



# 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

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**Agenda for  
Regular Meeting of  
Board of Education  
December 14, 2023, 7:00 a.m. CST**

- 1) Approval of Agenda**
- 2) Audiences**
- 3) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) Gift(s)
- 4) Committee Reports**
- 5) Old Business**
  - a) Wrestling coach
- 6) New Business**
  - a) EMC Insurance update
  - b) KASB policies
  - c) Personnel items
- 7) Miscellaneous Items**
  - a) By Administration
  - b) By Board
- 8) Review of School-Improvement Process**
- 9) Date and Time of Next Meeting/Adjournment**

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100 S College | P.O. Box 1110 | St. Francis, KS 67756

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**1) BUSINESS ITEM:**

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) 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:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Bruce Swihart has been invited to the meeting.

Kyle Buffington and Chris LaBarge have asked to speak about the board of education reconsidering hiring an assistant coach for the girls' wrestling team.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF THE 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 regular Board meeting minutes on November 9, 2023. 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 – 1) \$14,883.07 from FNB Bank for 1/2 of the Magley Memorial Scholarship and 2) \$41,428.31 from FNB Bank for the Walter Stephenson Scholarship Trust

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 – November 9, 2023

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

Chris Hingst made a motion to approve the agenda with the following two additions: 6) New Business e) Girls' Wrestling and f) third grade aide. The motion was seconded by Dustin Andrist and carried.

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: a) The minutes of the regular Board meeting on October 12, 2023. b) The list of bills being paid on direct deposit slips numbering 1019001-1019076 and on checks numbering 12300-12315 on BANKWEST in the amount of \$281,404.61 and checks numbering 16942-17029 on FNB Bank totaling \$195,175.69 for a grand total of \$476,580.30. c) The Cash Summary Report (including one transfer: \$49,595.00 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, 2023. d) A gift offer of \$5,000.00 was accepted from the Cheyenne County Kansas Community Foundation to be used for the Indians Weekend Backpack Program.

Audiences: Mr. Bruce Swihart was present to observe.

No Committee reports.

No Old Business.

Next under new business, Superintendent Penka reviewed with the Board the Workers Compensation update for the 2023-2024 school year.

Next under new business, Superintendent Penka reported that there were 59 contract amendments returned for signature.

The annual review of the USD 297 Emergency Management plan was discussed. Danielle McAtee made a motion to approve the plan, seconded by Chris Hingst and carried.

Superintendent reviewed with the board the bid received from Plains Heating and Air Conditioning in the amount of \$17,980 to put heat in the Welding and Wood shops. Shawna made a motion to accept the bid, seconded by Chris Hingst and carried.

Superintendent Penka discussed with the board a request from the girls wrestling coach that we hire an assistant coach. The consensus of the board was to decline the request but offer to have a coach fill in during time of need.

Next, Superintendent Penka reported that an aide was needed for third grade. Interviews will be set up to find a suitable aide. Chris Hingst made a motion to approve the hiring of a third grade aide, seconded by Shawna Blanka and carried.

Under miscellaneous, Superintendent Penka had a request from Jessica Matthies to donate one paper towel and one soap dispenser for the new daycare and set up continuous replacements for the paper towels and soap. It was the consensus of the board to give the daycare a towel and soap dispenser that had been taken down but still in good shape as well as the leftover towels that go with it, only this time.

Superintendent Penka informed the board of a KASB training for board members in January if any wished to attend.

Jessica Matthies also wanted the board to know how much she appreciates the work that Delbert Barnhart does at the high school. She said the weight room has never been so clean!! Good job Delbert!!

Next, Principal Morrow reported that he is still working on a tardiness policy, it seems to be helping the situation.

The next regular Board of Education meeting will be held on December 14, 2023, at 7:00 a.m.

At 8:26 a.m., Dustin Andrist moved that the meeting adjourn; the motion was seconded by J.W. Milliken and carried.

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CLERK

DATE

BOARD PRESIDENT

**2) BUSINESS ITEM:**

4) Committee Reports

**1) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The hiring committee may have a recommendation for the board.

**2) QUESTIONS OR COMMENTS BY BOARD:**

3) GENERAL INFORMATION ITEM  YES

4) CONSENSUS OF THE BOARD NEEDED  YES

5) OFFICIAL ACTION REQUIRED  YES (Potentially)

(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:**

High school girls' wrestling coach.

**3) QUESTIONS OR COMMENTS BY BOARD:**

4) GENERAL INFORMATION ITEM  YES

5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES (Potentially)

(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:**

EMC Insurance update

**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**

Our apologies! We've been made aware of an error in the previous email sent yesterday. Please note correction in EMC article below in red.

## Employers Mutual Company

### EMC Changes

As we and EMC have already communicated to agencies across Kansas, EMC is implementing several changes as it continues to adjust its approach in certain areas that are prone to windstorm and hail losses.



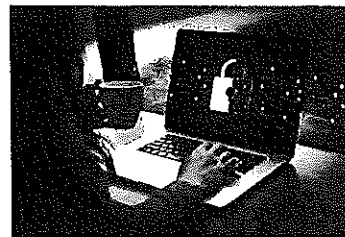
Effective Jan. 1, 2024, all schools will be subject to a 1% wind/hail deductible. This 1% wind/hail deductible currently only applies to school districts and does not impact other types of business written with EMC. In addition, buildings with roofs 35 years or older will not be eligible for coverage.

EMC had previously announced that it would add a cosmetic roof exclusion to roofs of all types on all buildings and use an actual cash value (ACV) coverage for any roofs 15 years or older. This change impacts school districts as well as cities and municipalities.

We know these changes reflect a significant change for many of your clients and will bring challenging conversations, but inflationary pressures on rebuilding costs, the increased impact of severe convective storms, and the rising reinsurance costs are driving these actions. We encourage you to reach out to your clients well ahead of renewal and communicate the changes to them before they receive the notice EMC will send out. If you want a sample draft letter to send to clients, please reach out to [Beth Smoller](#).

### Cyber Insurance: Important to Offer to Every Commercial Client

According to the Government Accountability Office, less than 50% of businesses carry cyber insurance coverage. Could a commercial farm, an auto repair shop or a contractor be the target of a cyber-attack? You betcha! Find out why you need to offer every commercial client cyber insurance.



[Read More](#)

**Frewen Insurance Agency, Inc.**  
115 W Washington  
PO Box 987  
St Francis, KS 67756-0987  
Phone: 785-332-2108 Fax: 785-332-3121

ACCOUNT NO.  
STFSC-1  
AMOUNT DUE  
\$132,849.00

CSR

Page 1  
STATEMENT AS OF  
12/06/2023  
AMOUNT PAID

**St Francis Community Schools 297**  
PO Box 1110  
St Francis, KS 67756-1110

Inv: #	Trn	Due Date	Description	Amount
*	98490	REN 12/06/23	Renew Comm'l Property	\$113,165.00
			Item # 98490 Balance Due:	\$113,165.00
*	98491	REN 12/06/23	Renew Comm'l GL	\$1,822.00
			Item # 98491 Balance Due:	\$1,822.00
*	98492	REN 12/06/23	Renew Crime	\$379.00
			Item # 98492 Balance Due:	\$379.00
*	98493	REN 12/06/23	Renew Inland Marine	\$737.00
			Item # 98493 Balance Due:	\$737.00
*	98494	REN 12/06/23	Renew Comm'l Auto	\$11,928.00
			Item # 98494 Balance Due:	\$11,928.00
*	98495	REN 12/06/23	Renew Comm'l Linebacker	\$4,818.00
			Item # 98495 Balance Due:	\$4,818.00
			Total Balance Due:	\$132,849.00

*Make check to: Netzel Insurance*

\* = Item Number  
2023-2024 Renewal

**1) BUSINESS ITEM:**

- a) New Business – a) KASB Policy update

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

KASB has recommended updates for the board to consider. My recommendation is to approve the updates for our district.

**3) QUESTIONS OR COMMENTS BY BOARD:**

- 4) GENERAL INFORMATION ITEM  YES
- 5) CONSENSUS OF BOARD NEEDED  YES
- 6) OFFICIAL ACTION REQUIRED  YES (Potentially)

(a) Motion by:

Vote: \_\_\_\_\_ Affirmative

(b) Second by:

\_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**

**1) BUSINESS ITEM:**

6) New Business – C) Personnel – Executive Session

**3) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

i) I recommend that the board enter an executive session to discuss non-elect personnel.

Mr. President, I motion to recess into closed 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 in this room at the end of that time.

**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:**

7) Miscellaneous Items – Superintendent

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

A special thank you is to Cale Rieger for your years of service on the St. Francis Board of Education.

January 24<sup>th</sup> KASB New Board member workshop. I need to register if anyone plans to attend along with Bruce Swihart.

**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**

2) **BUSINESS ITEM: School improvement**

8) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

None at this time

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: Adjournment**

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The January meeting is scheduled for Thursday, January 11<sup>th</sup> at 7:00 a.m. I will be out of the district that week and would like to move the board meeting to Thursday, January 18<sup>th</sup>, 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**