't do daycares, since we are in a group of schools (pool), and nothing outside of schools is allowed in our pool. Daycare creates too many risks and do not want the liability that comes with it due to changing the parameters since it is not fair to the other schools in the consortium. So, we would have to create a new policy to insure the daycare.

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:

With Legislative sessions about to begin, I will be updating you on the changes that are being proposed.

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 – b) Personnel

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There potentially could be personnel decision on the day of 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:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There may be miscellaneous items to be presented by the Superintendent.

Average State Salaries

Potential for sidewalk alterations this summer at grade school.

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) Miscellaneous Items – Principal and Board

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There may be miscellaneous items to be presented by the principal and by individual Board members.

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:

- 8) Review of School-Improvement Process MTSS

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Questions/concerns over MTSS

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) Board Policy Update

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**

- 2) BUSINESS ITEM:
10) Adjournment

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The next meeting is scheduled for Thursday, February 9th. There is a junior high school wrestling scheduled for that day. If the board so desires, we could go at 7:00 a.m.

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