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MINUTES
USD #325 BOARD OF EDUCATION
MONDAY, JULY 13, 2026

The Board of Education of Phillipsburg USD 325 met in regular session on Monday, July 13, 2026 at the Board of Education Office, 240 S. 7th Street, Phillipsburg. Members present when the meeting was called to order were: Shawn Hoover, President; Brock Johnson, Vice-President; Danielle Bohl, member; Rick Dusin, member; Terek Molzahn, member; Jesse Pfortmiller, member; and Justin Taylor, member.

Officials present: Michael Gower, Superintendent; and Angela Thompson, Board Clerk.

CALL TO ORDER

Shawn Hoover, President, called the meeting to order at 6:00 p.m.

ELECTION OF OFFICERS

Brock Johnson moved the Board cast a unanimous vote for Shawn Hoover as President to serve until a successor is elected by the Board in the next calendar year. Jesse Pfortmiller seconded the motion. Shawn Hoover was elected President, by a show of hands 6-0-1.

Brock Johnson moved the Board cast a unanimous vote for Danielle Bohl as Vice-President to serve until a successor is elected by the Board in the next calendar year. Terek Molzahn seconded the motion. Danielle Bohl was elected Vice-President, by a show of hands 6-0-1.

APPOINTMENTS

Danielle Bohl moved the following appointments be made as recommended:

Clerk of the Board – Angela Thompson
Assistant Clerk of the Board – Belinda Sisson
Treasurer of the Board – Amanda Hudson
Attorney for the Board – KASB
Food Service Authorized Representative – Michael Gower
Hearing Officer for Free/Reduced Meals Application Appeals – Michael Gower
KPERS Designated Agent – Angela Thompson

Attendance Officers: Superintendent – Michael Gower; Elementary School – Crystal Laurin; Middle School – Terra Keeten; High School – Todd Bowman;

Federal Program Directors: Title I, II - Michael Gower; Title IX – Terra Keeten;
504 – Terra Keeten

NCKSEC Board Representative – Justin Taylor
Freedom of Information Officer – Superintendent of Schools
Banks of Deposit – First National Bank and Trust – Phillipsburg
Farmers National Bank – Phillipsburg
Farmers State Bank – Phillipsburg
Official School Newspaper for 2026-2027 – Phillips County Review

Jesse Pfortmiller seconded the motion. Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

Shawn Hoover moved the consent agenda including minutes of the June 8, 2026 regular meeting; treasurer's reports; and warrants be approved as presented. Jesse Pfortmiller seconded the motion. Motion carried 7-0.

COMMUNICATIONS

Thank you card

COMMUNITY PRESENTATIONS BEFORE THE BOARD

None

REPORT TO THE BOARD BY THE SUPERINTENDENT

The Superintendent updated the Board on summer projects including exterior painting at the high school, installation of new windows and blacktop repair and maintenance at the elementary school, and flooring projects at all buildings. Mr. Gower further reported that online enrollment will open Monday, July 20th.

REPORT TO THE BOARD
BY THE SUPERINTENDENT
(CONTINUED)

Following discussion, Jesse Pfortmiller moved the Board approve the state mileage reimbursement rate of 72.5¢ per mile for use of private vehicles when no school vehicle is available effective July 1, 2026. Brock Johnson seconded the motion. Motion carried 7-0.

NEW BUSINESS

PETTY CASH

Brock Johnson moved the Board accept the 2025-2026 petty cash annual reports for the Elementary School, Middle School, High School and Central Office for filing for audit; and approve petty cash amounts for 2026-2027 in the amount of $1,500.00 for the Elementary School, Middle School, High School and Central Office. Rick Dusin seconded the motion. Motion carried 7-0.

ACCOUNTING PROCEDURES;
RECORDS MANAGEMENT

Shawn Hoover moved the Board authorize the Superintendent and Clerk to destroy appropriate records, documents, or other papers, pursuant to KSA 72-1629, as listed on the agenda; approve the resolution to waive annual requirements of General Accepted Accounting Principles for the year ended 2027, as listed on the agenda; and authorize the early payment of claims, as specified in KSA 12-105b. Jesse Pfortmiller seconded the motion. Motion carried 7-0. (Copies of the resolutions are attached to, and become a part of, these official minutes.)

HOME RULE
RESOLUTION

Danielle Bohl moved the Board adopt the resolution to establish home rule by the Board of Education as presented. Jesse Pfortmiller seconded the motion. Motion carried 7-0.

SCHOOL YEAR--
MOTION TO ADOPT

Danielle Bohl moved the Board operate the school on an official calendar of 1116 hours of school during the 2026-2027 school year. Justin Taylor seconded the motion. Motion carried 7-0.

STATE ASSESSMENT REVIEW/
BUILDING NEEDS ASSESSMENT

The Superintendent presented state and building needs assessment information to the Board. Discussion followed regarding state assessment results from the 2024-2025 school year as 2025-2026 test results are still pending, and the educational needs of each attendance center.

2026-27 PRELIMINARY
BUDGET REPORT

Following discussion, Justin Taylor moved the Board approve publishing the budget hearing notice for Monday, September 14, 2026 at 6:05 p.m. at the Board of Education office. Jesse Pfortmiller seconded the motion. Motion carried 7-0.

POLICY ISSUES

Following discussion, Rick Dusin moved the Board rescind all policy statements found in the minutes of this Board of Education prior to June 30, 2026 and approve the recommended handbook changes as given to the Board including changes discussed at this meeting and that the Board of Education adopt the policy manual (or written policies) as corrected and recommended by the Superintendent of Schools, to govern this school district during the 2026-2027 school year, subject to periodic review, amendment, and revision by the Board of Education. Brock Johnson seconded the motion. Motion carried 7-0.

This motion includes the following policy and school handbooks for 2026-2027:

Administrative Policy	Parent/Student Handbook
Board of Education Policy	Transportation Handbook
High School Discipline Handbook	High School Activity Handbook
Middle School Activity Handbook	Middle School Student Handbook
Classified/Non-Certified Staff Handbook	Certified Staff Handbook
Substitute Handbook	No Cell Phone/Wireless Device Policy
Part-Time Student Policy	Student Drug Testing Policy

New policy establishes TeamReach as the official communication application for all activities.

NCKSEC INTERLOCAL #636 REPORT

Justin Taylor reported on the recent interlocal meeting.

PERSONNEL

Shawn Hoover moved the Board enter into executive session for a period of 5 minutes, until 6:51 p.m., for the purpose of discussing personnel matters of non-elected personnel, to protect the privacy interests of an identifiable individual(s). Mr. Gower was asked to be present. Rick Dusin seconded the motion. Motion carried 7-0.

The Board returned to regular session at 6:51 p.m. No action taken.

RESIGNATION

Jesse Pfortmiller moved the Board accept the following resignation:

<u>Hudson, Stacey</u> – Certified Teacher Aide effective end of 2025-2026 school year.

Danielle Bohl seconded the motion. Motion carried 7-0.

WORK AGREEMENT APPROVAL

Danielle Bohl moved the Board approve the following work agreement:

<u>Footh, Christina</u> – Certified Teacher Aide effective 2026-2027 School Year

Jesse Pfortmiller seconded the motion. Motion carried 7-0.

OUT-OF-DISTRICT REQUESTS TO ATTEND USD #325

Justin Taylor moved the Board approve the out of district requests to attend USD 325 for the 2026-2027 school year as presented. Rick Dusin seconded the motion. Motion carried 7-0. (The list is attached to, and becomes a part of, these official minutes.)

ADJOURNMENT

With no further business, President Hoover adjourned the meeting 6:56 p.m.

MINUTES APPROVED:

MINUTES RECORDED:

DATE: