

MINUTES
USD #325 BOARD OF EDUCATION
MONDAY, JULY 14, 2025

The Board of Education of Phillipsburg USD 325 met in regular session on Monday, July 14, 2025 at the Board of Education Office, 240 S. 7th Street, Phillipsburg. Members present when the meeting was called to order were: Shawn Hoover, President; Danielle Bohl, member; Rick Dusin, member; Jesse Pfortmiller, member; and Tyson Wisinger, member. Justin Taylor, member arrived at 6:01 p.m. Brock Johnson, Vice-President, was absent.

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

CALL TO ORDER

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

ELECTION OF OFFICERS

Danielle Bohl 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. Rick Dusin seconded the motion. Shawn Hoover was elected President, by a show of hands 4-0-1.

Shawn Hoover moved the Board cast a unanimous vote for Brock Johnson as Vice-President to serve until a successor is elected by the Board in the next calendar year. Tyson Wisinger seconded the motion. Brock Johnson was elected Vice-President, by a show of hands 5-0.

APPOINTMENTS

Jesse Pfortmiller 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 – Tyson Wisinger; Alternate: 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 2025-2026 – The Advocate

Justin Taylor seconded the motion. Motion carried 6-0.

APPROVAL OF
CONSENT AGENDA

Shawn Hoover moved the consent agenda including minutes of the June 9, 2025 regular meeting; treasurer's reports; and warrants be approved as presented. Danielle Bohl seconded the motion. Motion carried 6-0.

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 and installation of new windows at the middle school; new concrete on the middle school basketball court as well as a new area with picnic tables; new concrete on the elementary drive through as well as a new parking area off of the alley.

REPORT TO THE BOARD
BY THE SUPERINTENDENT
(CONTINUED)

Following discussion, Tyson Wisinger moved the Board approve the state mileage reimbursement rate of 70¢ per mile for use of private vehicles when no school vehicle is available effective July 1, 2025. Justin Taylor seconded the motion. Motion carried 6-0.

NEW BUSINESS

PETTY CASH

Danielle Bohl moved the Board accept the 2024-2025 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 2025-2026 in the amount of \$1,500.00 for the Elementary School, Middle School, High School and Central Office. Jesse Pfortmiller seconded the motion. Motion carried 6-0.

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 2026, as listed on the agenda; and authorize the early payment of claims, as specified in KSA 12-105b. Danielle Bohl seconded the motion. Motion carried 6-0. (Copies of the resolutions are attached to, and become a part of, these official minutes.)

HOME RULE
RESOLUTION

Justin Taylor moved the Board adopt the resolution to establish home rule by the Board of Education as presented. Rick Dusin seconded the motion. Motion carried 6-0.

SCHOOL YEAR--
MOTION TO ADOPT

Danielle Bohl moved the Board operate the school on an official calendar of 1116 hours of school during the 2025-2026 school year. Rick Dusin seconded the motion. Motion carried 6-0.

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 2023-2024 school year as 2024-2025 test results are still pending, and the educational needs of each attendance center.

2025-26 PRELIMINARY
BUDGET REPORT

Following discussion, Danielle Bohl moved the Board approve publishing the notice of hearing for the proposed intent to exceed the Revenue Neutral Rate on Monday, September 8, 2025 at 6:05 p.m. as well as the 2025-26 budget hearing notice for Monday, September 8, 2025 at 6:10 p.m. at the Board of Education office. Rick Dusin seconded the motion. Motion carried 6-0.

POLICY ISSUES

Following discussion, Shawn Hoover moved the Board rescind all policy statements found in the minutes of this Board of Education prior to June 30, 2025 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 2025-2026 school year, subject to periodic review, amendment, and revision by the Board of Education. Danielle Bohl seconded the motion. Motion carried 6-0.

This motion includes the following policy and school handbooks for 2025-2026:

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	NEW No Cell Phone/Wireless Device Policy
NEW Part-Time Student Policy	UPDATED Student Drug Testing Policy

NCKSEC INTERLOCAL
#636 REPORT

Tyson Wisinger reported on the recent interlocal meeting.

PERSONNEL

Shawn Hoover moved the Board enter into executive session for a period of 15 minutes, until 7:09 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. Jesse Pfortmiller seconded the motion. Motion carried 6-0.

The Board returned to regular session at 7:09 p.m. No action taken

RESIGNATIONS

Jesse Pfortmiller moved the Board accept the following resignations:

Fry, Daniel – Route Bus Driver effective July 7, 2025
Graf, Leonard – Food Service employee effective July 9, 2025
Mason, John – High School Custodian effective June 30, 2025

Tyson Wisinger seconded the motion. Motion carried 6-0.

WORK & SUPPLEMENTAL
AGREEMENT APPROVALS

Tyson Wisinger moved the Board approve the following work & supplemental agreements:

Grieve, Steve – Route Bus Driver effective 2025-2026 School Year
Blackburn, Sky – Middle School Assistant Volleyball Coach effective 2025-2026 School Year
Hudson, Stacey – High School Assistant Volleyball Coach effective 2025-2026 School Year
Lennemann, Kyleigh – Middle School Head Volleyball Coach effective 2025-2026 School Year
Weinman, Jon – Middle School Assistant Track Coach effective 2025-2026 School Year

Rick Dusin seconded the motion. Motion carried 6-0.

OUT-OF-DISTRICT REQUESTS TO
ATTEND USD #325

Shawn Hoover moved the Board approve the out of district requests to attend USD 325 for the 2025-2026 school year as presented. Justin Taylor seconded the motion. Motion carried 6-0. (The list is attached to, and becomes a part of, these official minutes.)

ADJOURNMENT

With no further business, President Hoover adjourned the meeting 7:13 p.m.

MINUTES APPROVED:

MINUTES RECORDED:

DATE: