



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
February 09, 2023, 7:00 a.m. CST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offer(s)
- 3) Audiences**
- 4) Committee Reports**
 - a) Hiring committee
 - b) Meet-and-Confer
- 5) Old Business**
- 6) New Business**
 - a) Review of 2023-2024 school calendar
 - b) Discussion/action on personnel items
 - 1) Contract offer(s)
 - 2) Letters of resignation
 - c) Snow removal equipment
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
 - a) KESA review
- 9) Date and Time for next Board meeting**
- 10) 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 recommend we move audiences up to give Jessica Mathies an opportunity to speak.

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 January 12, 2023.
- 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 offers – \$618.19 St. Francis Recreation Commission for weight room supplies and \$250 Daniel Stang for Jean Ann Confer Memorial, \$300 Prairie Land Electric for clean kids program.

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 – January 12, 2023

The meeting was called to order by Board Vice-President Troy Hilt in the administration office on the above date at 7:05 a.m. with all members present except Cale Reiger, Chris Hingst and Danielle McAtee. Cale Reiger arrived at 7:49 a.m.

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

Election of officers was next; J. W. Milliken made a motion to leave officers currently elected in place: Cale Rieger as President and Troy Hilt as Vice President; the motion was seconded by Dustin Andrist and carried.

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 December 8, 2022. b) A list of bills being paid on direct deposit slips numbering 1219001 – 1219080 and on checks numbering 12139-12153 on BANKWEST, and checks numbering 16322-16388 on FNB Bank for a total of \$666,977.95. c) The Cash Summary Report (including two transfers; \$8,066.30 from the General Fund to the At-Risk Fund; and \$39,564.00 from the General Fund to the Special Ed Fund), the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of December 31, 2022. d) There was a gift offer from Greater NW Kansas Community Foundation in the amount of \$125,000 for the renovation of the building to be used for the Childcare Initiative.

There were no audiences.

The Board considered appointment of members to three committees – the Meet-and-Confer Committee, Scholarship Committee, and Hiring Committee. Following brief discussion, Cale Rieger and Chris Hingst were selected to serve on the Meet-and-Confer Committee; Superintendent Penka, Principal David Morrow, Danielle McAtee, and Dustin Andrist were selected to serve on the Scholarship Committee; and Superintendent Penka, Principal Morrow, Principal Coon, Shawna Blanka, and J. W. Milliken were selected to serve on the Hiring Committee. J. W. Milliken moved to approve these committee appointments; the motion was seconded by Shawna Blanka and carried.

Under Old Business, Superintendent Penka reported that we are shopping for insurance coverage on the building that will be used for Child Care.

Superintendent Penka updated the Board on legislative issues currently in discussion.

At 7:30 a.m., J. W. Milliken made the following motion for a ten minute executive session: Mr. President, I move that the board recess into executive session to discuss non-elected personnel in order to protect their privacy pursuant to the non-elected personnel exception under KOMA and that the open meeting shall resume at 7:40 a.m. Shawna Blanka seconded the motion, and

it carried. Principal Morrow, Principal Coon and Clerk Neitzel left the meeting; rejoining at 7:40 a.m.

Next Superintendent Penka reviewed with the Board a printout he had of the average state salaries and benefits paid. He also went over some tentative plans that the City of St. Francis had presented for sidewalk alterations this summer at the grade school.

Next was a review of the KESA process.

The next regular scheduled Board meeting will be held on February 9, 2023, at 7:00 a.m.

At 8:08 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by J.W. Milliken and carried.

CLERK

DATE

BOARD PRESIDENT

1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Jessica Mathies on behalf of 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

- 1) **BUSINESS ITEM:**
4) Committee Reports

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

- The hiring committee will be recommending:
- Gary Wyatt for the Elementary Position.
 - Jaydenn Miller for the Elementary Position.

Calendar Committee – update on school Calendar for 2023-2024 school 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:

If needed: 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; If needed

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

7) OFFICIAL NOTES BY CLERK

- 1) **BUSINESS ITEM:**
6) New Business – a)

1) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We have proposals for the 2023-2024 school year calendar to present to the board.

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

- 3) **GENERAL INFORMATION ITEM** **YES**
4) **CONSENSUS OF BOARD NEEDED** **YES**
5) **OFFICIAL ACTION REQUIRED** **YES**

(a) **Motion by:**
Vote: _____ **Affirmative**

(b) **Second by:**
_____ **Negative**

6) **OFFICIAL NOTES BY CLERK**

St. Francis USD 297 - School Calendar - 2023-2024 (B)

Jul-23							August							Jan-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	14-16: Professional Development							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	17: First Day for Students; 1:00 Dismissal								1	2	3	4	5	6	
2	3	4	5	6	7	8								7	8	9	10	11	12	13	
9	10	11	12	13	14	15	September							14	15	16	17	18	19	20	
16	17	18	19	20	21	22	4: Labor Day - No School							21	22	23	24	25	26	27	
23	24	25	26	27	28	29	11: MTSS - No School							28	29	30	31				
30	31						20: 2 Hour Late Start														
Aug-23							October							Feb-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	9: No School							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	13: End of 1st 9 Wks											1	2	3	
6	7	8	9	10	11	12	30: Parent Teacher Conferences							4	5	6	7	8	9	10	
13	14	15	16	17	18	19	November							11	12	13	14	15	16	17	
20	21	22	23	24	25	26	1: 2 Hour Late Start							18	19	20	21	22	23	24	
27	28	28	30	31			22-24 Thanksgiving Vacation							25	26	27	28	29			
Sep-23							December							Mar-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	6: 2 Hour Late Start							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
							20: End of Semester - Dismiss @ 1:00													1	2
					1	2	20: End of 1st Semester (83.5 days)								3					8	
3	4	5	6	7	8	9	21-31 Christmas Vacation							10	11	12	13	14	15	16	
10	11	12	13	14	15	16								17	18	19	20	21	22	23	
17	18	19	20	21	22	23								24	25	26	27	28	29	30	
24	25	26	27	28	29	30	January							31							
							1-2 New Year's Vacation														
Oct-23							February							Apr-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	3: MTSS - No School							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
							4: First Day with Students								1	2	3	4	5	6	
1	2	3	4	5	6	7	February							7	8	9	10	11	12	13	
8	9	10	11	12	13	14	12: Professional Development							14	15	16	17	18	19	20	
15	16	17	18	19	20	21	19: President's Day - No School							21	22	23	24	25	26	27	
22	23	24	25	26	27	28	28: 2 Hour Late Start							28	29	30					
29	30	31					March														
							4: Parent Teacher Conference							May-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	8: End of 3rd 9 Wks							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	11-15: Spring Break										1	2	3	4	
5	6	7	8	9	10	11	29: Easter Break							5	6	7	8	9	10	11	
12	13	14	15	16	17	18								12	13	14	15	16	17	18	
19	20	21	22	23	24	25	April							19	20	21	22	23	24	25	
26	27	28	29	30			1: Easter Break							26	27	28	29	30	31		
							3: 2 Hour Late Start														
Dec-23							May							June-24							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	8: Last Day for Seniors							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	12: Graduation													1	
3	4	5	6	7	8	9	15: Last Day of School; 1:00 Dismissal							2	3	4	5	6	7	8	
10	11	12	13	14	15	16	15: End of 2nd Semester (83.5 days)							9	10	11	12	13	14	15	
17	18	19	20	21	22	23	16: Teacher Workday							16	17	18	19	20	21	22	
24	25	26	27	28	29	30								23	24	25	26	27	28	29	
31														30							

1) BUSINESS ITEM:

6) New Business – b)1

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

- Discussion of Teacher movement for the 2023-204 school year.
The hiring committee recommends: Gary Wyatt and Jaydenn Miller for the Elementary Position.

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

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

- Resignation of Anne Coon as Elementary Principal
- Resignation of Rachel Morris as Food Service Director

3) QUESTIONS OR COMMENTS BY BOARD:

4) GENERAL INFORMATION ITEM YES

5) CONSENSUS OF BOARD NEEDED YES

6) OFFICIAL ACTION REQUIRED YES

(c) Motion by:

Vote: _____ Affirmative

(d) Second by:

_____ Negative

8) OFFICIAL NOTES BY CLERK

1/30/23

Dear Mr. Penka and St. Francis Board of Education,

I have thoroughly enjoyed my time working in USD 297. The students, staff, administration, and board are amazing. Great things are happening for students! I unfortunately need to do what is best for my family so I am resigning my position as elementary principal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anne", followed by a long horizontal flourish line extending to the right.

Anne Coon

Jan 10, 2023

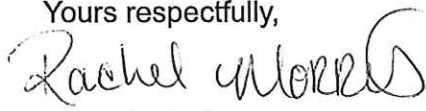
Dear Mr. Penka and Whom it may concern,

This letter is to notify you that I am resigning from USD 297 as Food Service Director. May 17 will be my last day of employment.

This wasn't an easy decision, because I am grateful for the rewarding employment I've had with the school. But after many hours of consideration, my decision is final.

Please contact me if I can make this transition a smooth one.

Yours respectfully,

A handwritten signature in cursive script that reads "Rachel Morris". The signature is written in black ink and is positioned to the right of the typed name.

Rachel Morris

7) BUSINESS ITEM:

7) New Business – c

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Snow removal equipment

9) QUESTIONS OR COMMENTS BY BOARD:

10) GENERAL INFORMATION ITEM YES

11) CONSENSUS OF BOARD NEEDED YES

12) OFFICIAL ACTION REQUIRED YES

(e) Motion by:

Vote: _____ Affirmative

(f) Second by:

(g) _____ Negative

9) 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.

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 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) BUSINESS ITEM:

9) KESA Update

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Review of Outside Validation Team (OVT) response

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) Date and Time of next Board Meeting - Adjournment

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

March Board meeting is set for March 9, 2023, at 7:00 a.m. If a conflict with State Basketball, we will look to move 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