



# 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  
January 18, 2024, 7:00 a.m. CST**

*\*\*Scott Houtman will swear in new members before the start of the meeting.*

- 1) Approval of Agenda**
- 2) Election of Officers**
- 3) Consent Calendar**
  - a) Minutes
  - b) Bills
  - c) Financial reports
  - d) New mileage rate
  - e) Gift offers (if any)
- 4) Audiences**
  - a) Empower Financial Group
- 5) Committee Reports**
  - a) Selection of committee members (Meet and Confer, Scholarship, Hiring)
- 6) Old Business**
- 7) New Business**
  - a) Legislation Updates
  - b) Fundraising Policy
  - c) Personnel
    - i) Resignations
    - ii) Administration Review
    - iii) Potential Hiring
- 8) Miscellaneous Items**
  - a) By Administration
  - b) By Board
- 9) Review of School-Improvement Process**
- 10) Review of Board Policy**
- 11) Set February Meeting Time**
- 12) Adjournment**

**1) BUSINESS ITEM:**

1) Approval of Agenda

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I recommend we move the audience to the top of the agenda to give Will Arthur from Empower Financial an opportunity to present to the board.

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

4) GENERAL INFORMATION ITEM  YES

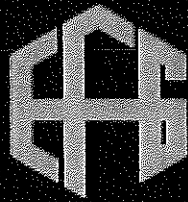
5) CONSENSUS OF BOARD NEEDED  YES

6) OFFICIAL ACTION REQUIRED  YES

Motion by: \_\_\_\_\_ Vote: \_\_\_\_\_ Affirmative

Second by: \_\_\_\_\_ \_\_\_\_\_ Negative

**7) OFFICIAL NOTES BY CLERK**



# **EMPOWER**

## **FINANCIAL GROUP**

**Will Arthur—303-520-8122—will@nestledinsurance.com**

**No Cost to the Employer—No cost to the Employee**

### **1. —Preventative Care—Capstone Health—through the Amaze app**

- Healthier Outcomes and reduced Major medical claims (8%-15% average reduction in Healthcare spending)
- Reducing absenteeism and increased productivity. As little as 2%/year yields a \$1,455 improvement in productivity.
- Post Pandemic—Health care strategy—relief from ever increasing Health insurance premiums.
- Preventative Care—shows employees—“we’re ahead of the curve!”
- Focusing on the 5%-10% of the employee population that yields 50% of cost in healthcare.
- Power of A.I.—(notifications)—to draw in employee participation.

### **2. Tax savings to the employer—Average \$500/year/enrolled employee**

- i.e. 30 employees = \$15,000 back to the bottom line of the employer.
- i.e. 50 employees = \$25,000 back to the bottom line of the employer.
- i.e. 100 employees = \$50,000 back to the bottom line of the employer.
- Also for “**Retention**,” you can put these funds into additional retirement through National Life Group for everyone who opts in.

### **3. Additional Benefits—without changing anyone’s “take-home pay!”**

- Manhattan Life—huge company, in business since 1860—good value in the benefits vs. cost analysis. —We can be flexible in our offerings in individual situations as long as the tax savings is used on additional “preventative benefits.”
- \$1,800/year or \$150/month per employee average—
- 30 employees = \$54,000 in additional benefits offered
- 50 employees = \$90,000 in additional benefits offered
- 100 employees = \$180,000 in additional benefits offered
- Cancer, Heart/Stroke Lump Sum Coverage—\$5,000-\$50,000 for a diagnosis —Cancer Treatment—pays per treatment, per surgery, hotel, mileage....etc. —Accident Coverage—AD&D —plus pays per broken bone, dislocation, stitches, burns, ER visits, days in the hospital...etc.
- Hospital/ICU Coverage—pays per day in the Hospital or ICU for any reason.
- Disability and Group Life available.

### **4. Experienced Agent—18 Years—Agency Admin—to help file claims**

1) **BUSINESS ITEM:**

2) Election of Officers

3) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Currently

President: Vacant

Vice-President: Troy Hilt

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

5) **GENERAL INFORMATION ITEM**  **YES**

6) **CONSENSUS OF BOARD NEEDED**  **YES**

7) **OFFICIAL ACTION REQUIRED**  **YES**

**Motion by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_ **Affirmative**

**Second by:** \_\_\_\_\_ \_\_\_\_\_ **Negative**

2) **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 December 14, 2023. 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 – 2 gift offers: 1) \$2,500 from Cheyenne County Kansas Community Foundation to be used to purchase yearbook equipment; 2) \$959.82 from the SFCHS Wrestling Club for wrestling room speakers.

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 – December 14, 2023**

The meeting was called to order by President Cale Rieger in the administration office on the above date at 7:00 a.m. with everyone present except Danielle McAtee.

Troy Hilt made a motion to approve the agenda; the motion was seconded by Shawna Blanka and carried.

Audiences: Bruce Swihart was present to observe; Kyle Buffington was present to discuss the need for an addition wrestling coach; and Jessica Matthies and Carla Lampe were present to discuss with the Board the St. Francis Educational Foundation Fund, and how the School Board could use those funds.

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 November 9, 2023. b) A list of bills being paid on direct deposit slips numbering 1117001 – 1117080 and on checks numbering 12316-12328 on BANKWEST, and checks numbering 17028-17122 on FNB Bank for a total of \$545,264.29. c) The Cash Summary Report, the Grade School Activity Fund Report, and the High School Activity Fund Report – all as of November 30, 2023. d) the following gift offers were approved from FNB Bank: \$14,883.07 for ½ of the Magley Memorial Scholarship and \$41,428.31 for the Walter Stephenson Scholarship Trust.

Under Committee Reports, Superintendent Penka reported that the third grade aide position had been offered to an individual, but we have not heard back from her. We are still in need of a cook and the third grade aide position.

Under Old Business, after discussion, Shawna Blanka made a motion that a new girls' assistant wrestling coach be hired, Garrett Brunk will fill this position. The motion was seconded by J.W. Milliken and passed.

Under New Business, we had three contract amendments returned for signature. Chris Hingst made a motion to approve the contract amendments, motion was seconded by Troy Hilt and carried.

Next under New Business, Superintendent Penka reported that he will be in the process of shopping for new property insurance. Rates have gone up significantly and other options need to be researched.

Next, Superintendent reviewed the Board policy updates that have been recommended by KASB. Dustin Andrist made a motion to accept the updates, seconded by Troy Hilt and carried.

Next, Superintendent Penka requested a 15-minute executive session to discuss nonelected personnel issues. Chris Hingst made the following motion: Mr. President, I move that the board recess into executive session to discuss personnel matters of nonelected personnel pursuant to the provisions of K.S.A. 75-4319 and to return to open session at 8:15 a.m.; motion

was seconded by J.W. Milliken and carried. Bruce Swihart left the meeting and returned at 8:15 a.m.

A special thank you was extended to Cale Rieger for his eight years of service to USD 297 serving on the Board of Education.

Superintendent Penka will be registering himself and Bruce Swihart to attend the KASB New Board Member workshop scheduled for January 24, 2024, in Goodland.

Principal Morrow requested funds from the St. Francis Education Foundation Fund be used to purchase two new Apple computers for the Yearbook class. Chris Hingst made a motion to approve the request, seconded by Shawna Blanka and carried.

Next, Dustin Andrist discussed with the board some of the concerns he has regarding bus maintenance.

The next scheduled Board meeting will be held on Thursday, January 18, 2024, at 7:00 a.m.

At 8:57 a.m., Chris Hingst moved that the meeting be adjourned; the motion was seconded by J.W. Milliken and carried

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CLERK

DATE

BOARD PRESIDENT

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### **Federal mileage rate Increases to 67 cents a mile**

Does your board set the district's privately-owned vehicle (POV) mileage reimbursement based on state or federal rates?

Effective January 1, 2024, the **federal rate was increased** by 1.5 cents to **67 cents** per mile. Source: [IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023 | Internal Revenue Service](#)

Effective January 1, 2024, the Department of Administration confirmed the **state rate will remain at 65.5 cents** per mile (FY24 set on July 1, 2023). Source: [24-P-101 FY 2024 | Informational Messages and Circulars | Kansas Department of Administration \(ks.gov\)](#)

State and federal mileage rates for privately-owned vehicles are posted on the School Finance homepage under [Guidelines and Manuals](#).

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### **New Printout: Estimated FY2025 General fund Budget**

The general fund estimates for the 2024-25 school year are now available. Please find this computer printout on the School Finance homepage under the ["What's New"](#).

#### **FY2025 Estimated General Fund Budget for USDs (Jan 2, 2024)**

- 2023-24 and 2024-25 est. general fund budget authority
  - [Cover memo \(PDF\)](#)
  - [Computer Printout SF24-003 \(Excel\)](#)

Since enrollment data and weightings are not available for the 2024-25 school year, the printout was based on unaudited information for the 2023-24 school year. Therefore, these projections are subject to change when school districts prepare their 2024-25 general fund budgets and should only be used as an estimation.

If you have budget questions, please contact School Finance:

- Dale Brungardt (785) 296-3872 [DBrungardt@ksde.org](mailto:DBrungardt@ksde.org)
- Sara McCullah (785) 296-4972 [smccullah@ksde.org](mailto:smccullah@ksde.org)



THIS CHECK IS PROTECTED WITH A VOID PANTOGRAPH & OTHER SECURITY FEATURES DETAILED ON BACK

7011155

# CASHIER'S CHECK



**WESTERN STATE BANK**

400 E Washington  
St Francis KS 67756

83-286  
1011

NOTICE TO CUSTOMERS

THE PURCHASE OF AN INDEMNITY BOND MAY BE REQUIRED BEFORE ANY CASHIER'S CHECK OF THIS BANK WILL BE REPLACED OR REFUNDED IN THE EVENT IT IS LOST, MISPLACED OR STOLEN.

DATE 01/10/2024

\$ \*\*\*\*\* 959.82

REMITTER SFCBS WRESTLING CLUB

PAY Nine Hundred Fifty Nine Dollars AND 82/100

TO THE ORDER OF USD 297

WRESTLING ROOM SPEAKERS

*Mark Koeshard Leizer*

AUTHORIZED SIGNATURE

⑈ 7011155⑈ ⑆ 101102865⑆ ⑈ 127825040⑈

Chevenne County Kansas Community Foundation  
C/O GNWKCF  
PO Box 593  
Bird City, KS 67731

The Bank  
Bird City, KS

83-596/1011

Date 12/19/2023

\$\*\*\* 2,500.00

PAY Two Thousand Five Hundred And 00/100 Dollars

TO THE ORDER OF USD 297 - St. Francis Public Schools  
100 S College  
St. Francis, KS 67756



*Daniela*



St. Francis Community Yearbook

⑈001819⑈ ⑆101105969⑆ ⑆1259200929⑆

Grant 8132 :: St. Francis New Generation Fund  
St. Francis Community Yearbook

		1819
	12/20/2023	2,500.00
	Total	\$2,500.00

Check ID: 4085 :: 12/19/2023 :: The Bank Cash Pool- GNWKCF Account  
USD 297 - St. Francis Public Schools :: \$2,500.00  
Description / Info  
Grant 8132 :: St. Francis New Generation Fund  
USD 297 - St. Francis Public Schools Grant Distribution

Vcher ID	Date	Amount
4285	12/20/2 3	2,500.00

**1) BUSINESS ITEM:**

3) Audiences

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Will Author of Empower Financial Group presenting to the board of education.

**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:**

- 4) Committee Reports – Selection of members

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The Board needs to select members for two or three committees that will be active for the 2024 year:

**Meet and Confer Committee:** two members need to be selected; Chris Hingst and Cale Rieger served on this committee last year.

**Scholarship Committee:** Two members must be selected; Dani McAtee and Dustin Andrist served on this committee last year. Mr. Morrow and I will serve as administrators on the committee.

**Hiring Committee:** two members must be selected; J.W. Milliken and Shawna Blanka served on this committee last year.

**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:**

5) Old Business – a

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

None at the time the packet was prepared.

**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:**

Legislative updates – very few will be presented at this point.

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 – b) Fundraising policy

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Mr. Morrow has prepared a policy we would like to implement for coaches/sponsors to get permission before raising funds for their programs. This is designed to prevent organizations from bombarding the community with many fundraisers.

**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**

# Guidelines for SFCHS Fundraisers

Drafted in January, 2024

As USD 297 staff who are trying to raise funds for your respective activities, it is essential to reflect on two very important facts as you plan your efforts:

*#1. The messages, both explicit and implicit, that are conveyed by your fundraising efforts affect the school. Your fundraising campaign may unintentionally give an incorrect impression to those you are asking for money about the school's ability or willingness to pay for things. Such incorrect messaging can negatively impact not only the school's reputation but also the reputation of your program and those in charge of it.*

*#2. The same people from whom you may be asking for money have been solicited many times already by other entities. By the time you begin your fundraising efforts, businesses and individuals have typically already been hit up by someone else asking for money for other things.*

Below are some basic rules that all school groups planning to do fundraisers will be expected to abide by. Every coach, advisor, or teacher must know and abide by these rules.

#1. Every fundraiser, no matter how large or small, must get prior approval from the building principal. To get this approval, one must present to the junior/senior high school principal all pertinent information related to your fundraiser, including the following::

- All messaging (images, text on letters/Facebook posts/) that apply to the fundraiser.
- The goal of your fundraiser. What do you intend to buy or fund that the school will not pay for?
- How is the fundraiser going to be carried out? (door to door, selling goods or services, soliciting individuals)

#2. If this fundraiser is related to a KSHSAA-sanctioned activity, the appropriate KSHSAA guidelines must be studied to guarantee compliance and strictly adhered to.



**1) BUSINESS ITEM:**

6) New Business – c)

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

I anticipate there to be a couple of resignations at the board meeting. If so, the board will need to accept the resignation.

**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**

1/5/2024

To Mark Penka, Superintendent of Schools and the Board of Education of USD 297

This letter is to inform you that at the end of the 2023-24 school year I intend to retire from teaching.

It would be an understatement to say that this has been a difficult decision as I still love to teach. For 45 years I have had the pleasure of working for USD 297. I have worked with some of the finest professionals that can be found in any profession. I have had three Superintendents and four Principals throughout my tenure. This, in itself, is a testament to the nature and stability of Saint Francis Community Schools.

While I don't have an extensive "bucket list", there are things I would like to pursue in my retirement. I also intend to spend a significant amount of time sitting in front of my home enjoying magnificent sunrises and sunsets.

Again, thank you for giving me the opportunity to do something I love in a place that I love.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Olofson", with a long horizontal flourish extending to the right.

Jeff Olofson  
P.O. Box 307  
Saint Francis, Kansas

Jacqueline M. Allen  
519 S. Lorraine St  
St. Francis, KS 67756

Dear Board,

This is to inform you that I am retiring at the end of this contract period. It has been a delight to serve as a teacher here in Saint Francis. I have loved working with all of my colleagues and consider every moment (even the difficult ones) with my students a privilege and a blessing. It had been a wish of mine since I was young to live in St. Francis, and so getting hired to teach here truly was a dream come true.

I leave with no hard feelings or regrets; it is simply time for me to go. I truly and deeply appreciate everything you and the school district have done for me. You have been supportive and generous.

Sincerely,

Jacqueline M. Allen

jma

Dave Morrow  
St. Francis Junior/Senior High School  
100 S. College  
St. Francis, KS 67756

January 4, 2024

Dear Mr. Penka and USD 297 Board Members,

After many prayers and much time spent weighing the pros and cons of my decision with my family, I am formally requesting to be reassigned from my role as the building principal to the 10-12 English/Language Arts teaching position. Serving for the last 11 years as an administrator has been one of the most rewarding and challenging experiences of my life.

My reasons for seeking this reassignment are many, but generally speaking, I believe it is a good time for me to get back to the classroom and teach upper-level English, which is something I genuinely enjoy and have sorely missed at times. I am confident that a new principal will be found who will work hard to serve our students and their families, and I will do everything necessary to help the new principal transition into the role.

I cannot thank the board, Mr. Penka, and former superintendent Rob Schiltz enough for the trust that has been invested in me during my tenure as principal. I am also grateful to our staff for everything they have done over the years to make this a fulfilling job. Not only have I experienced profound growth both personally and professionally, but I have also developed lifelong friends in the "business" who have supported me in many of the difficult situations that have arisen while being the principal.

Thank you for considering this request. I look forward to remaining a part of the USD 297 team and working to instill in our learners a love for the English language.

Respectfully,

A handwritten signature in cursive script that reads "David S. Morrow". The signature is written in black ink and is positioned above the printed name.

David S. Morrow

2) **BUSINESS ITEM:**

7) New Business – c) Personnel

8) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

Administration contracts.

If the board so desires, they may choose to renew contracts for administration.

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.

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:**

8) New Business – d) Personnel

**14) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The administration would like to recommend hiring ShayLinn Zwegardt as a high school track assistant coach.

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

**16) GENERAL INFORMATION ITEM**  YES

**17) CONSENSUS OF BOARD NEEDED**  YES

**18) OFFICIAL ACTION REQUIRED**  YES

(a) Motion by:

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

(b) Second by:

\_\_\_\_\_ Negative

**19) OFFICIAL NOTES BY CLERK**

1) **BUSINESS ITEM:**

7) Miscellaneous Items – Superintendent

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

A KASB Introduction to Boardsmanship will be held in Goodland on January 24, 2024, for those of you interested in attending. The meeting is from 5:00 to 7:30 pm. We would need to leave St. Francis around 4:20.

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**



**1) BUSINESS ITEM:**

8) Review of School-Improvement Process

**2) ADMINISTRATION RECOMMENDATION OR COMMENTS:**

No review of the school improvement process is scheduled for tonight's meeting.

**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:**  
9) Adjournment

2) **ADMINISTRATION RECOMMENDATION OR COMMENTS:**

The next meeting is scheduled for Thursday, February 8<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**