SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297
MARK PENKA, SUPERINTENDENT | 785.332.8182 | MPENKA@USD297.ORG
DELBERT SCHMIDT, 6-12 PRINCIPAL | 785.332.8153 | DSCHMIDT@USD297.ORG
SUSAN DINKEL, K-5 PRINCIPAL | 785.332.8143 | SDINKEL@USD297.ORG
Home of the Indians

Agenda for
Regular Meeting of
Board of Education
November 13, 2025, 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) Cash Management Administration
   b) Adams Brown Audit review
   c) Annual review of USD 297 Emergency Management Plan
   d) Personnel – resignation
   e) HS Handbook amendment
7) **Miscellaneous Items**
   a) By Administration
   b) By Board
8) **Review of School-Improvement Process**
   a) KESA
9) **Set Meeting Date and Time**
10) **Adjournment**

100 S College| PO Box 1110 | St. Francis, KS 67756
FAX: 785.332.8181 | www.usd297.org

1) **BUSINESS ITEM:**
   1) Approval of Agenda

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No audience is scheduled to be present when the packet was prepared.

I invited the nearly elected board members to the meeting.

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 9, 2025. 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: 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 – October 9, 2025

The meeting was called to order by President Troy Hilt in the administrative office on the above date at 7:00 a.m. with everyone present except for Danielle McAtee. Principal Susan Dinkel, Principal Delbert Schmidt, Traci Neitzel, and Tania Quintero were present with Sheree Wingo in attendance.

J.W Milliken made a motion to approve the agenda as presented; the motion was seconded by Chris Hingst and carried.

Items on the Consent Calendar were next considered. Following review of these items, Chris Hingst moved; J.W Milliken seconded, and it carried to approve the consent calendar; including the following items: 1) the minutes of the regular Board meeting on September 18, 2025. 2) The list of bills being paid checks numbering 18747-18783 on FNB totaling $295,922.43 for a grand total of $3,480,425.20. 3) The Cash Summary Report including the Grade School Activity Fund Report, and the High School Activity Fund Report - all as of September 30, 2025. 4) One gift offer was approved for $ 500.00 from Cheyenne County Impact Fund , at the Cheyenne County Kansas Community Foundation, an Affiliate Foundation of Greater Northwest Kansas Community Foundation. This gift will be spent on projects for the kids through the Mini Foundation at Saint Francis Community Schools.

There were no committee reports.

Under old business, Superintendent Penka discussed KSBRC. After further discussion we will continue using KASB and KSBRC to compare. No action was taken.

Under new business, the board received a summary of the official enrollment on September 20, 2025. Official 2025-2026 FTE enrollment in USD 297 is 270.6, which is a decrease of 19.4 from the 2024-2025 FTE enrollment (290).

The board also received a summary of the KSHSAA Classifications for activities in 2025-2026. St. Francis is anticipated to continue to be a Class 1A Division I school in the KSHSAA Classifications, with an enrollment of 89 students in grades 9, 10, 11, and 12.

There was one contract, and it was brought before the board for signature.

Next, under Personnel, Superintendent Penka reported that we have received two resignations, Dustin Andrist resigning his position as Director of Transportation. Julie Lockhart also resigned her position as Paraprofessional. Chris Hingst made a motion to approve the resignation; seconded by J.W Milliken and carried.

Next, Superintendent Penka requested a 30-minute executive session to discuss nonelected personnel. Bruce Swihart made the following motion: Mr. President, I motion to recess into executive session to discuss personnel matters of nonelected personnel pursuant to the provisions of K.S.A. 75-4319 and to return to open session at 7:55 a.m. with all in attendance to be invited to executive session except Principal Susan Dinkel and Sheree Wingo. The motion was seconded by J.W Milliken and carried. Principal Susan Dinkel and Sheree Wingo left the meeting. At 7:55 a.m. the board returned to open session where J.W Milliken made a motion to go back into executive session with Susan Dinkel and return to open session at 8:05 a.m. The motion was seconded by Chris Hingst and carried. Upon returning to open session at 8:05 a.m. Sheree Wingo returned to the meeting; no action was taken.

Many Miscellaneous items were discussed; Principal Mr. Schmidt reviewed and discussed assessment scores. Principal, Mrs. Dinkel, reviewed and discussed AR annual expenses. Principal, Mrs. Dinkel, has also been reporting on how The Bookworm has been a great success. Traci Neitzel paid her respects to the Board while moving on to the next chapter.

The next Board of Education meeting will be held on Thursday, November 13, 2025, at 7:00 a.m.

At 8:30 a.m., J.W Milliken made a motion to adjourn the meeting; seconded by Bruce Swihart and carried.

CLERK DATE BOARD PRESIDENT

BUSINESS ITEM:
3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

None at the time were the packet 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:**

John Bays transportation director

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) Needs Assessment

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

   Discussion of a four-day school week for USD 297 with it potentially beginning in the 2025-2026 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) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Approve Tania Quintero as the new cash management administrator and removal of Traci Neitzel as the cash management administrator.

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:

Adams Brown Audit Review

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

September 9, 2025

To Management and the Board of Education
Unified School District No. 297 St. Francis, Kansas
100 S. College
St. Francis, KS 67756

We are engaged to audit the financial statement of **Unified School District No. 297 St. Francis, Kansas** for the year ended June 30, 2025. Professional standards require that we provide you with the following information related to our audit. We can also meet with you to discuss this information further if so desired since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility Under the *Kansas Municipal Audit and Accounting Guide*

As stated in our engagement letter dated May 1, 2025, our responsibility, as described by professional standards, is to express an opinion about whether the financial statement prepared by management with your oversight is fairly presented, in all material respects, in conformity with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*. Our audit of the financial statement does not relieve you or management of your responsibilities.

We have been engaged to report on the summary of expenditures – actual and budget, schedule of receipts and expenditures, summary of receipts and disbursements, and schedule of receipts, expenditures, and unencumbered cash, which accompany the financial statement but are not RSI. Our responsibility for the supplementary information accompanying the financial statement, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statement as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statement as a whole.

Planned Scope, Timing of the Audit, Significant Risks and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately August 13, 2025, and issue our report on approximately November 13, 2025. Danielle M. Hollingshead is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We have identified the following significant risks of material misstatement as part of our audit planning:

- *Management override of controls*: Management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statement by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk is, nevertheless, present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and, thus, a significant risk (AICPA U.S. Auditing Standards AU-C 240.31). We will design and perform procedures to address this risk during our audit.
- *Lack of segregation of duties.* Segregation of duties is the concept of having more than one person required to complete a task. It is an administrative control used to prevent errors, fraud, theft, misuse of information, and other security compromises. Due to the size of the District's accounting and administrative staff and related budget constraints, management is precluded from hiring additional personnel to achieve proper segregation of duties. However, limited segregation can and should be implemented to reduce the risks of errors or fraud. Involvement by those charged with governance can help mitigate the risk of errors or fraud as well. We will design and perform procedures to address this risk during our audit.
- *Fund balance:* Fund balances should reflect all prior audit corrections. Accurate fund balances are a vital part of monitoring the financial operations of the District. All journal entries need to be properly recorded in the correct year so that fund balance is properly recorded on the District's books. We will design and perform procedures to address this risk during our audit.
- *Budget statute violations:* All funds should be monitored to ensure they are in compliance with applicable budget laws. The District should be reviewing each fund's actual expenditures compared to budget authority at year-end to ensure each fund is in compliance with the budget regulations. We will design and perform procedures to address this risk during our audit.
- *Cash:* Book balance per the accounting records need to be reconciled to the bank balance with no unusual outstanding items. We will design and perform procedures to address this risk during our audit.

This information is intended solely for the use of management and the Board of Education of **Unified School District No. 297 St. Francis, Kansas** and is not intended to be, and should not be, used by anyone other than these specified parties.

AdamsBrown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Colby, Kansas

2) BUSINESS ITEM:

7) New Business – c)

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Annual review of USD 297 Emergency Management Plan; no changes to the 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 – d) personnel

14) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Resignation of Sydney Busse as the JH Cross Country coach.

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

Gmail

Penka, Mark <mpenka@usd297.org>

Fwd: Middle School XC Coaching Resignation

1 message

Hingst, Holly <hhingst@usd297.org> Fri, Oct 24, 2025 at 12:46 PM
To: Mark Penka <mpenka@usd297.org>

---------- Forwarded message ---------
From: **Busse, Sydney** <sbusse@usd297.org>
Date: Fri, Oct 24, 2025 at 11:32 AM
Subject: Middle School XC Coaching Resignation
To: Holly Hingst <hhingst@usd297.org>

Holly,

I wanted to let you know that I've decided to step down from my position as middle school cross country coach, effective immediately. My husband and I are expecting another baby in May, and I've decided to take a step back from coaching to focus on family.

I've truly loved coaching this team and being part of Saint Francis's athletic program since beginning my career here in 2021 and it's been such a rewarding experience watching the athletes grow and improve. Thank you for all your support and for the opportunity to be part of it. I'm happy to help with anything needed to make the transition smooth for the next coach.

Best,

Sydney Busse

2) **BUSINESS ITEM:**
   7) New Business – e)

20) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Handbook addition – the HS handbook would like to add a policy for breathalyzing students for school sponsored dances.

21) QUESTIONS OR COMMENTS BY BOARD:

22) GENERAL INFORMATION ITEM ☐ **YES**

23) CONSENSUS OF BOARD NEEDED ☐ **YES**

24) OFFICIAL ACTION REQUIRED ☒ **YES**

(a) Motion by:
Vote: ________ Affirmative

(b) Second by:
________ Negative

25) OFFICIAL NOTES BY CLERK

Drug/Alcohol Screening

Possession, sale, use, distribution, being under the influence, or having consumed alcoholic beverages (including cereal malt beverages) and or illicit drugs, by students on school grounds at any attendance center or at school sponsored events is prohibited by the Drug Free Schools and Communities Act and USD #297 Board of Education Policy (Drug and Alcohol Education and Prevention). USD #297 students attending any school-sponsored activity, regardless of location, may be subject to a BOE-approved alcohol and/or illicit drug screening procedures as follows:

- All students could be screened before entering the activity.
- Students may be screened at any time if the school administration or sponsor has a reasonable suspicion of alcohol and/ or illicit drug consumption.
- Students and guests will be screened for entry to **all** school-sponsored dances.

USD #297 students also may be subject to a screening for alcohol and/or illicit drug consumption at any attendance center during regular school hours or on school grounds at any time, if the school administrator or staff has a reasonable suspicion** that the student has consumed alcohol and or illicit drugs. If there is a reasonable suspicion, the student will be confronted, asked to be tested, ask parents for permission to test, or call law enforcement.

*For the purpose of this policy, an illicit drug shall be considered to be:
- Illegal drugs
- Prescription medications that are not being used by the person for whom it is prescribed to.
- Prescriptions which are not being used in the manner or method for which it (they) was (were) prescribed.
- Alcohol

**Reasonable suspicion
- Odor of liquor
- Atypical behavior
- slurred speech
- Atypical eye behavior
- Difficulty with balance/equilibrium
- Observed drinking from or in possession of a suspicious container

Consequences

Students for whom the results of the screening indicated the consumption of alcohol and or the use of illicit drugs:
- Will be denied entrance to or will be removed from the activity, attendance center, or school grounds,
- Will receive consequences according to the USD #297 policy

- Parents/guardians will be notified of a positive test result and will be required to remove the student from school and/or activity. The applicable law enforcement agency will be notified of a possible drug or alcohol violation.

Students who refuse to be screened for the consumption of alcohol and/or illicit drug use.

- Will not be forced to take part in the screening procedure(s), but shall be denied entrance to, or removed from, the activity, attendance center, or school grounds,
- May receive consequences in accordance with the approved USD#297 policy.
- Their parents/guardians will be contacted and informed of the refusal.
- If reasonable suspicion of alcohol and/or illicit drug consumption exists, the parent/guardian will be contacted and required to remove the student from the school and/or activity. The applicable law enforcement agency will be notified of a possible drug or alcohol violation.

1) **BUSINESS ITEM:**
   7) Miscellaneous Items – Superintendent

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

   Bus decal for the new activity bus, ideas or suggestions?

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 will be in December

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 scheduled for December 11th at 7:00 am.

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**