**Minutes of the Regular Board Meeting – July 11, 2024**

The meeting was called to order by President Troy Hilt in the administration office on the above date at 7:00 a.m. with everyone present, except Chris Hingst and Shawna Blanka.

Dustin Andrist made a motion to approve the agenda with one change, moving Audiences to the top of the agenda; the motion was seconded by J. W. Milliken and carried.

Audiences: Jessica Matthies, Kierra Penka, and Chris Silva were present to discuss with the Board the Discovery Zone project as well as other projects they are planning. One of them being a remodel project to remodel the teachers lounge at the grade school funded by a Cheyenne County Kansas Community Foundation grant.

Next, Sherri Downs was present to read a letter she had prepared for the Board.

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 special meeting on June 29, 2024. 2) The list of bills being paid on checks numbering 17549-17590 on FNB Bank in the amount of $63,976.13. 3) The Cash Summary Report, the final Unencumbered Cash Balances, and the High School Activity Fund Report and Grade School Activity Fund Report, all as of June 30, 2024. 4) Officially notify the Kansas State Department of Education (KSDE) that USD 297 will declare a 1,116-hour school year but make every reasonable effort to attend the total number of days that are scheduled. 5) Designation of BANKWEST – St. Francis, FNB Bank – St. Francis, and Western State Bank – St. Francis as the official depositories for USD 297 funds. 6) Designation of the St. Francis Herald as the official district newspaper. 7) Designation of Delbert Schmidt, 6-12 Principal, as the USD 297 liaison for the homeless. 8) Designation of Mark Penka, Superintendent, and Traci Neitzel, District Clerk, as the KPERS (Kansas Public Employees Retirement System) designated agents. 9) Designation of Delbert Schmidt, 6-12 Principal, and Susan Bracelin, K-5 Principal, as the USD 297 attendance officers. 10) Designation of Leslie Steggs, Mark Penka, and Traci Neitzel as food service representatives. 11) Designation of Mark Penka as hearing officer for the national school lunch applications. 12) A resolution requesting an exemption for USD 297 from the requirements of Generally Accepted Accounting Principles (GAAP) and of fixed-asset accounting for the 2024-2025 fiscal year. 13) Approval of “Memorandum of Understanding” with Head Start. 14) Approval of a Member Participation Agreement for the KASB Workers Compensation Fund.

The next item on the agenda was to set the time and place for Board meetings in 2024-2025. After brief discussion, Bruce Swihart moved to adopt a resolution specifying that the regular meetings of the Board will be held in the USD 297 Board of Education meeting room, 100 S College St., St. Francis, KS on the second Thursday of each month at 7:00 a.m. The motion was seconded by Dustin Andrist and carried.

Committee Reports: Superintendent Penka discussed with the Board a potential candidate for grade school counselor – Aspen Moritz.

No Old Business

The Board was asked to approve the 2024-2025 Program Agreement for the School Breakfast and Lunch Programs with the Food Service Section of the Kansas State Department of Education (including the Income Eligibility Guidelines for the Free/Reduced-Price School Meals Program), with Mark Penka named as authorized representative for the Food Service Program and Traci Neitzel as a second authorized signer. Following discussion, Dustin Andrist moved, J.W. Milliken seconded, and it carried to approve the 2024-2025 Food Service Program Agreement.

Discussion concerning joining the KASB for 2024-2025 was held. Following discussion, a motion was made by J.W. Milliken, seconded by Danielle McAtee, and carried to again join the KASB and the KASB Legal Assistance Fund and to pay the dues indicated on the billings (a total of $7,780.38).

The Board next considered necessary appointments to commissions and boards. Following brief reviews, J.W. Milliken moved, seconded by Dustin Andrist, and carried: 1) to appoint ShayLinn Zweygardt to the St. Francis Recreation Commission, which she has already agreed to, for a 4-year term; 2) to appoint Troy Hilt to the KASB Governmental Relations Network; and 3) to appoint Bruce Swihart to serve as the representative on the NKESC Board in Oakley.

Superintendent Penka reported that we have received a resignation from Justin Lohr resigning his position as Director of Maintenance. Bruce Swihart made a motion to approve the resignation; seconded by Danielle McAtee and carried.

Next, Superintendent Penka discussed possible wage for new Director of Maintenance.

Superintendent Penka recommended the following schedule be followed in preparing and publishing the budget for fiscal year 2023-2024:

Tuesday, July 16 – Special Board of Education meeting – Approval of Budget

Wednesday, July 24 – Publish proposed budget in The St. Francis Herald. Thursday – August 22 – rescheduled regular meeting with budget hearing and Revenue Neutral Rate

hearing at 6:55 a.m.

Thursday, August 22 – Deliver budget to the County Clerk

J. W. Milliken made a motion to approve these dates; seconded by Dustin Andrist and carried.

Next, more discussion was had on extending the time for Discovery Zone next summer, possibly running 2-3 weeks in July at the high school cafeteria. After discussion it was the consensus of the board that that would not work with the maintenance schedule to be prepared for school to start.

The Board next approved the remodeling of the grade school upstairs teachers lounge.

Review of School-Improvement Process: the roof at the bus garage, vo-ag building and grade school kitchen will be the main priority in getting fixed. Pending funding the JH boys’ locker room will be considered for remodeling according to the 5-year improvement plan. Dustin Andrist made a motion to proceed with the roof repairs; seconded by Bruce Swihart and carried.

Bruce Swihart reported that he should hear about the Kleenex grant by Monday, July 15, 2024.

At 8:35 A.M. Danielle McAtee made a motion to adjourn; seconded by J.W. Milliken and carried.

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CLERK DATE BOARD PRESIDENT