



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
April 13, 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) Audiences**
- 4) Committee Reports**
 - a) Scholarship Committee
- 5) Old Business**
 - a) Legislative updates
- 6) New Business**
 - a) Discussion of Staffing placement
 - b) Offering of licensed contracts for 2023-2024
 - c) Offering of non-licensed contracts for 2023-2024
 - d) Personnel
 - (1) New Hires
 - (2) Resignations
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
- 9) Review of Board Policy**
- 10) Next Meeting Date and Time**
- 11) Adjournment**

100 S College | P.O. Box 1110 | St. Francis, KS 67756
F: 785.332.8181 | usd297.org

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 have no amendments at the time the board 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 regular Board meeting on March 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) Gifts offers – \$15,000 Bill Keller for football scoreboard refurbishment.

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 –March 9, 2023

The meeting was called to order by Board President Cale Rieger in the administration office on the above date at 7:07 a.m. with everyone present except J. W. Milliken.

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

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Dustin Andrist, seconded by Chris Hingst, to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on February 9, 2023. b) A list of bills being paid on direct deposit slips numbering 0217001 – 0217079 and on checks numbering 12167-12179 on BANKWEST, and checks numbering 16430-16482 on FNB Bank for a total of \$333,533.89. c) The Cash Summary Report (including one transfer: \$4,562.22 from General Fund to the At-Risk Fund), the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of February 28, 2023. d) The following gift offers were approved: \$4,200.00 for the Jean Ann Confer Memorial Fund; \$19,255.81 from the Lila Oster Estate.

No Audiences.

Principal Morrow and Shayla Orten will have the necessary scholarship information ready for the scholarship committee sometime later this month. We will contact the scholarship committee members with a meeting day and time.

The Hiring Committee will have recommendations for head cook and elementary principal under Personnel Items.

Under Old Business Superintendent Penka discussed some of the legislative issues regarding schools.

Superintendent Penka reported that he had gotten more information on insuring the Cheyenne County Daycare. He also reported that we are unable to secure liability insurance; Jessica Matthies will work to get that put in place.

Next, Superintendent Penka requested a 25 minute executive session. Chris Hingst 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 8:00 a.m. The motion was seconded by Troy Hilt and carried.

At this time under New Business, Superintendent Penka discussed some of the staffing needs at this time. We have the following vacant positions: Grade School Music.

The Board was reminded that 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 (June 2nd this year) if (s)he is resigning from their teaching contract.

Contract offers and proposed reassignments (if any) for the 2023-2024 school year can be acted-on at the regular meeting on April 13, 2023, or at the May 11, 2023, meeting if necessary.

In new business under personnel items, Superintendent Penka reported that we have received a resignation letter from Scott (Hoagie) Carmichael, resigning from his position of junior high football coach and high school wrestling athletic director. Mr. Carmichael also indicated that the 2023-2024 school year will be his last year teaching. Mr. Carmichael has been with USD 297 for 36 years. A verbal resignation was also received from Deanna Grice resigning her position as a grade school part-time cook. Mrs. Grice has been with the school district for 11 years. Danielle McAtee made a motion to accept these resignations; the motion was seconded by Shawna Blanka and carried.

Also under personnel items, the hiring committee recommended Michelle Daniels for the Elementary School Principal position (on a two year contract); Ryan Agan to be assistant junior high track coach; and Leslie Steggs for the Director of Food Service. Chris Hingst made a motion to approve these three hires; motion seconded by Dustin Andrist and carried.

Next, Superintendent Penka recommended that we continue to use Northwest Kansas Educational Service Center as our General Interlocal Establishment from 2023 through June 30, 2028. Dustin Andrist made a motion to continue with NKESC; seconded by Chris Hingst and carried.

The next scheduled Board meeting will be held on April 13, 2023, at 7:00 a.m.

At 8:19 a.m., Troy Hilt moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

CLERK	DATE	BOARD PRESIDENT
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Julene W. Metzger
Clerk

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1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No audience members have requested permission to speak at the board meeting when 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 a)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The scholarship committee (D. McAtee, D. Andrist, D. Morrow, and M. Penka)

The results of the scholarship selection committee will be shown to the Board, but this information is to remain confidential until graduation.

We will need board approval if the documentation is ready.

Mr. President, I move that the board recess into executive session to discuss the individual students in order to protect their privacy under KOMA and that the open meeting shall resume at _____ in the board room.

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) Old Business – b) Legislative Updates.

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I will update the board on any legislative updates that might affect our district.

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:**
7) New Business – b)

9) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I recommend Mark Penka to be the K-5 Principal/Superintendent for the 2023-2024 school year.

I recommend moving Katisha Wieggers to the elementary school to be the full-time counselor and administrative assistant.

With these two, I am recommending a raise to go with the extra duties.

I recommend that we appoint Rebecca Butler to be the Art/Music teacher for the 2023-2024 school year.

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:

5) New Business – a)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

My recommendation is that extend all our certified teachers staff members for the 2023-2024 school year.

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 (June 2nd this year) if (s)he is resigning from their teaching contract.

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) New Business – b) Offering of non-licensed contracts.

3) ADMINISTRATION RECOMMENDATION OR COMMENTS:

If you are ready to do so, you may act to offer contracts to non-licensed personnel as desired.

If the board desires further discussion we will need to make the following motion.

At this point in the meeting, I will be requesting a 15-minute executive session if needed.

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.

4) QUESTIONS OR COMMENTS BY BOARD:

5) GENERAL INFORMATION ITEM YES

6) CONSENSUS OF BOARD NEEDED YES

7) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

8) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

9) New Business – b) Personnel

9) ADMINISTRATION RECOMMENDATION OR COMMENTS:

If the board desires, my recommendation is to hire Tara Garton as the high school Spanish teacher and middle school math teacher.

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

From: Brad Porubsky beporubsky@gmail.com
Subject: Letter of Resignation
Date: March 23, 2023 at 4:09 PM
To: dmorrow@usd297.org

Dear Mr. Penka, Mr Morrow, and USD 297 School Board Members,

Please accept this letter as my formal resignation from the head high school girls basketball coaching position at USD 297.

Thank you for the opportunity to coach this group of girls the past two years. The support of the school, community, parents and students has made the last two seasons so much fun.

At this time, this is the best decision for my family, especially my three younger kids.

Thanks again,

Brad Porubsky

Formal Resignation Letter

Mar 30, 2023

To Whom It May Concern,

After much thought and consideration, I, Sydney Busse, am formally resigning from my positions of high school journalism/business teacher as well as cross country and track coach, effective at the end of this school year. Due to me having my first child this coming summer, I have made the difficult decision to step back from my positions at the school so that I am able to dedicate my time and attention to my growing family.

I am thankful for the opportunities and support that have been given to me by the school during my time here and am willing to offer my time and guidance to whoever is chosen to step into my position in order to make the transition as smooth as possible. I have thoroughly enjoyed the past two years at USD 297 and look forward to the potential of coming back to work for the school in the future.

Best Wishes,

Sydney Busse

A handwritten signature in black ink that reads "Sydney Busse". The signature is written in a cursive style with a large, prominent 'S' at the beginning.

Tania Quintero
425 E. Jackson
St. Francis, KS 67756

Tammy Grice
Sped Director
USD 297 St. Francis High School
100 College St.
St. Francis, Ks 67756

Dear Tammy Grice,

This letter confirms my resignation as a para-educator at USD 297 St. Francis High School.
My last day would be April 6th.

I had the pleasure of working with extraordinary people and appreciate the opportunities you have given me.

Sincerely,

Tania Quintero

Karyn Vandenberg
P.O. Box 841
Saint Francis, KS 67756

March 24, 2023

Saint Francis Community Schools
P.O. Box 1110
Saint Francis, KS 67756
Attn: Mark Penka

Re: Letter of Resignation

Dear Sir:

Please accept notice of my resignation from the position of "Cook" for School District #297. This is effective May 17, 2023, the last day of school.

Sincerely,

A handwritten signature in cursive script that reads "Karyn Vandenberg". The signature is written in black ink and is positioned below the typed name "Karyn Vandenberg".

1) BUSINESS ITEM:

10) New Business – b) Personnel

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We have the following resignations for the board:

- a) Brad Porubsky – HS Head Girls BB coach.
- b) Sydney Busse – HS Teacher
- c) Tania Quintero – HS Para-professional
- d) Karyn Vandenberg – HS Cook

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) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

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

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:

KESA – changes going forward, changing to standards, still a working progress, Regional OVT, more emphasis on rigor. Still working on how it will look, rumor of taking a year off for the state to work on how it will look.

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) Review of Board Policy

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No review of board policy is scheduled for this meeting.

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 next meeting is scheduled for Thursday, May 11th at 7:00 a.m. There is a JH and HS track meet in Quinter scheduled for Thursday. My recommendation would be to move the meeting to Wednesday, May 10th at 7:00 a.m. if this will better accommodate board members with track athletes.

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**