



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
March 9, 2023, 7:00 a.m. CDT**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offer(s)
- 3) Audiencies**
- 4) Committee Reports**
 - a) Scholarship and Hiring Committees
- 5) Old Business**
 - a) Continued discussion of school finance/legislation
 - b) Cheyenne County Childcare Initiative
- 6) New Business**
 - a) Executive Session to discuss non-elect personnel.
 - b) Personnel Items
 1. Resignations
 2. Hiring
 - c) Interlocal Agreement with NKESC from 2023-2028
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
- 9) Review of Board Policy**
- 10) Date and Time for Next Meeting**
- 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:

1) 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) 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 9, 2023. 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 -\$4,200 Jean Ann Confer Memorial, and \$19,225.81 Lila Oster Estate.

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 09, 2023

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 Justin Lohr were also present.

Superintendent Penka had the following changes to the agenda; to move Audiences before the Consent Calendar; under New Business add: d) Transportation Crisis Plan; e) Heater Bids; f) Door bids. Troy Hilt made a motion to approve the agenda with the changes mentioned; the motion was seconded by Chris Hingst and carried.

Audiences: Jessica Matthies was present to discuss using the Elementary school again this summer for their Discovery Zone project. It is a 6 week program starting the first week in June. Ms. Matthies also requested funding from the school anywhere from \$2,000 to \$5,000 for this project. Ms. Matthies reported that the contract has been drawn up on the building to be used as the Childcare facility and that Danielle McAtee has agreed to be on the Childcare Initiative board. Mr. Penka is working on obtaining insurance for the building.

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Chris Hingst, seconded by Dustin Andrist, and carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on January 12, 2023. b) A list of bills being paid on direct deposit slips numbering 0119001 – 0119081 and on checks numbering 12154-12166 on BANKWEST, and checks numbering 16390-16429 on FNB Bank for a total of \$323,312.30. c) The Cash Summary Report, the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of January 31, 2023. d) Three gift offers were approved: \$250 to the Jean Ann Confer Memorial; \$618.19 from the St. Francis Recreation Commission for the purchase of weight room supplies; and \$300 from Prairie Land Electric for the Clean Kids Program.

Under Committee Reports, Superintendent Penka reported that the hiring committee will be recommending: 1) Gary Wyatt for an Elementary school position; and 2) Jaydenn Miller for an Elementary school position.

The Calendar Committee reported that they have updated the school calendar for 2023-2024 school year.

Under Old Business the Discovery Zone was approved to be held in the Elementary School, however funding will have to wait. A motion was made by Troy Hilt, seconded by Shawna Blanka and carried.

Under New Business, Superintendent Penka presented the proposed 2023-2024 school calendar. After review and discussion, Danielle McAtee made a motion to approve the calendar as presented; the motion was seconded by Dustin Andrist and carried.

Under New Business, Superintendent Penka reported that we have a resignation from Anne Coon, resigning her position as Grade School principal effective at the end of the 2022-2023 school year. Also resigning is Rachel Morris as Food Service Director, effective at the end of the 2022-2023 school year. J.W. Milliken made a motion to accept the two resignations, seconded by Danielle McAtee and carried.

Next, Superintendent Penka requested a twenty minute executive session to discuss non-elected personnel. Troy Hilt made the following motion: 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 8:00 a.m. The motion was seconded by J.W. Milliken. The regular meeting resumed at 8:00 a.m.

Next under new business, Troy Hilt made a motion to approve the hiring of Gary Wyatt and Jaydenn Miller for Elementary school teachers for the 2023-2024 school year. Also moved that Superintendent Penka and Principal Coon proceed with the teacher movement plan, in the elementary school, for the 2023-2024 school year. The motion was seconded by J.W. Milliken and carried.

Next, Board Member Chris Hingst, reported to the Board that he had purchased a Snow Pusher to be used by school maintenance on the International tractor.

Superintendent Penka reviewed with the Board the St. Francis Community Schools Transportation Crisis Plan. Troy Hilt made a motion to approve the plan; seconded by Chris Hingst and carried.

Superintendent Penka presented a bid from Roger Neitzel Heating & Cooling for the installation of Mini-Split systems to be install in the Ag Room, Woodworking classroom and office and the Fitness Center. The bid came in at \$20,663.00 with the 220 volt wiring be completed by others. Shawna Blanka made a motion to accept the bid, seconded by Chris Hingst and carried.

Next, Superintendent Penka presented a bid from Dependable Glass and a bid from Norton Glass for the installation of doors in the weight room area. After discussion, J. W. Milliken made a motion to accept the bid from Dependable Glass in the amount of \$20,613.00, seconded by Troy Hilt and carried.

Contract offers and proposed reassignments (if any) for 2023-2024 can be acted-on at the regular meeting on March 09, 2023, or at the April 13, 2023, meeting if necessary.

Next, Superintendent Penka reported that Susan Dinkel will hold the title of Assistant Principal for licensure reasons. There will be no pay increase or duties with this title at this time.

Superintendent Penka reviewed with the Board the Outside Validation Team (OVT) response to the report that was submitted.

The next scheduled Board meeting will be held on **March 09, 2023, at 7:00 a.m.**

At 8:48 a.m., Chris Hingst moved that the meeting adjourn; the motion was seconded by J. W. Milliken and carried.

CLERK	DATE	BOARD PRESIDENT
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BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any audiences planning to be present 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

(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 and Mrs. 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.

Hiring (J.W. Milliken, Shawna Blanka, and Troy Hilt) – We will have a recommendation for head cook and elementary principal. Please share about the candidates that we will be recommending.

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:**

By meeting night, there might be a few items to discuss in terms of the legislature and school related issues, but not much has happened concerning finance yet.

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 – b

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Cheyenne County Childcare Initiative – Insurance

We are getting quotes for property Insurance, but neither of them is interested in the liability Insurance.

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) New Business – a

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

At this point in the meeting, I will be requesting a 25-minute executive session. If you so desire, one of you will need to read 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 _____ in the board room.

By law (K.S.A. 72-5411, as amended), a school board must notify a teacher in writing on or before the third Friday in May (May 19th 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 (May 31st this year) if (s)he is resigning from their teaching contract.

Contract offers and proposed reassignments (if any) for 2023-2024 can be acted-on at the regular meeting on April 13, 2023, or at the May 11, 2023, meeting. We should have ample time to make informed, well-thought decisions concerning our staffing plans for the future.

3) QUESTIONS OR COMMENTS BY BOARD:

4) GENERAL INFORMATION ITEM YES

5) CONSENSUS OF BOARD NEEDED YES

6) OFFICIAL ACTION REQUIRED YES to enter executive session

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

7) OFFICIAL NOTES BY CLERK

1)

BUSINESS ITEM:

6) New Business – b)1

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We also have a resignation from Deanna Grice resigning from her duties as a part-time cook at the conclusion of this school year.

You need to take formal action to accept the resignation.

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

To: Mr. Penka, Mr. Morrow, USD 297 School Board

From: Scott "Hoagie" Carmichael

Re: Resignation from Assigned Duties

I am writing this letter with the utmost honor and respect to the St. Francis School Board, Administrators, Teachers and Staff, Community, and especially the students. After having Football as a part of my life as an athlete, Coach, and Administrator for 53 years, and wrestling in the same capacities for 55 years, it is time for me to step down from my coaching of Jr. High Football and Assistant AD for Wrestling. While my heart is still capable of coaching and administrating Indian athletics, my ole body is just wearing out. I know that I still have some future healthwise challenges to deal with, so this is a good time to slow down. I will still hope to help with supervision of activities when needed. I've always said that when I couldn't get into a stance anymore, it was time to stop, I can't get into a stance anymore!

I will always respect the value of working for all the Administrators and School Boards over 36 years as a Teacher and Coach at St. Francis. Going back to 1982, I can't think of 1 person at either level that I didn't universally admire, respect, and trust. Many of you now serving on the board, I had the distinct pleasure of coaching or teaching, which makes this even better.

In closing, this is not a sad time for me at all. This is a time to let you all know how blessed I was to have the opportunity to coach in St. Francis for 36 years. While next school year (23-24) will be my last year teaching, always know how blessed and appreciative I am that you gave me the chance to come Home and be a Coach! I truly Love you all!

My Deepest,



Scott "Hoagie" Carmichael

3/2/23

1) BUSINESS ITEM:

6) New Business – b)2

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Hiring committee might have a recommendation at this time to hire a grade school principal and/or a head cook.

Ryan Agan as Junior High Assistant Track Coach.

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

- 8) BUSINESS ITEM:**
6) New Business – c)

9) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I recommend that we continue to use Northwest Kansas Educational Service Center as our General Interlocal Establishment from 2023 through June 30, 2028.

10) QUESTIONS OR COMMENTS BY BOARD:

11) GENERAL INFORMATION ITEM YES

12) CONSENSUS OF BOARD NEEDED YES

13) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

14) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not have any miscellaneous items to discuss at the time the packet is being prepared but may have by meeting night.

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:

8) Review of School-Improvement Process

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: Adjournment

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The April meeting is scheduled for Thursday, April 13, at 7:00 a.m.

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