



SAINT FRANCIS COMMUNITY SCHOOLS UNIFIED SCHOOL DISTRICT 297

Mark Penka, Superintendent/K-5 Principal | 785.332.8182 | mpenka@usd297.org
Dave Morrow, 6-12 Principal | 785.332.8153 | dmorrow@usd297.org

**Agenda for
Regular Meeting of
Board of Education
November 09, 2023, 7:00 a.m. CST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offer
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
- 6) New Business**
 - a) State Board of Education
 - b) Personnel items
 - i) Contracts returned for signature
 - c) Annual review of USD 297 Emergency Management Plan
 - d) Heater Bids
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
 - a) KESA/MTSS
- 9) Set Meeting Date and Time**
- 10) 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 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 October 12, 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: \$5,000 grant from Cheyenne County Kansas Community Foundation for the Backpack 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 – October 12, 2023

The meeting was called to order by President Cale Reiger in the administrative office on the above date at 7:00 a.m. with everyone present, except Shawna Blanka.

Superintendent Penka had no changes to the agenda. A motion was made by Troy Hilt to approve the agenda as presented; seconded by J. W. Milliken and carried.

Audiences: None

Items on the Consent Calendar were next considered. Following review of these items, Dustin Andrist moved; Chris Hingst seconded, and it carried to approve the consent calendar, including the following items: 1) the minutes of the regular Board meeting on September 14, 2023. 2) The list of bills being paid on direct deposit slips numbering 0919001-0917070 and on checks numbering 12283-12299 on BANKWEST in the amount of \$221,518.76 and checks numbering 16904-16941 on First National Bank totaling \$97,697.32 for a grand total of \$319,216.08. 3) The Cash Summary Report including the Grade School Activity Fund Report, and the High School Activity Fund Report - all as of September 30, 2023. 4) There were no gift offers.

There were no committee reports.

There was no old business.

The board received a summary of the official enrollment on September 20, 2023. Official 2023-2024 FTE enrollment in USD 297 is 300.5, which is an decrease of 2.5 from the 2022-2023 FTE enrollment (303).

The board also received a summary of the KSHSAA Classifications for activities in 2023-2024. St. Francis is a Class 1A Division I school in the KSHSAA Classifications, with an enrollment of 75 students in grades 9, 10, 11, and 12.

Next, Superintendent informed the Board of the results of the 2023 Kansans Can Star Recognition Awards Program. These awards recognize the exceptional work Kansas districts are doing to reach the state's vision for education – Kansas leads the world in the success of each student. USD 297 was presented with the following recognition for 2023:

Social-Emotional Growth	Copper
Kindergarten Readiness	Copper
Academically Prepared for Graduation	Copper

The board and administration reviewed the Audit Report for FY 2023 (and the accompanying management letter and governance letter) that had been completed by Adams & Brown. Chris Hingst made a motion to approve the Audit Report for FY23, seconded by J. W. Milliken and carried.

Next, Superintendent Penka reported that we have three contract amendments to approve for additional college hours. Dustin Andrist moved to approve the contract amendments; motion was seconded by Danielle McAtee and carried.

Superintendent Penka reported that a letter of resignation was received from Killy Hilt effective immediately for her position as the Cheer and Dance Teams Coach. J. W. Milliken made a motion to accept the resignation; seconded by Danielle McAtee and carried.

Next, Superintendent Penka recommended hiring Doris Clinkenpeel as the high school Cheer and Dance Teams coach. Danielle McAtee made a motion to approve the new hire; seconded by Troy Hilt and carried.

Next, Principal Morrow discussed with the Board the new high school attendance policy and if it has been effective. Danielle McAtee made a motion to approve the policy; seconded by Troy Hilt and carried.

After some miscellaneous discussion, at 8:10 a.m., Chris Hingst made a motion to adjourn the meeting; seconded by J. W. Milliken and carried.

The next Board of Education meeting will be held on Thursday, November 9, 2023, at 7:00 a.m.

CLERK

DATE

BOARD PRESIDENT

1) BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

None at the time the packet was prepared.

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 request that patrons limit conversation during the proceedings to eliminate disruptive influence.

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:

No committee reports 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:

5) Old Business – a

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No Old Business

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:**

Workers Comp update for 2023-24 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 – b)

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

We have several contract amendments 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 – b) ii

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Annual review of USD 297 Emergency Management Plan

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

1) BUSINESS ITEM:

6) New Business – c)

14) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Bid for the new heaters in the wood shop and welding shop.

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

Proposal



1104 Main Ave.
Goodland, KS 67735
Phone 785-890-2914 Fax 785-890-2918
www.plainsheating.com

PROPOSAL SUBMITTED TO:
St. Francis Community School

FAX:

PHONE:
(785) 250-1676

DATE:
Oct. 12th, 2023

STREET:
100 S College St.

JOB NAME:

CITY, STATE, ZIP CODE:
St. Francis, KS 67756

JOB LOCATION:
High School

We hereby submit specifications and estimates for:

Wood Shop

Installation of Lennox model ML193UH090 90,000 BTU standard efficiency furnace with one Lennox model ML14XC1-042 3.5-ton 14 SEER condenser with matching coil, line set, and duct work. Due upon completion = \$10,200.00

Welding Shop

Installation of two RE-Verber-RAY DET3-30-100N 30 FT 100,000 BTU 2 stage gas tube heaters with gas supply to units. Due upon completion = \$7,780.00

Job does not include high voltage wiring.

All employees of Plains Heating and Air Conditioning, Inc. are covered by Workman's Compensation Insurance and Plains Heating and Air Conditioning, Inc. is covered by liability insurance.

Job will meet or exceed all state and local codes.

We Propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of:

Priced as above.

Payment to be made as follows:

100% due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: 

NOTE: This proposal may be withdrawn by us if not accepted within: 60 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Jessica Matthies is asking for us to donate one paper towel and one soap dispenser and donate them to the childcare center.

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 other 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 update – had first official meeting to gather ideas. The administration has begun to work on the narrative and is hoping to present to the outside validation team in December or January (depending on their availability)

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 December 14th. We will have a Junior High Basketball game at Dighton. My recommendation would be to have the meeting 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**