



SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297

Mark E. Penka, Superintendent | 785.332.8182 | mpenka@usd297.org
Dave S. Morrow, 6-12 Principal | 785.332.8153 | dmorrow@usd297.org
Darla S. Raile, K-5 Principal | 785.332.8143 | draile@usd297.org

**Agenda for
Regular Meeting of
Board of Education Virtual Meeting
April 8, 2021, 7:00 a.m. CDT**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offer(s)
- 3) Audiences**
- 4) Committee Reports**
 - a) Scholarship Committee
- 5) Old Business**
 - a) Legislative updates
 - b) Cheylin cooperative for sports
- 6) New Business**
 - a) Offering of licensed contracts for 2021-2022
 - b) Offering of non-licensed contracts for 2021-2022
 - c) Personnel
 - (1) New Hires
 - (2) Resignations
- 7) Miscellaneous Items**
 - a) By Administration
 - b) By Board
- 8) Review of School-Improvement Process**
- 9) Review of Board Policy**
- 10) Next Meeting Date and Time**
- 11) 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 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 March 11, 2021. 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 offers – No gift offers 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)

Minutes of the Regular Board Meeting –March 11, 2021

The meeting was called to order by Board President Cale Rieger in the administration office on the above date at 7:00 p.m. with everyone present.

Superintendent Penka requested one change to the agenda: add 6) new Business d) Personnel 2) New Hires. Troy Hilt made a motion to approve the agenda with the one addition; the motion was seconded by Danielle McAtee and carried.

The Board reviewed and discussed the items on the consent calendar. A motion was then made by Chris Hingst, seconded by J.W. Milliken, to approve the consent calendar, including the following items: a) The minutes of the regular Board meeting on February 11, 2021. b) A list of bills being paid on direct deposit slips numbering 0219001 – 0219075 and on checks numbering 11748-11761 on BANKWEST, and checks numbering 14964-15015 on FNB Bank for a total of \$325,612.16. c) The Cash Summary Report (including two transfers: \$10,643.53 from Supplemental General Fund to the Career & Tech Education Fund, and \$5,337.17 from the General Fund to the At-Risk Fund), the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of February 28, 2021. There were no gift offers.

No Audiences.

Mr. Morrow will have the necessary scholarship information ready for the scholarship committee sometime later this month. We will contact the scholarship committee members with a meeting day and time.

The hiring committee reported that they have two potential candidates to discuss later in the meeting.

Old business - COVID-19 update: Mr. Morrow requested that at the Jr./Sr. high building that they no longer take temperatures in the mornings. It was the consensus of the board to approve the request.

At this time under New Business, Superintendent Penka discussed some of the staffing needs at this time. We are still in the process of looking to hire for the Journalism and grade school Special Education positions.

The Board was reminded that by law (K.S.A. 72-5411, as amended), a school board must notify a teacher in writing on or before the third Friday in May (May 15th 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 (May 29th this year) if (s)he is resigning from their teaching contract.

Contract offers and proposed reassignments (if any) for the 2021-2022 school year can be acted-on at the regular meeting on April 8, 2021, or at the May 13, 2021, meeting if necessary.

Next under Old Business, Superintendent Penka reported that currently, after Kindergarten pre-enrollment, we have 21 students enrolled.

Under New Business, Superintendent Penka discussed a few items from the legislature and school finance. USD 297 will be receiving ESSER Funds in the near future to be used for COVID relief projects.

In new business under personnel items, Superintendent Penka reported that we have received a resignation letter from Nick Fawcett, resigning from his duties at the end of the current school year. Mr. Fawcett has been with the district for three years. We have also received a resignation from Rogie Dorpinghaus, resigning from her duties, also effective at the end of the current school year. Ms. Dorpinghaus has been with the district for five years. J. W. Milliken made a motion to accept these two resignations; the motion was seconded by Shawna Blanka and carried.

Also under personnel items, the hiring committee recommended Grant Wiegers for the head football coach, PE teacher, athletic director position and Katisha Wiegers for the junior high math position. Troy Hilt made a motion to approve these two hires; motion seconded by Chris Hingst and carried.

At this point in the meeting, Superintendent Penka requested a 40 minute executive session to discuss non-elected personnel issues. J. W. Milliken made the following motion: Mr. President, I move that the board recess into executive session to discuss the performance of individual staff members in order to protect their privacy pursuant to the non-elected personnel exception under KOMA and that the open meeting shall resume at 8:18 P.M. in the board room. Regular session resumed at 8:18 P.M. with no decisions being made.

Under miscellaneous Superintendent Penka reported that Administration, Cale Rieger, and Troy Hilt will be meeting with Cheylin's Administration to discuss the joining of our sports teams.

School-Improvement Process: KESA is paused for the 2020-2021 school year. It will start up again next fall and we will be on year-4 of the 5-year accreditation process.

Review of Board Policy: Superintendent Penka reported on the Short- and Long-Term Facility Improvement Plan. Miller Construction submitted specs on the Science lab update. This project will be sent out for bids.

The next scheduled Board meeting will be held on April 8, 2021, at 7:00 a.m. At 9:05 p.m., Shawna Blanka moved that the meeting adjourn; the motion was seconded by Troy Hilt and carried.

CLERK

DATE

BOARD PRESIDENT

BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any audience members attending 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

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

7) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

4) Committee Reports a)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The scholarship committee (D. McAtee, T. Hilt, D. Morrow, M. Penka) will be scheduling a meeting.

The results of the scholarship selection committee will be shown to the Board, but this information is to remain confidential until graduation.

We will need board approval if the documentation is ready.

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) Old Business – b) Legislative Updates.

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I will update the board on any legislative updates that might affect our district.

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

8) BUSINESS ITEM:

7) Old Business – b) Cheylin Cooperative

9) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Update on conversations with Cheylin Coop for sports/activities.

10) QUESTIONS OR COMMENTS BY BOARD:

11) GENERAL INFORMATION ITEM **YES**

12) CONSENSUS OF BOARD NEEDED **YES**

13) OFFICIAL ACTION REQUIRED **YES**

(a) Motion by:

Vote: _____ **Affirmative**

(b) Second by:

_____ **Negative**

14) OFFICIAL NOTES BY CLERK

St. Francis High School & Cheylin High School for 2021-2023 - Yearly contract for all sports listed below except HS football. HS football will be on a two-year contract.

Terms of Agreement: This agreement between St. Francis (USD 297) and Cheylin (USD 103) covers all sports mentioned below:

Practices and Games: All practices for this team will be held in St. Francis. Cheylin will host HS Volleyball (1), HS Football (1), JH Football (1), HS Basketball (2) games during the season, and it will be the coach's discretion on where practice will be held that week.

- In the sport of football, Cheylin would be guaranteed the first playoff game every other year that we are hosting a playoff game.

Expenses: Official fees for all games will be paid for by the host school. The individual districts will incur transportation costs for transporting students to practices and games.

Gate Receipts: All gate receipts will be the property of the hosting district. All other expenses to host the activity will be the responsibility of the hosting district.

Team Name and Mascot: Saint Francis Indians - This will be readdressed in two years with the possibility of Cheyenne County as a team name and a neutral mascot.

Uniform & Team Colors: Green and Gold - Will be readdressed in two years with the possibility of changes being made in these areas made on the basis of a longer agreement for the two schools' cooperation in sports.

Coaches: A committee consisting of two Board of Education members from each district, Administration and Athletic Directors, will meet annually to determine the coaches and the number of coaches for each sport. Both districts will help pay for the coaches, with the head coach being paid for by Saint Francis and the top assistant being paid by Cheylin.

Transportation: The Saint Francis School district will be responsible for providing transportation for the students to and from events. Cheylin will transport their students to Saint Francis, and Saint Francis will provide transportation to the game. If two vehicles are required to transport the students, Cheylin will be responsible for providing the second vehicle.

Scheduling: Saint Francis (USD 297) athletic director will be responsible for scheduling all contests in the Northwest Kansas league.

Insurance: Each school will provide its own insurance plan for its students.

Supervision: The coaches will be responsible for the supervision of all students during practice sessions and competition once the students arrive at the facility

Eligibility/Lettering Guidelines: Until a long-term cooperative agreement is agreed to, each school will observe its own policies regarding eligibility and lettering. Cheylin will certify to

Saint Francis that their students are eligible each week. The individual schools will do the lettering of athletes as per their individual school requirements. Form C in the KSHSAA High School supply book will be mailed to the KSHSAA by both schools.

Physicals: Students from Cheylin will need to provide a copy of their current physical and concussion forms before the first day of practice to the Cheylin administration. Cheylin will confirm to Saint Francis that they are eligible to play.

Meal Costs: Should the occasion arise, students' meals will be the school's responsibility where the student attends school.

Cheerleaders: Cheerleaders for this team will offer one squad from both Cheylin and St. Francis.

Activity passes: Each school will issue its own League passes. Only those passes will be honored by either school when hosting an event when admission is being charged. (Cheylin league passes will be accepted when games are held at St. Francis)

Responsibility for Hosting & Supervision of Events: The host school will provide workers, supervision, and conflict/dispute resolution for every event held at its venue.

Disputes: Administrators from the two schools will meet and resolve any administrative problems

Signature _____ Date _____

Saint Francis Superintendent (297)

Signature _____ Date _____

Saint Francis Board President (297)

Signature _____ Date _____

Cheylin Superintendent/Principal (103)

Signature _____ Date _____

Cheylin Board President (103)

1) BUSINESS ITEM:

5) New Business – a)

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

My recommendation is that we extend all of our certified teachers for the 2021-2022 school year.

If the board desires further discussion we will need to make the following motion.

At this point in the meeting, I will be requesting a 15-minute executive session if needed.

Mr. President, I move that the board recess into executive session to discuss the performance of individual staff members in order to protect their privacy pursuant to the non-elected personnel exception under KOMA and that the open meeting shall resume at _____ in the board room.

By law (K.S.A. 72-5411, as amended), a school board must notify a teacher in writing on or before the third Friday in May (May 21st 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 4th this year) if (s)he is resigning from their teaching contract.

Contract offers and proposed reassignments (if any) for 2021-2022 can be acted-on at the regular meeting on April 8, 2021, or at the May 13, 2021, meeting. We should have ample time to make informed, well-thought decisions concerning our staffing plans for the future.

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) New Business – b) Offering of non-licensed contracts.

3) ADMINISTRATION RECOMMENDATION OR COMMENTS:

If you are ready to do so, you may act to offer contracts to non-licensed personnel as desired.

If the board desires further discussion we will need to make the following motion.

At this point in the meeting, I will be requesting a 15-minute executive session if needed.

Mr. President, I move that the board recess into executive session to discuss the performance of individual staff members in order to protect their privacy pursuant to the non-elected personnel exception under KOMA and that the open meeting shall resume at _____ in the board room.

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:

9) New Business – b) Personnel

9) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We have two recommendations for the board to consider for hire.

- a. Sydney Foster – HS Journalism
- b. Amy Rosier – GS Sped Director

10) QUESTIONS OR COMMENTS BY BOARD:

11) GENERAL INFORMATION ITEM YES

12) CONSENSUS OF BOARD NEEDED YES

13) OFFICIAL ACTION REQUIRED YES

(a) Motion by:

Vote: _____ Affirmative

(b) Second by:

_____ Negative

14) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

10) New Business – b) Personnel

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

We have a resignation for the board.

a) Hoagie Carmichael – HS assistant FB 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

To: Mr. Mark Penka, Supt.
St. Francis School Board

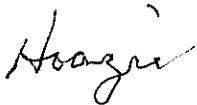
From: Scott A. "Hoagie" Carmichael

RE: Resignation

Dear Mark, Dave, and School Board,

It is with both sadness and honor that I notify you of my intentions to resign my position of Assistant High School Football Coach. It has been nothing short of amazing working the last 3 years with the kids, as I thought I was done coaching 5 years before when I retired. With a new coach coming in, and my close association with Coach Fawcett, this just seems like a good time to change directions. It is my hope to continue coaching Jr. High Football next year. I truly thank you for giving me the opportunity to coach "Indian Football" for 35 years. I was Blessed!

Respectfully,

A handwritten signature in cursive script that reads "Hoagie".

Scott "Hoagie" Carmichael
3/30/21

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There may be miscellaneous items to be presented by the superintendent.

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

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No updates 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)

BUSINESS ITEM:

9) Review of Board Policy

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No review of board policy is scheduled for this meeting.

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 next meeting is scheduled for Thursday, May 13th at 7:00 p.m. There is a JH and HS track meet in Dighton scheduled for Thursday. My recommendation would be to move the meeting to Wednesday, May 12th at 7:00 a.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**