



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
USD 297 Board of Education
October 12, 2023, @ 7:00 a.m. CDST**

- 1) Approval of Agenda**
- 2) Audiences**
- 3) Consent Calendar**
 - a. Minutes
 - b. Bills
 - c. Financial reports
 - d. Gift Offer(s)
- 4) Committee Reports**
- 5) Old Business**
- 6) New Business**
 - a. Official enrollment for 2023-2024 and KSHSAA enrollment classifications
 - b. Initial review of FY 2023 Audit Report
 - c. Contract amendments
 - d. Personnel
 - i. Resignation
 - ii. Hiring
 - e. High School attendance policy
- 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

Motion by: _____ Vote: _____ Affirmative

Second by: _____ _____ Negative

7) OFFICIAL NOTES BY CLERK

1) BUSINESS ITEM:

2) Audiences

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

I do not know of anyone who will attend the board of education meeting.

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:

- 3) 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 September 14, 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) We do not have any gift offers 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

Minutes of the Regular Board Meeting – September 14, 2023

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. There was also a group of approximately 20 elementary school parents present.

Superintendent Penka had the following change to the agenda: move audiences to after Approval of Agenda. Dustin Andrist made a motion to approve the agenda with the change presented; the motion was seconded by Shawna Blanka and carried.

Audiences: There was a group of 20 elementary school parents present to discuss the new curriculum being used in grades K-5. They voiced their concerns about content and age appropriateness. Reid Raile stayed for the duration of the meeting.

Items on the Consent Calendar were next considered. Following review of these items, Dustin Andrist 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 held on August 22, 2023. 2) The list of bills being paid numbering 16848-16903 on FNB Bank totaling \$123,608.47. 3) The Grade School Activity Fund Report, and the High School Activity Fund Report - all as of August 31, 2023. 4) There were no gift offers.

Under Committee Reports, Superintendent Penka noted that we are still in need of a full-time cook and a full-time paraprofessional.

There was no old business.

Superintendent Penka reminded the Board that USD 297 has a policy in place indicating that teachers must supply the district office official transcripts prior to October 1st, for the additional hours to count toward advancement on the salary schedule for the current year.

The Board was informed of the new monthly Blue Cross-Blue Shield premium rates for the health-insurance group of school employees, effective with the new plan from November 1, 2023, through October 31, 2024. Information received from BCBS indicates an average decrease of 3.46% in premiums. The school will continue to pay \$470/month toward a single plan and \$940/month toward any other type of plan.

Next, the Board was presented with Health Waivers for one of our bus drivers requiring two letters from physicians as to his ability to drive a school bus. Shawna Blanka made a motion to approve the waivers; seconded by J. W. Milliken and carried.

Next, under new business, Superintendent Penka discussed the financial ability of the district to increase the salaries of all contracted employees effective with the November 2023 payroll. Dustin Andrist made the following motion: Mr. President, I move to recess into executive session for 15 minutes to discuss personnel matters of nonelected personnel pursuant to the provisions of K.S.A. 75-4319 and to return to open session at 8:48 a.m. At 8:48 a.m. regular session resumed with Chris Hingst making a motion to return to executive session until 9:03 a.m. At 9:03 a.m. regular session resumed with Dustin Andrist making a motion to return to executive session until 9:18 a.m. At 9:18 a.m. regular session resumed.

Upon resuming regular session Dustin Andrist made a motion to raise the salary base to \$40,000.00; and to approve all classified staff for raises as set out by Superintendent Penka, taking effect with the November payroll. The motion was seconded by J.W. Milliken and carried.

Following executive session, the board of education shared the consensus that the USD 297 K-5 building would continue to teach the Amplify curriculum, with the understanding that teachers would use their best discretion on screening the content that would be taught, taking into consideration the concerns shared by parents.

Next, Superintendent reviewed enrollment numbers with the Board. The official count day will be Wednesday, September 20, 2023.

The next Board of Education meeting will be held on **Thursday, October 12, 2023, at 7:00 a.m.**

At 9:27 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by Chris Hingst and carried

CLERK	DATE	BOARD PRESIDENT
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1) BUSINESS ITEM:

4) Committee Reports

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No committee reports 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:

5) Old Business

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

No old business 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:

- 6) New Business -- a

A copy of the official September 20, 2023, enrollment has been included in the Board packet for your review.

Also included in your packet is a listing of KSHSAA Classifications for activities in the 2023-2024 school year.

On meeting day, we will try to answer any questions you may have concerning our official enrollment and KSHSAA classification.

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

On meeting day, Board members will receive a copy of the FY 2023 Audit Report. We will review the “Management Letter” and a few other items in the Audit Report and then will schedule it for a second review and final approval at the November Board meeting.

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

We have two contract amendments at the time the board packet was prepared.

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

The board needs to accept the resignation of Killy Hilt effective immediately. Her resignation letter is attached.

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

From: Killy Lampe killylampe@yahoo.com
Subject: Resignation
Date: September 15, 2023 at 9:45 AM
To: David Morrow dmorrow@usd297.org



Immediate Resignation Letter

Killy Hilt
203 E. Spencer St.
Saint Francis, KS 67756

To who it may concern,

Kindly accept this resignation letter as a notice for my immediate resignation as the Cheer & Dance Teams Coach, effective September 16th, 2023.

Killy Hilt

2) BUSINESS ITEM:

7) New Business – d) ii

It is recommended that the board of education hire Doris Clinkenpeel for the high school cheerleading/dance coach.

8) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

3) BUSINESS ITEM:

8) New Business – e

Mr. Morrow will discuss the new high school attendance policy and if it has been effective. The board will need to decide if the high school can continue this policy.

14) ADMINISTRATION RECOMMENDATION OR COMMENTS:

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

1) BUSINESS ITEM:

7) Miscellaneous Items – Superintendent

2) ADMINISTRATION RECOMMENDATION OR COMMENTS:

There may be other 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 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

The next meeting is scheduled for November 9, 2023 at 7:00 a.m. We will have a Junior High Basketball game beginning at 4:00 p.m. My recommendation is we leave the time 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