



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
May 10, 2023, 7:00 a.m. CDT**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - (a) Minutes
 - (b) Bills
 - (c) Financial reports
 - (d) Gift offers
- 3) Audiences**
- 4) Committee Reports**
 - (a) Hiring Committee
- 5) Old Business**
 - (a) Legislative updates
- 6) New Business**
 - (a) Personnel items
 - (i) Resignations
 - (ii) Hiring
 - (b) Contracts returned for signature
 - (c) Approval of Title I program for the 2022-2023 school year
 - (d) Renewal of Teachers
 - (e) Cheerleader Uniforms
 - (f) Wrestling coaches
- 7) Miscellaneous Items**
 - (a) By Administration
 - (b) By Board
- 8) Review of School-Improvement Process**
- 9) Next Meeting Date and Time**
- 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 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 April 18, 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 offers – St. Francis Rec Commission for \$5,794.75 for the fitness center getting mini-splits.

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 –April 18, 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.

Sheree Downs was present to present a letter to the Board for consideration.

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

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Shawna Blanka, seconded by Troy Hilt, and carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on March 9, 2023. b) A list of bills being paid on direct deposit slips numbering 0317001 – 0317074 and on checks numbering 12180-12191 on BANKWEST, and checks numbering 16484-16545 on First National Bank for a total of \$339,203.84. c) The Cash Summary Report (including two transfers: \$4,770.00 from General Fund to the At-Risk Fund and \$30,047.00 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 March 31, 2023. d) Gift offer was accepted from Stanion Wholesale Electric Co., Bill Keller in the amount of \$15,000.00 for the repair and rework of the football scoreboard.

Audiences: Sheree Downs was present at the beginning of the meeting.

J.W. Milliken made the following motion: 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 7:20 a.m.; the motion was seconded by Shawna Blanka and carried.

The Scholarship Committee reported that they had met and made the recommended selections for one 2023 Alice Gillispie Academic Scholarship (2 this year) in the amount of \$1,000 each (non-renewable) and the 2023 Walter and Lucille Stephenson Memorial Scholarships.

USD 297 will be requesting \$6,000 from the Cheyenne County Community Foundation for scholarships as well as \$4,440 for the purpose of new mulch for the elementary school playground and new footballs, basketballs, volleyballs, etc. for the junior high and high school, for a total request of \$10,440.00. Shawna Blanka made a motion to approve the request, it was seconded by Dustin Andrist and carried.

Superintendent Penka discussed some of the legislative issues coming down that might affect our district.

Next, Superintendent Penka recommended to the Board the plan for filling certain positions at the elementary school. 1) Mark Penka to be the K-5 Principal/Superintendent for the 2023-24 school year. 2) Katisha Wieggers to the elementary school to be the full-time counselor and elementary school administrative assistant. 3) Rebecca Butler to be the Art/Music teacher for

the 2023-24 school year. Salaries will be raised accordingly. After discussion Troy Hilt made a motion to approve these placements; seconded by Danielle McAtee and carried.

Next, Superintendent Penka recommended extending contracts for all of the certified staff members for the 2023-24 school year. Dustin Andrist made a motion to approve all of the certified staff members returning; seconded by Chris Hingst and carried.

Next, Superintendent Penka recommended extending contracts for all classified staff members for the 2023-24 school year. Chris Hingst made a motion to approve all of the classified staff members returning; seconded by Shawna Blanka and carried.

As discussed at the March meeting, by law (K.S.A. 72-5411), 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.

Under personnel items, the hiring committee recommended Tara Garton for the high school Spanish teacher and middle school math teacher for the 2023-24 school year; also, Jonathan Butler for the assistant high school basketball coach. J.W. Milliken made a motion to approve the new hires; the motion was seconded by Troy Hilt and carried.

Next, Superintendent Penka reported that we have received resignations from the following: Brad Porubsky as the head girls' high school basketball coach; Sydney Busse as the high school journalism/yearbook instructor, cross country and track coach; Tania Quintero as a paraprofessional; Karyn Vandenberg and an elementary school cook; and Laura Dietz from her junior high girls' assistant basketball coach. Chris Hingst made a motion to accept the resignations, seconded by J.W. Milliken and carried.

Under School-Improvement Process Superintendent Penka reported that KESA may be seeing some changes moving forward; changing to standards, still a working progress; Regional OVT; more emphasis on rigor.

No review of Board Policy.

The next scheduled Board meeting will be held on Wednesday, May 10, 2023, at 7:00 A.M.

At 8:44 a.m., Danielle McAtee moved that the meeting adjourn; the motion was seconded by Dustin Andrist 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 attending at 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:

The Hiring Committee will discuss Jacob Butler, a full-time cook, and Kim Ritter, a part-time 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)

BUSINESS ITEM:

5) Old Business –a) Legislative updates

Board Pay

Homeschool participation in athletics

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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 – a1) Resignation

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

It is anticipated that Abbey McWilliams will be resigning as the At-Risk teacher.

Iliany Araujo verbally resigned as a cook for the 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:

6) New Business – a)2

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The hiring committee would like to recommend Jacob Butler as a full-time cook and Kim Ritter as a part-time cook. If the board approves they will begin work in August.

Also, Scott Carmichael as the JH head football 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

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

1) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Potential contracts returned for signature, if any.

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**

2) BUSINESS ITEM:

7) New Business – c

7) ADMINISTRATION RECOMMENDATION OR COMMENTS:

In order to continue the Title I program in the 2023-2024 school year, we need to have a motion (recorded in the minutes) to continue the program.

Our projected numbers are expected to be similar to 2022-2023. The state does not have the exact numbers out yet. The anticipated amount is enough to continue to support one full-time Title I teacher with a slight supplement from other sources.

I recommend that we continue the Title I program, grades K-5, for the 2023-2024 school year with the employment of one licensed teacher.

8) QUESTIONS OR COMMENTS BY BOARD:

9) GENERAL INFORMATION ITEM YES

10) CONSENSUS OF BOARD NEEDED YES

11) OFFICIAL ACTION REQUIRED YES

(a) Motion by:
Vote: _____ Affirmative

(b) Second by:
_____ Negative

12) OFFICIAL NOTES BY CLERK

3) BUSINESS ITEM:

8) New Business – d

13) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The administration recommends appointing Megan Swihart as the K-5 at-risk teacher and Megan Kinen as the 2nd-grade teacher.

14) QUESTIONS OR COMMENTS BY BOARD:

15) GENERAL INFORMATION ITEM YES

16) CONSENSUS OF BOARD NEEDED YES

17) OFFICIAL ACTION REQUIRED YES

(a) Motion by:
Vote: _____ Affirmative

(b) Second by:
_____ Negative

18) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

5) New Business – e)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The Jr/Sr high wrestling coaches want to move the wrestling practice facilities to the old wrestling room. With this, they can separate the girls and the boys better.

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 – Superintendent

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:

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 - KESA

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Accreditation Summary Report to share with the board.

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

Accreditation Summary

Date: 03/10/2023

System: D0297 St Francis Comm Sch (0000)

City: St Francis

Superintendent: Mark Penka

OVT Chair: Stephanie McNemar

Executive Summary/AFI

1. Compliance areas are **generally** addressed.

ARC Comment

The system showed consistently high results in Graduation Rate 100% last year, except for the year it was not reported. The Effective Average of 45.4% is not within the predicted range of 56.4-59.3%. The Chronic Absenteeism rate of 35.0% exceeds the state's 24.4%. Assessment scores of students performing in levels 3 and 4 in ELA and Math from 2021-2022 were slightly above the state average with science is well above the state average at 47.68%. It should be noted that some regression has occurred from 2018 to 2022 in some sub groups.

Postsecondary Effectiveness – Assuredly D:56.6% vs. Range: 56.4 – 59.3%

High School Graduation Rate – Assuredly D: 100% vs. S: 89.3%

Academically Prepared – Generally

Math – D:31.37 Vx, S: 29.35

ELA – D:33.33 vs, S: 32.09

Science – D: 47.68 vs, S: 31.15

In 2019, there was a reporting error due to a shift in personnel. The system did address this in their reports. Having a 0 as the graduation rate in 2019 has made graduation rate and postsecondary effectiveness rate plummet.

2. Foundational areas are **assuredly** addressed.

ARC Comment

The system assuredly has done work in all the areas of the Foundational structures. They have worked with TASN over the cycle to build an extensive MTSS system. They have worked to address students' needs academically as well as behaviorally. The system has improved upon many existing programs as well as working to add improvements in post-secondary success. They have initiated weekly late starts to devote time to developing educational experiences related to post-secondary and career preparation.

Assuredly, over the last five years, USD 297 has worked with TASN for MTSS. MTSS has transformed the way the district operates. The district is deliberate in using and collecting data to inform decisions. They have made several improvements in their process, most notably, they added 15 minutes to the daily schedule for interventions for Tier 2 and Tier 3 and enrichment for Tier 1; they worked to have licensed educator and paraprofessionals either doing interventions or enrichment; intervention training was provided for all staff; the district uses FastBridge data to identify deficiencies; they are grouping students based on needs- Grade School WIN time and Jr./Sr. HS Tribe Time. Additionally, the district has hired 1 full-time counselor and one part-time elementary counselor through this cycle.

Assuredly, the system-wide practice of engaging all stakeholders occurs on a regular basis and is

increased enrollment in performance-based classes. Elementary students get 30 minutes of music instruction and Jr./Sr. high have the option to have 42 minutes of music. The district annually performs at the Memorial Day community celebration. A new art teacher was hired and started an Art Club 2021. K-5 students have art for one hour a week, and those in 6, 7, and 9-12 grades get 42 minutes of art daily. The district also is connected with Western Plains Arts Association and Colby Community College to bring theater and musical performances to the buildings.

Assuredly, USD 297 has curricula that support the structures in postsecondary and career preparation that are evident at elementary and secondary levels. The district has added the program Xello in grades 6-12. They have also added two career days and partnered with another district to add more opportunities. The district started monthly late starts, their focus during this time is on post-secondary and career preparation. They have increased learning opportunities for students through the following: local industry leaders in classrooms presenting, work-based learning has increased to 8 opportunities and 12 student job shadowing in 6 different industries. K-5 continues to visit local businesses and local community members in different career pathways, local business and industry professionals come in to read to the grade school classes to create awareness of jobs, Sr. Careers/Government class takes field trips to the courthouse, freshman Financial literacy using Personal finance curriculum, and they are offering course work in adulting activities for seniors, consumer economics. Students continue to obtain industry-recognized certification in OSHA 10, welding certifications, CNA, and EMT.

3. Evidence is **assuredly** documented that **Goal 1 (N/A)** activities and strategies were identified, implemented and produced reasonable results.

ARC Comment

The goal of USD 297 is to have 100% of our students feel that school is a safe, secure, and bully-free environment within the next five years and show an increase in the perception among outside stakeholders that the school is welcoming and engaged in building relationships with them.

ARC Comment: The system assuredly made improvements in this goal area. They added processes as well as several measures to gauge if their efforts were making a difference. With the addition of added counselors, as well as the surveys and FastBridge assessments, they saw a decrease in the number of students that felt unsafe at school. While the goal of 100% was admirable, it might not be an attainable goal. 93% feel safe in school, clearly short of 100%.

4. Evidence is **assuredly** documented that **Goal 2 (N/A)** activities and strategies were identified, implemented and produced reasonable results.

ARC Comment

Goal 2 - The goal of USD 297 is to have 80% of the K-12 students in Tier 1 reading and math within the next five years. We also strive for a consistent 100% graduation rate and an effective rate of 75% the postsecondary success report card.

ARC Comment: While they didn't attain the 80% goal, the system has done a substantial amount of work in this area over this cycle of KESA. They worked with TASN and got systems in place for Reading, Math, and Behavior k-12 of this cycle. They have collected data in all areas and have been able to maintain relatively steady academic performance. They are planning to continue to dig into data and plan for students in subgroups that are not on level academically. The OVT and system were both excited about the buy-in from staff with the huge undertaking. The reporting for 2019 has no doubt impacted Post-Secondary Effectiveness and graduation rate. With the locally presented data, the system fell slightly short at 75%.

5. Evidence is **assuredly** documented that policies, procedures, and regulations guiding the system for the purpose of long term sustainability have been created and or

Kindergarten Readiness

Assuredly, St. Francis is meeting the expectations of the state by earning a Copper Star in Kindergarten Readiness. As the district looks to the future learners of the district, they are partnering with local daycare facilities for the future- self-sustaining district (will own the building and provide nutrition). Currently, the district has 100% ASQ completed. The district houses the NKESC Head Start. The location allows for ease in communication and transition for those students entering USD 297. Kinder teachers and Principals are on boards of the advisory board of the local preschool, this allows for communication and connecting with Fastbridge and ASQ to those providers.

Individual Plans of Study

The district is assuredly meeting the expectation of the state. The district has implemented Xello grades 6-12. The district has made a priority of late start professional development to focus on an electronic portfolio. St. Francis High School intends to have seniors present the senior exit project to stakeholders this year. The district continues to reach out to businesses and industry to speak in K-12 classrooms. The district initiated and planned a Career Fair that has turned into a frequent event. The district CTE Pathways has seen an increase in students participating in Job Shadowing and Work Based Learning opportunities. Xello is now offered 6-12, there are 2 large all-day career fairs within the cycle, and they even partnered with another district. Monthly late start PD is focused on postsecondary and career prep. They have increased presentations to students from industry leaders.

High School Graduation Rate

The district has a 100% graduation rate on the SY 2021-2022 accountability report which is exceeding the state expectations. The district has plans to address the lower state average for attendance, and increased numbers of chronic absenteeism. The district will analyze district data to identify patterns and barriers and discover strategies to impact these two data points. The reporting issues in 2019 brought the 5 year average down.

ARC Recommendation

The Accreditation Review Council recommended a status of **Accredited** for this system based on the following justification.

Justification

They have gone through the MTSS process with TASN and have created a process for assessing students academically and behaviorally and making decisions for student learning.

They continue to have a graduation rate that is above the state average. They have worked to create opportunities for students through work-based learning and dual credit opportunities.

The system has used the KESA process to put into practice making processes for improvement.

Even with the reporting issue from 2019, the system has set high goals for their system.

They were very diligent.

Strengths

Areas of Strength: MTSS, growth in SEL, stakeholder buy-in and involvement in both processes, and community involvement. They are responsive to feedback from their OVT as well as responsive to findings in their data. They use it to make decisions for learning. Copper Stars in SEL Growth, Kindergarten Readiness, and Academically preparedness.

Challenges

Areas for Growth: The system has addressed the issue with data gathering and reporting. They are aware of the issue and worked to remedy it. They did compile their own local data to see an accurate picture of where they are with regard to post-secondary success.

They should continue to be conscientious of postsecondary success and continue their work on growing Tech ed pathways and certifications.

Another growth would be to continue to work with the data in MTSS to make decisions for sub-groups that aren't on grade level.

Continue to dig into attendance and chronic absenteeism issues.

1) Adjournment:

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Our Next meeting is set for June 8 at 7:00 a.m. in the district office. I will be out of the district that entire week for our summer family vacation. I recommend moving the regular meeting to Thursday, June 15, at 7:00 a.m. if that works for the board.

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