



SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297

Mark E. Penka, Superintendent | 785.332.8182 | mpenka@usd297.org
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**Agenda for
Regular Meeting of
Board of Education
December 10, 2020 7:00 a.m. CST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift(s)
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
 - a) Covid-19 update
- 6) New Business**
 - a) Personnel items
 - 1) Contract amendments
 - 2) New hires
 - b) Superintendent Evaluation
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
 - a) Facilities
- 9) Date and Time of Next Meeting/Adjournment**

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BOARD OF EDUCATION

Cale Rieger, President
Troy Hilt, Vice-President
Traci A. Neitzel, Clerk

Marilyn K. 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 November 12, 2020. The 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 – None currently.

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 – November 12, 2020

The meeting was called to order by President Cale Rieger in the administrative office on the above date at 7:00 a.m. with everyone present except Danielle McAtee.

Troy Hilt made a motion to approve the agenda, 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, Dustin Andrist seconded, and it carried to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on October 8, 2020. b) The list of bills being paid on direct deposit slips numbering 1019001-1019071 and on checks numbering 11690-11704 on BANKWEST in the amount of \$217,619.01 and checks numbering 14749-14819 on First National Bank totaling \$117,214.85 for a grand total of \$334,833.86. c) The Cash Summary Report (including one transfer: \$55,955.00 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 October 31, 2020. d) No Gift Offers.

No Audiences.

No Committee Reports.

Under Old Business, the Board and administration briefly reviewed the Audit Report for FY2020 (and the accompanying management letter and governance letter) that had been completed by Adams, Brown, Beran & Ball. Following review, Troy Hilt moved to accept the Audit Report as presented; the motion was seconded by Shawna Blanka and carried.

Superintendent Penka reported that some schools were discussing that if we had a snow day, to make it a virtual day, but with the requirement of meals to be served it was his recommendation we will not be making snow days virtual. The consensus of the School Board was the same.

Superintendent Penka then went over a Fleet summary of USD 297 vehicles. It was the consensus of the Board to allow the school to continue updating vehicles on a regular basis (one or two/year) as needed.

Next, under New Business, Superintendent Penka reported that a resignation had been received from Ashlee Orth as a high school paraprofessional. Superintendent Penka will be contacting the NKESC to help find a replacement. Troy Hilt made a motion to accept the letter of resignation, motion was seconded by J. W. Milliken and carried.

Next, Superintendent Penka requested permission from the Board to start discussions with Cheylin about the possibility of Junior High and High School football teams combining for the 2022-2023 school year. It was the consensus of the Board to proceed.

Superintendent Penka requested permission to have a half-day of school on January 14, 2021 due to hosting a Junior High Girls' basketball tournament. Both buildings will be used with seven teams participating. Shawna Blanka made a motion to dismiss school that day after lunch, the motion was seconded by Chris Hingst and carried.

Next, Superintendent Penka conducted an annual review of the St. Francis Educational Foundation Fund, how it is funded, and what it can be used for. Currently, the balance of the fund is \$141,450.73.

Next, the Board had a discussion with Principal Morrow regarding grading procedures.

The next regular Board of Education meeting will be held on December 10, 2020, at 7:00 a.m.

At 8:10 a.m., Chris Hingst moved that the meeting adjourn; the motion was seconded by J. W. Milliken and carried.

CLERK

DATE

BOARD PRESIDENT

BUSINESS ITEM:

3) Audiences

3) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I am unaware of any community members wanting to attend.

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:

4) Committee Reports

1) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No committee reports at this time.

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:

5) Old Business

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Covid-19 updates

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:

i) The contract amendments for the salary adjustment have been returned for signature.

Please take action to approve the returned amendments.

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) ii)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

My recommendation is to approve the following positions effective immediately according to the pay scale.

- a) Susan Dinkel as head JH boys basketball coach
- b) Devin Dinkel as assistant JH boys basketball coach
- c) Laura Brunk as assistant JH girls basketball 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

- 2) **BUSINESS ITEM:**
6) New Business – c

8) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Superintendent Evaluation and renewal if the board so desires.

My recommendation is to base my evaluation on how we, as a school, have handled COVID-19 this year. Roughly 75-80 percent of our days now consist of dealing with something that is associated with COVID-19. I will attach the form that we used last year based on the board goals if the board chooses to use that instead.

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**

BOE Expectations of the Superintendent 2020-2021

Expectation	Progressing	Not Progressing	Comments
Effective Communication			
Open Door Culture			
Personable			
Represent the district			
Leader of the district			
Narrow progress gap with our goals			
Supportive of all stakeholders			
Big picture: fiscal, staff, Curriculum, Instruction, and Assessment			

Comments:

Board President

Date

Superintendent

Date

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

None no additional information 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:

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:

- 9) Facility update

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

- Nick Raile came and gave an estimate to do the JH science ceiling. We are going to install a dropdown ceiling and install a new sink in the room. We have him booked for this summer.
- Nick Raile is going to give an estimate for the grade school gym ceiling as well. We will have to bid it out and hope to be able to get it completed this summer.
- Brock McAtee will be coming to the school to give several estimates. The football fence, the area behind the HS by the vo-ag room that needs to be redone. Removal of the satellite dish, the stairwell at the GS, and some ideas on improving the GS parking lot.
- I expect the architect's blueprints in January to edit and bring it to the board in February.
- All of the items purchased with the SPARK money are being installed and completed before the end of the calendar 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: Adjournment**

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The January meeting is scheduled for Thursday, January 14th at 7:00 p.m. There is a Junior High Basketball game scheduled at Saint Francis. My recommendation would be to move it to Thursday, January 7th, at 7:00 p.m.

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**