

# SAINT FRANCIS COMMUNITY SCHOOLS



## UNIFIED SCHOOL DISTRICT 297

MARK PENKA, SUPERINTENDENT | 785.332.8182 | MPENKA@USD297.ORG

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Home of the Indians

**Agenda for  
Regular Meeting of  
Board of Education  
December 18, 2024, 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) Daycare
- 6) New Business**
  - a) JH Sports
  - b) KASB policies
  - c) KESA
  - d) Superintendent Evaluation
- 7) Miscellaneous Items**
  - a) By Administration
  - b) By Board
- 8) Review of School-Improvement Process**
- 9) Date and Time of Next Meeting/Adjournment**

### BOARD OF EDUCATION

Troy Hilt, President

J.W. Milliken, Vice-President

Shawna Blanka

Traci Neitzel, Clerk



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FAX: 785.332.8181 | [www.usd297.org](http://www.usd297.org)

Bruce Swihart

Chris Hingst

Danielle McAtee

Dustin Andrist

Marilyn Raile, Treasurer



**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:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No audience members were scheduled when the packet was prepared.

**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 14, 2024, and December 5, 2024. The copies are enclosed.
- b) The list of bills to be approved will be distributed at the meeting.
- c) The Cash Summary Report and other financial reports, if any, will be distributed at the meeting.
- d) Gift Offer – \$400 from St. Francis Wrestling club to the high school wrestling program.

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)



## Minutes of the Regular Board Meeting – November 14, 2024

The meeting was called to order by President Troy Hilt in the administrative office on the above date at 7:00 a.m. with everyone present as well as High School Principal Delbert Schmidt. Visitors attending were Jessica Matthies, Shay Zwegardt and Lori Rieger.

Chris Hingst made a motion to approve the agenda with the following change: move Audiences to the top of the agenda. The motion was seconded by Shawna Blanka and carried.

Jessica Matthies and Shay Zwegardt were present to discuss the need for a Daycare/Preschool/After School and Summer Programs. The request they presented was for USD 297 to budget for one payroll position and allow childcare to be built on the school property or create a preschool room in the grade school.

Next Lori Rieger, (Kindergarten teacher) was present to give her findings when preschool children reach the Kindergarten level. The children attending ABC Preschool and Headstart are getting the proper skills needed to excel when they reach Kindergarten.

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 10, 2024. b) The list of bills being paid on direct deposit slips numbering 1018001-1018077 and on checks numbering 17846-17857 on BANKWEST in the amount of \$237,207.29 and checks numbering 17848-17902 on FNB Bank totaling \$112,115.79 for a grand total of \$349,323.08. c) The Cash Summary Report (including one transfer: \$44,936.00 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, 2024. d) A gift offer of \$1,000.00 was accepted from the Cheyenne County Kansas Community Foundation to be used for St. Francis National Honor Society Chapter, Morgan Sherlock heading it up.

Under Committee Reports Superintendent Penka presented names of new employees: Kim McGinnis – Transportation Director starting 11/18/2024; Tania Quintero – District Clerk starting December 2, 2024; Marlin Queen – Director of Maintenance starting 11/18/24; Geronima Rocha-Zapada – Grade School maintenance starting 11/18/24; and Reighna Priest – Yearbook starting 11/18/24. Chris Hingst made a motion to approve the new hires; seconded by Danielle McAtee and carried.

Under Old Business, Superintendent Penka requested a special meeting be held on December 5, 2024 at 7:00 a.m. to discuss what should be done about the insurance for USD 297, he will have all the information by that time. Shawna Blanka made a motion to approve the special meeting date and time; seconded by Dustin Andrist and carried.

Next under new business, Superintendent Penka reported that there were 62 contract amendments returned for signature.

Next under new business, Clerk Neitzel discussed with the Board her reasoning to change banks used for payroll. J.W. Milliken made a motion to allow Clerk Neitzel make the decision since she is familiar with the process. The motion was seconded by Shawna Blanka and carried.

The annual review of the USD 297 Emergency Management plan was discussed. J.W. Milliken made a motion to approve the plan, seconded by Shawna Blanka and carried.

Superintendent Penka reported that he has received three resignations: 1) Maria Duarte-Torres as a paraprofessional for the high school and elementary school; Trista Lauer from her position as Yearbook instructor; and Amy Morrow from her position as junior high assistant volleyball coach. J. W. Milliken made a motion to accept the resignations; seconded by Bruce Swihart and carried.



Superintendent Penka reported that information should be available at the December meeting for "Bike Across Kansas."

Next, the Board discussed the request from Jessica Matthies and Shay Zwegardt. The Board agreed that there may be a need, however there are a lot more questions than answers. More research will be done and this subject will be discussed again at the December board meeting.

Principal Schmidt talked about plans with the National Honor Society. On October 23<sup>rd</sup> seniors were given the opportunity to attend "Apply Kansas"; 19 out of 22 students applied to 30 various schools. Good job!

Next, Principal Schmidt reported that he is still working on attendance and encouraging students to schedule more things before, during study hall, or at the end of the school day if possible.

Bruce Swihart reported that he has been driving the activity bus quite a bit. He wanted to commend the students on their behavior of being courteous and well behaved!!

The next regular Board of Education meeting will be held on December 12, 2024, at 7:00 a.m.

At 9:57 a.m., Shawna Blanka moved that the meeting adjourn; the motion was seconded by J.W. Milliken and carried.

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CLERK

DATE

BOARD PRESIDENT



**MINUTES OF THE SPECIAL BOARD MEETING – DECEMBER 5, 2024**

A special meeting of the Board was called to order at 7:00 a.m. on the above date by Board President Troy Hilt in the USD 297 Board meeting room, with all members present. Also present was Tania Quintero, District Clerk in training.

J.W. Milliken made a motion to approve the agenda, seconded by Chris Hingst and carried.

The main purpose for this special meeting was to discuss insurance options for USD 297 real estate and property. Insurance companies that were considered were EMC Insurance through Frewen Insurance and Roxie Neitzel Insurance Service and KICS Insurance through Conrade Insurance Group. After much discussion Dustin Andrist made a motion to approve contracting with Conrade Insurance Group, the motion was seconded by J. W. Milliken and carried unanimously.

Next, Superintendent Penka had some personnel issues to discuss with the Board. Superintendent Penka presented two resignations; 1) Talley Morrow resigned from her position as high school assistant volleyball coach; ShayLinn Zwegardt resigned from her position as high school head volleyball coach. Next, there is a new hire – Tiffani Graham as ½ highschool and ½ elementary school paraprofessional. Chris Hingst made a motion to accept the resignations and the new hire; seconded by Shawna Blanka and carried.

There were six contracts returned for signature.

The next regular board meeting has been rescheduled for Wednesday, December 18, 2024 at 7:00 a.m.

At 8:15 a.m., Chris Hingst moved that the meeting adjourn; the motion was seconded by Dustin Andrist and carried.

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CLERK

DATE

BOARD PRESIDENT

**BUSINESS ITEM:**

4) Committee Reports

**1) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No committee reports at the time the packet was prepared.

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

3) GENERAL INFORMATION ITEM  YES

4) CONSENSUS OF THE BOARD NEEDED  YES

5) OFFICIAL ACTION REQUIRED  YES

(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:**

Preschool/daycare

**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

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

JH sports – information will be presented on the high participation numbers of JH athletics.

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:**

- a) New Business – a) KASB Policy update

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

KASB has recommended updates for the board to consider. I recommend that the updates for our district be approved.

**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**



## DECEMBER 2024 UPDATED KASB POLICIES AND FORMS

The KASB December 2024 policy updates are now available. The following policy recommendations have been made by the KASB Legal/Policy Services staff. The table below explains the changes in recommended policies. Please review and compare these updates with what you have adopted to ensure you have the most up to date KASB recommended policies.

If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB's Policy Specialist/Legal Coordinator, at [lgarner@kasb.org](mailto:lgarner@kasb.org) or at 1-800-432-2471.

**REMINDER:** KASB made a policy update in August 2024 regarding policy GAOE on Workers Compensation. As this update was in addition to our regular two updates per year cycle, we wanted to make sure no one missed it.

|   | RATIONALE FOR RECOMMENDED REVISION, ADDITION, OR DELETION  | RECOMMENDED ACTION |
|---|--|--------------------|
| BDA Developing Adopting Amending and Repealing Board Policy (revised) | Technical grammatical change for clarity and ease of use.  | Review and adopt   |
| CC Organizational Chart (revised)                                     | The previous version of this policy anticipated that the district's organizational chart would be embedded within Policy CC, which was cumbersome to boards and districts. These changes would enable the board to adopt an organizational chart as well as specify where the organizational chart may be located. | Review and adopt   |
| CD Administrative Line and Staff Relations (DELETE)                   | See description under "CG Administrative Personnel"  | Review and delete  |
| CG Administrative Personnel (revised)                                 | Through periodic review of model policies, it was determined that the language in Policies CD and CGI could be added to Policy CG for a more comprehensive and cohesive policy.  | Review and adopt   |
| CGI Administrator Evaluation (DELETE)                                 | See description under "CG Administrative Personnel"  | Review and delete  |
| CNA Preservation of Documents Pending Legal Action (revised)          | Title revision and technical grammatical change for clarity and ease of use.   | Review and adopt   |
| DE Fraud Prevention and Investigation (revised)                       | Language was added to reference Policy KN and Policy DFAC to specify the relevant policies that outline the complaint procedures to be used in certain circumstances.  | Review and adopt   |

|  |  |                  |
|--|--|------------------|
| DFAC Federal Fiscal Compliance (revised)                               | Significant revisions to the federal Uniform Grant Guidance regulations were issued in April 2024 and became effective in October 2024. Due to these changes, Policy DFAC and its accompanying forms were amended to align with the current law.   | Review and adopt |
| DFAC Grant Subrecipient Monitoring Procedures (Revised Form)           | Some specific changes include the following: <ul style="list-style-type: none"> <li>• The requirement that reasonable cybersecurity measures be implemented as part of the <b>district's internal controls</b>;</li> <li>• Mandatory compliance language that outlines employees' obligation to report violations of the law.</li> <li>• An outline of the whistleblower protections and the requirement of employers to notify employees of such protections.</li> <li>• Addition of veteran-owned businesses to be considered during procurement/ contracting using federal funds, including a description of what it means to appropriately consider the specifically identified businesses;</li> <li>• Repeals the provision, subject to limited exceptions, prohibiting the use of state, local, or tribal geographic preferences in the evaluation of bids or proposals;</li> <li>• Repeals the procurement provision that previously required school districts to <b>"negotiate profit as a separate element of the price" for certain contracts that were being paid for with federal funds</b>;</li> <li>• Increased the fair market value threshold from \$5,000 to \$10,000, which allows district to retain or dispose of equipment with fair market value up to \$10,000 with no responsibility to the federal agency; and</li> <li>• Other necessary changes.</li> </ul> | Review and adopt |
| DFAC Procurement Federal Program (Revised Form)                        |  |                  |
| DFAC Allowability of Costs (Revised Form)                              |  |                  |
| DFAC Cash Management (Revised Form)                                    |  |                  |
| DFAC Types of Costs Obligations and Property Management (Revised Form) |  |                  |
| DFH Fundraising Activities (NEW)                                       | Several members have requested a policy regarding fundraising. This policy was drafted to provide general guidelines to fundraisers that occur at school, on school property, and at school-sponsored events.  | Review and adopt |
| GAE Complaints (revised)   | Technical grammatical change for clarity and ease of use.  | Review and adopt |
| ICA Pilot Projects (revised)   | This policy was revised to outline the requirements under the Protection of Pupil Rights Amendment (PPRA) and the Student Data Privacy Act (SDPA) as related to surveys administered to students.  | Review and adopt |



|   |  |                  |
|---|--|------------------|
| IDACA Special Education Services (revised)                  | This policy was amended to clarify the district's responsibilities to provide FAPE to eligible students in accordance with state and federal law.  | Review and adopt |
| JGFGAA Stock Supply of Emergency Medication (NEW)           | This policy was drafted to reflect a change in state law that allows for districts to keep a stock supply of epinephrine and albuterol in accordance with the guidelines outlined in the policy.   | Review and adopt |
| JGFGBA Student Self-Administration of Medications (revised) | This policy was revised to clearly delineate between the self-administration of epinephrine and inhalers by students, which is outlined in state statute, and the self-administration of over-the-counter medication by students as authorized by their parents. | Review and adopt |
| KN Complaints (revised)                                     | General revisions were made to this policy as well as making specific changes to formal complaint timelines and complaints against the superintendent.   | Review and adopt |
| TOTALS =  | Existing Policy Revisions – 11<br>New Policies – 2<br>Deleted Policies - 2<br>Existing Form Revisions – 5<br>Existing Table of Contents – C, D, I, J, K  |                  |

**1) BUSINESS ITEM:**

6) New Business – C) KESA

**3) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Annual renewal of the KESA school accreditation.

With this recommendation, the school would like to set the school day from 8:00 a.m. until 3:30 p.m.

**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**





| 250 character limit   | 750 character limit  | 750 character limit  | 750 character limit   |
|---|--|--|---|
| <p>each measure of progress, include a 6-month and a 1-year target.</p> <p><b>6 Month Target</b></p>  | <p>The final three questions should be addressed for each <i>fundamental</i> emphasized for the school improvement work.</p> <p><b>Why is this the right action for your school system?</b></p>  | <p><b>What is your current data and evidence related to this action?</b></p>   | <p><b>What are your anticipated next actions?</b></p>   |
| <p>We will implement 2 additional professional learning days within the 2025-26 school calendar. These PD days will be focused on rigor and quality</p> | <p>over the past 5-years<br/>                     ELA: There has been a 12.33% drop in levels 3 and 4 over the past five years, while our top-tier students have fallen below the state average on the ACT with a score of 19.1 compared to the state average of 19.3, State Assessments, and Fastbridge. The DIT surveyed the staff to see what they felt was the next logical step, and it was determined that we needed to focus on rigor and high-quality instruction.</p> | <p>Data was collected from State Assessment, ACT, and Fastbridge results. The data indicates that we need to improve the rigor in our classroom due to low average scores.</p> | <p>Moving forward, we will plan our professional development days with a focus on rigor and high-quality instruction to improve performance on standardized tests. USD 297 will continue in the Quality Instruction fundamental, focusing on implementing Quality Instruction in the classroom through the Educator Evaluation Structure.</p> |



**2) BUSINESS ITEM:**

6) New Business – d) Attendance Policy

**9) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Delbert Schmidt will present an attendance policy that he would like to implement at the 6-12 building.

**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**

## SF JSHS Attendance Policy Spring 2025

### ATTENDANCE

There are few factors more important to a student's academic success than regular school attendance. Poor attendance not only jeopardizes any chance a student has to be successful in the classroom but also represents one of the most problematic personal habits one could have in adult life. Employers are interested only in employees who consistently show up to work, and who do so in a punctual manner. The St. Francis Jr/Sr High School Attendance Policy is built upon the following philosophy:

- Attendance is clearly necessary for success in the classroom.
- Good attendance is a life skill that prepares students for the world of work.
- Good attendance correlates with a strong work ethic and dependability.
- Attendance is equated with job performance.
- The school is held accountable for student academic achievement and improvement.
- It is highly unlikely that a student will improve when attendance is poor.
- Kansas's law requires all students to attend school until the age of 18 or until graduation.

Considering both the importance of regular school attendance to a student's proper academic and social development and the fact that students are legally required to attend (Kansas Statute [72-1111](#)), the administration and staff of USD 297 will take every reasonable measure to ensure that students are in regular attendance. Certainly, there are legitimate reasons for missing school, and Board policy takes that into account when distinguishing between excused and unexcused absences.

Notification: Parents/Guardians must confirm the student's absence by calling the SFJHS office (785) 332-8153 prior to or on the day of the absence. After 48 hours, the absence will be considered unexcused.

**Excused Absence:** "Excused absence is absent because of illness, because of participation in school activities, or because of other reasons with the approval of parents." Excused absences require documentation within 48 hours of the marked absence and include the following.

1. School-related trips (Not counted toward PowerSchool absence total)
2. College visits (Not counted toward PowerSchool absence total)
3. Any illness (either personal or family) or disability of a student. (Counted toward Powerschool absence total)
4. Written documentation from a dentist, physician, chiropractor, or other health care provider establishing a student's presence at that provider's office. A note on Providers letterhead is sufficient; no further explanation for the student's presence at that office is necessary. (Counted toward PowerSchool absence total)
5. A phone call from a parent or guardian to the school secretary or principal *explaining the need* for the student to be gone from school. (Counted toward PowerSchool absence total)



## SF JSHS Attendance Policy Spring 2025

6. Absence pre-arranged by the parents and approved by the principal. (Counted toward PowerSchool absence total)
7. Unforeseen emergency situations (Counted toward PowerSchool absence total)

### Consequences for Excessive Absences

Each student will be allowed no more than 10 total absences per semester excluding school-sponsored activities, college visitation days and hospitalization. Once students exceed the 10 day limit they will receive a 10% grade deduction on a per class basis for the grade/assignments recorded for the day. Students will be allowed to make up assignments, but a 90% is the best grade they can earn. Students exceeding the number of absences will not lose credit if they provide medical documentation for the absence upon their return to school.

### Release of Students During School

#### • Parent Permission

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the secretary or building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Parental permission to release a student does not guarantee that the absence will be excused.

#### • Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day. This is required under all circumstances. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

**Absence Counted Toward Truancy:** "Any absence other than excused absence . . ."

"Truancy" is defined by USD 297 as happening when:

1. a student who is legally required to attend school is not attending.
2. a student is not attending school after having left home to do so.
3. a student leaves school without permission.

**Penalties:** As noted above, being absent from school for an illegitimate reason is a serious offense. The penalties enumerated below reflect that fact and correspond with board policy and state law.

**First Offense:** The student will meet with the principal, and the parents or guardians will be notified. The student will receive in-school suspension and will be placed on the ineligible list for the week.



## SF JSHS Attendance Policy Spring 2025

**Second and Subsequent Offenses:** The student will meet with the principal, and the parents or guardians will be notified. The documented absences that count toward truancy will be presented. The student will receive in-school suspension and loss of privileges. The appropriate officials will be notified, according to state law.

### Compulsory Attendance Requirements

Kansas's law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if: they have attained a diploma or GED; or they are enrolled in an approved alternative education program, recognized by the local board of education; or a court orders exemption; or the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information: the academic skills the child has not yet achieved; the difference in future earning power between a high school graduate and a high school dropout; and a list of educational alternatives available to the child.

### College Visitation Days

1. Juniors and Seniors may be excused for 2 College Visitation Days per year.
2. A College Visitation Form must be completed before the day of the visit with the required signatures (forms are available in the Counselor's Office).

### ACTIVITY AND ATHLETIC PARTICIPATION

Any student participating in any after school activity, whether inter-school competition or practice, must have been in school on the day of the event for at least **three hours** preceding dismissal time. When an absence is unavoidable on the day of an activity for reasons other than illness, the principal shall be responsible to determine if the student may participate in the school activity that day. An **unexcused absence** for part of the day will eliminate a student from participation in the scheduled activity for that day. No student who checks out during the school day for illness will be eligible to participate in any extra-curricular activity that day including practice or games/events. Students gone on activities will be expected to be at school the next day. If a pattern of absences after activities becomes apparent, students will be withheld from the next activity.

### Tribe Time Grading Scale

Each student will receive **30 points a day**. Absent from class they will lose the 30 points. They may make up the missed class with a half page hand written summary of their current reading project. Teachers may deduct points for not reading, non-compliance or other disruptions to the class. Students enrolled in Interventions will attend a seminar period or write a summary of the previous day's learning. Students will have 7 days to have the make-up assignment completed.



**3) BUSINESS ITEM:**

- 6) New Business – e) Personnel – Superintendent Evaluation

**15) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

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

*Mr. President, I motion to recess into closed session for ?? 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.*

Motion if the board desires to extend the superintendent's contract.

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

**17) GENERAL INFORMATION ITEM**  YES

**18) CONSENSUS OF BOARD NEEDED**  YES

**19) OFFICIAL ACTION REQUIRED**  YES (Potentially)

(a) Motion by:

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

(b) Second by:

\_\_\_\_\_ Negative

**20) OFFICIAL NOTES BY CLERK**

**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**

November 15, 2024

Dear USD 297 School Board Members and Administrators,

I want to extend my heartfelt thanks for your time, consideration, and attention during my presentation yesterday on the topic of introducing an affordable preschool program to our district. I truly appreciate the opportunity to share my thoughts on a preschool that would be accessible to families across all income levels, knowing the difference this would make in our community and, more importantly, in the lives of our children.

An affordable preschool option would allow every child in our district to begin their educational journey with a strong foundation, fostering their development and preparing them for future success. I believe that together, we can create opportunities that will have a lasting positive impact on our youngest learners, their families, and our community as a whole.

I also wanted to share something close to my heart. Currently, nine of the coaches and multiple teachers at USD 297, myself included, have young children at or nearing preschool age. Serving in these roles, we dedicate a great deal of time, not just during the season but year-round, to investing in the lives of the children in our community, your children, grandchildren, nieces, and nephews. We are deeply committed to helping them grow into the best versions of themselves. With that same spirit, please consider investing in our children at their foundational stage, as it means so much to us and their future. We love our roles and don't want to have to give them up because of excess strain.

I also want to express my gratitude for the endless hours you dedicate to serving on our school board. I am aware of the countless challenges you navigate on behalf of our district, and I deeply appreciate your commitment to keeping the well-being of our kids and community as your top priority. You put in these efforts not for recognition or compensation but because of your dedication to our district's success—and that is truly inspiring.

Thank you again for your service, the time you gave to hear my thoughts, and your dedication to making USD 297 a supportive environment for everyone involved. I am happy to continue the conversation on this topic and look forward to hearing any thoughts or questions you may have as we consider this change.

Warmest regards,

ShayLinn Zwegardt

A handwritten signature in cursive script that reads "ShayLinn Zwegardt". The signature is written in black ink and is positioned below the typed name.



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 9<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**