



SAINT FRANCIS COMMUNITY SCHOOLS
UNIFIED SCHOOL DISTRICT 297

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**Agenda for
Regular Meeting of
Board of Education
September 8, 2022, 7:00 a.m. CDST**

- 1) Approval of Agenda**
- 2) Consent Calendar**
 - a) Minutes
 - b) Bills
 - c) Financial reports
 - d) Gift offer(s)
- 3) Audiences**
- 4) Committee Reports**
- 5) Old Business**
 - a) Bus routes
- 6) New Business**
 - a) Discussion of new Blue Cross-Blue Shield premiums
 - b) Bus waiver
 - c) Discussion of salary increases for all contracted employees
 - d) Review of current 2022-2023 enrollment compared with official 2021-2022 enrollment
- 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

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

(a) Motion by: _____ Vote: _____ Affirmative

(b) 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 August 24, 2022. 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) No gifts offer 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 and Budget Hearing – August 24, 2022

The meeting was called to order by Vice-President Troy Hilt in the administration office on the above date at 7:00 a.m. with everyone present, except J. W. Milliken and Cale Rieger.

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

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 July 14, 2022, and special board meeting on July 26, 2022. 2) The list of bills being paid on direct deposit slips numbering 0719036-0719043, and on checks numbering 12054-12077 on BANKWEST in the amount of \$20,772.56 and checks numbering 15971-16058 on First National Bank totaling \$230,872.32 for a grand total of \$251,644.88. 3) The Cash Summary Report, the Grade School Activity Fund Report, and the High School Activity Fund Report--all as of July 31, 2022. 4) No Gift offers.

There were no audiences.

There were no committee reports.

There was no old business.

Next under new business, the Revenue Neutral Rate hearing and the budget hearing for the 2022-2023 school year were held. There were no patrons present for the hearings. Shawna Blanka moved that the Revenue Neutral Rate and the budget be adopted as published in the July 27, 2022 edition of the St. Francis Herald; the motion was seconded by Danielle McAtee and carried.

Superintendent Penka reviewed the proposed bus routes with the Board. Currently, there will be five routes, the same as last year. All of these proposed routes are still subject to change as more information becomes available. Superintendent Penka will be sending letters explaining to parents why we will not be able to pick up any students that live closer than 2 ½ miles from the school. We are need of addition drivers that have a Commercial Driver's License. One of the routes is considerably longer than the rest; Chris Hingst made a motion to pay this driver \$21.68 per hour vs. \$21.68 per route; the motion was seconded by Danielle McAtee and carried.

There were two contract amendments brought before the board, after discussion Danielle McAtee made a motion to approve the amendments; seconded by Dustin Andrist and carried.

Next, Superintendent Penka informed the board that a letter of resignation was received from Anita Roxanne Martinez, she was a cook at the grade school. Shawna Blanka made a motion to accept the resignation, seconded by Danielle McAtee and carried. Superintendent Penka informed the board that we are still in need of another cook.

The hiring committee is recommending the hiring of Heidi Straub-Marquez for the Jr. /Sr. high school para position. A motion was made by Shawn Blanka, seconded by Dustin Andrist and carried to approve a contract for Ms. Marquez. Superintendent Penka informed the board that we are still in need of another paraprofessional.

The St. Francis Educational Foundation Fund has a 3-year average balance of \$185,311.47. The current Board of Education and current superintendent of schools make the decision on how to spend this money. We are allowed to spend up to 5% of the 3-year average in the fund in a given year. It has been suggested to continue three St. Francis Educational Foundation Scholarships – two for \$1,000 each to be awarded to the recipients of the KSHSAA Citizenship Award that is given each year to a senior boy and a senior girl, and one for \$500 to be given to the recipient of the Dale M. Dennis Award. Also suggested were two more scholarships, one for \$1,500 and one for \$1,000. These awards are based on ACT scores and activity participation in the senior class as well as being in the top one-third of the class. Also, there are scholarships from this account in the name of Francis Bishop Memorial accounts; amount of scholarships for this year is \$1,050.00. The total amount of scholarships for 2021-2022 school year will be \$6,550.00. Chris Hingst made a motion to request these scholarship funds from the St. Francis Educational Fund; motion seconded by Dustin Andrist and carried.

Next, District Clerk Neitzel requested that the signature cards at BANKWEST for the Grade School and High School activity accounts be updated. Signatures on the High School activity account are David Morrow, Marilyn Raile, Traci Neitzel and Grant Wieggers. Signatures on the Grade School activity account are Anne Coon, Jackie Butler, and Traci Neitzel. Shawna Blanka made a motion to approved updating the signature cards, seconded by Danielle McAtee and carried.

Under miscellaneous items, Superintendent Penka reviewed the current enrollment numbers. The official student count will be on September 20, 2022.

The next Board of Education meeting will be held on **Thursday, September 8, 2022, at 7:00 A.M.**

At 9:19 a.m., Danielle McAtee moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried.

CLERK

DATE

BOARD PRESIDENT

BUSINESS ITEM:

3) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of any audience members that will be attending.

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:

I do not know of any committee reports that need to be made.

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

3) ADMINISTRATION RECOMMENDATION OR COMMENTS:

Bus route update if needed.

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:**
6) New Business – a

- 2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**
Initial information received from Blue Cross – Blue Shield of Kansas indicates an average decrease of around 1% in premiums for the planned year. This begins on November 1, 2021, for our group.

Currently, the school pays \$470/month toward a single plan and \$940/month toward any other type of plan.

- 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:

If the board desires, we will need to approve the waiver for Toni Landenberger and Bruce Swihart to be bus drivers pending the letters of recommendation by two physicians.

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

BUSINESS ITEM:

7) New Business – c

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

On meeting night, I will present my thoughts on the financial ability of the district to increase the salaries of all contracted employees effective with the November 2022 payroll.

I would like to have the board's initial feelings on the proposal of a salary increase. I will not ask you to make decisions on the subject until the October 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

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

- 8) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**
Enrollment numbers will be unofficial until September 20, 2022.

Headcount as of the time the packet was prepared: 299
Headcount as of September 3, 2021: 282
Headcount as of September 4, 2020: 266.8
Headcount of September 20, 2019: 263.8

- 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:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not have any miscellaneous items at the time the packet is being prepared but may have by meeting 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:

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)

ADJOURNMENT:

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

The next meeting is scheduled for October 14, 2022. We do have away home junior high football/volleyball game scheduled in Oberlin. My recommendation would be to have the meeting to 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