



# SAINT FRANCIS COMMUNITY SCHOOLS UNIFIED SCHOOL DISTRICT 297

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**Agenda for  
Regular Meeting of  
Board of Education  
August 22, 2023, 7:00 a.m. CDST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) Gift offers (if any)
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
- 6) New Business**
  - a) FY 2023-2024 Budget Hearing and approval of budget
  - b) Review of proposed school bus routes for 2023-2024
  - c) Personnel items
    - i) Contract returned for signature.
    - ii) Hiring of coaches
  - d) Signatures on Activity Accounts
- 7) Miscellaneous Items**
  - a) By administration
  - b) By Board
- 8) 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

**2) BUSINESS ITEM:**

1) Approval of Agenda

**3) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I do not have any suggested changes to the agenda at the time this packet was prepared.

**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 July 13, 2023, regular meeting 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: 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)

## Minutes of the Regular Board Meeting – July 13, 2023

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 Chris Hingst.

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

The next item on the agenda was the election and appointment of Board officers. A motion was made by Troy Hilt to extend the date for election of officers until the January meeting. The motion was seconded by J.W. Milliken and carried.

Following a brief review of the other officers of the Board, it was moved by J. W. Milliken, seconded by Dustin Andrist, and carried to appoint the following officers: Traci Neitzel as Clerk of the Board; Marilyn Raile as Treasurer of the Board; and Reyelt's & Milliken as the law firm to represent the Board on an as-needed basis.

Items on the Consent Calendar were next considered. Following review of these items, Troy Hilt moved, Dustin Andrist seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the special meeting on June 29, 2023. 2) The list of bills being paid on checks numbering 12232-12268 on BANKWEST in the amount of \$195,525.73, and 16712-16760 on FNB Bank in the amount of \$81,222.18, totaling \$276,747.91. 3) The Cash Summary Report, the final Unencumbered Cash Balances, and the High School Activity Fund Report and Grade School Activity Fund Report, all as of June 30, 2023. 4) Officially notify the Kansas State Department of Education (KSDE) that USD 297 will declare a 1,116-hour school year but make every reasonable effort to attend the total number of days that are scheduled. 5) Designation of BANKWEST – St. Francis, FNB Bank – St. Francis, and Western State Bank – St. Francis as the official depositories for USD 297 funds. 6) Designation of the St. Francis Herald as the official district newspaper. 7) Designation of David S. Morrow, 6-12 Principal, as the USD 297 liaison for the homeless. 8) Designation of Mark Penka, Superintendent, and Traci Neitzel, District Clerk, as the KPERS (Kansas Public Employees Retirement System) designated agents. 9) Designation of David S. Morrow, 6-12 Principal, and Mark Penka, K-5 Principal, as the USD 297 attendance officers. 10) Designation of Leslie Steggs, Mark Penka, and Traci Neitzel as food service representatives. 11) Designation of Mark Penka as hearing officer for the national school lunch applications. 12) A resolution requesting an exemption for USD 297 from the requirements of Generally Accepted Accounting Principles (GAAP) and of fixed-asset accounting for the 2023-2024 fiscal year. 13) Approval of "Memorandum of Understanding" with Head Start. 14) Approval of a Member Participation Agreement for the KASB Workers Compensation Fund.

The next item on the agenda was to set the time and place for Board meetings in 2023-2024. After brief discussion, Shawna Blanka moved to adopt a resolution specifying that the regular meetings of the Board will be held in the USD 297 Board of Education meeting room, 100 S College St., St. Francis, KS on the second Thursday of each month at 7:00 a.m. The motion was seconded by Troy Hilt and carried.

Audiences: Justin Lohr was present to review with the Board the bids obtained for roof repairs/replacement. Justin is going to gather some additional information and the Board will discuss further at the August Board meeting.

Committee Reports: Shawna Blanka reported that the hiring committee is recommending Maria Duarte for the paraprofessional position. J.W. Milliken made a motion to approve the recommendation, seconded by Troy Hilt, and carried.

The Board was asked to approve the 2023-2024 Program Agreement for the School Breakfast and Lunch Programs with the Food Service Section of the Kansas State Department of Education (including the Income Eligibility Guidelines for the Free/Reduced-Price School Meals Program), with Mark Penka named as authorized representative for the Food Service Program and Traci Neitzel as a second authorized signer. Following discussion, Danielle McAtee moved, Troy Hilt seconded, and it carried to approve the 2023-2024 Food Service Program Agreement.

Discussion concerning joining the KASB for 2023-2024 was held. Following discussion, a motion was made by Shawna Blanka, seconded by Dustin Andrist, and carried to again join the KASB and the KASB Legal Assistance Fund and to pay the dues indicated on the billings (a total of \$7,786.34).

The Board next considered necessary appointments to commissions and boards. Following brief reviews, J.W. Milliken moved, seconded by Dustin Andrist, and carried: 1) to appoint Susan Dinkel to the St. Francis Recreation Commission, which she has already agreed to, for a 4-year term; 2) to appoint Troy Hilt to the KASB Governmental Relations Network; and 3) to appoint Danielle McAtee to serve as the representative on the NKESC Board in Oakley.

Superintendent Penka reported that we have received a resignation from Kelly Emerson resigning her position as a paraprofessional. Dustin Andrist made a motion to approve the resignation; seconded by Troy Hilt and carried.

Next, Superintendent Penka reviewed the proposed budget for FY 2024. Following review and discussion of all funds in the FY 2024 budget and the Revenue Neutral Tax Rate, a roll call vote was made to approved the proposed budget; all six of the present board members voted yes in favor of the Revenue Neutral Tax Rate and FY 2024 Budget. The FY 2024 Budget and Revenue Neutral Tax Rate will be published in the July 19, 2023 edition of the St. Francis Herald as proposed. The overall mill levy for this budget is projected at 47.716 mills (last year's budget was 45.182 mills). The budget hearing is scheduled to be held at the next regular Board meeting on August 22, 2023 at 7:00 a.m.

Superintendent Penka recommended the following schedule be followed in preparing and publishing the budget for fiscal year 2023-2024:

Wednesday, July 19 – Publish proposed budget in The St. Francis Herald.

Tuesday – August 22 – rescheduled regular meeting with budget hearing and Revenue Neutral Rate at 6:55 a.m.

Tuesday, August 22 – Deliver budget to the County Clerk

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

Below is a copy of the corrected 2023-2024 Fee Schedule:

**2023-2024**

ELEMENTARY SCHOOL:	Breakfast	\$2.55(from \$2.45)	
	Lunch		\$3.00(from \$2.90)
	K-5 Book Rental		\$35
	Activity Ticket		\$10.00
JR-SR HIGH SCHOOL:	Breakfast	\$2.85(from \$2.75)	
	Lunch		\$3.40(from \$3.30)
	Book Rental	\$35.00	
	Activity Ticket		\$13.50
	Science Goggle Fee	\$10.00	
	Yearbook & DVD	65.00	
	Towel Fee	\$7.00	+\$6 if name-stamped)
ADULT MEALS:	Breakfast	\$3.45(from \$3.3	
	Lunch		\$4.75(from \$4.65)

At 8:02 A.M. Dustin Andrist made a motion to adjourn; seconded by Troy Hilt and carried.

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CLERK	DATE	BOARD PRESIDENT
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**BUSINESS ITEM:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The School Board is interested in hearing from the public and will do so in this section of the agenda. The Board requests that patrons limit their comments to three minutes. Personnel matters may not be discussed in public at a board meeting. Patrons who have personnel concerns should share them directly with the District Superintendent or Board President. The Board requests that patrons limit conversation during the proceedings to eliminate disruptive influence.

*I do not know of any 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

**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:**

5) Old Business

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

None at the time of the preparation of this packet.

**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:**

FY 2023-2024 Budget Hearing – if a patron(s) is present to discuss the budget as published, we will need to hear their comments and/or concerns. After the hearing, the Board needs to take official action to approve the Fiscal Year 2023-2024 budget as published in the July 19, 2023, issue of the St. Francis Herald, or to amend the budget as necessary because of the budget hearing and then approve the amended budget.

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) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

At the meeting, the proposed bus routes for 2023-2024 are very similar to the previous year – we have enough drivers for 5 regular routes, the same as last year. The routes are provided for you.

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)

**1) BUSINESS ITEM:**

6) New Business – c)i

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We have a few contracts returned for signature.

**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 – c)i

**8) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The administration is recommending Jeffrey Parsons as head high school girls basketball coach.

The administration is recommending Britney Lamb as head cross country coach.

If the board so desires, we will need a motion to accept the positions.

**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**

**3) BUSINESS ITEM:**

8) New Business – d) Activity Account

**14) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

New signature card is needed for the Grade School Activity Account at BANKWEST, removing Anne Coon and Darla Raile, remaining signatures will be Mark Penka, Traci Neitzel, and Jackie Butler.

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

**16) GENERAL INFORMATION ITEM**  YES

**17) CONSENSUS OF BOARD NEEDED**  YES

**18) OFFICIAL ACTION REQUIRED**  YES

**(a) Motion by:**

Vote: \_\_\_\_\_ Affirmative

**(b) Second by:**

\_\_\_\_\_ Negative

**19) OFFICIAL NOTES BY CLERK**

**1) BUSINESS ITEM:**

7) Miscellaneous Items – Superintendent

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Enrollment numbers

2018 – 261.5

2019 – 263.8

2020 – 269.5

2021 – 282

2022 – 299

2023 – 303 (As of August 16, 2023)

**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 – Principals and Board

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

There may be miscellaneous items to be presented by the principals 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) Adjournment**

The next scheduled meeting is scheduled for September 14<sup>th</sup> at 7:00 a.m.

**2) GENERAL INFORMATION ITEM**  **YES**

**3) CONSENSUS OF BOARD NEEDED**  **YES**

**4) OFFICIAL ACTION REQUIRED**  **YES**

**(a) Motion by:**

**Vote:** \_\_\_\_\_ **Affirmative**

**(b) Second by:**

\_\_\_\_\_ **Negative**

**5) OFFICIAL NOTES BY CLERK**