

**Marais des Cygnes Extension District - Governing Body/Board Meeting**  
**Paola Office, 913 N Pearl Street, Suite 100 - Mound City Office, 115 S. 6<sup>th</sup> Street**  
**Monday, November 3, 2025**  
**6:30 p.m. LaCygne Library**

**Agenda**

Call to Order

Roll Call

Minutes – October 2025

Additions to Agenda

Motion to Approve Consent Agenda –

- A. Authorize the monthly payroll payment of all office professionals, employed by the Marais des Cygnes Extension District #16 via electronic direct deposit on the last day of the month.
- B. Authorize the payment of all routine monthly regularly occurring bills via EFT (electronic Funds transfer), check or via bank cash management system.
- C. Authorize the District Extension Director to complete or authorize payment of the following items: 1. Prepare checks and vouchers and continue the use of the 8-6 and 8-7 monthly financial statements for the district.  
Treasurer's Financial Report – Receipts/Expenses October 1-31, 2025 MdC Financial Summary.

Staff Reports – Karla Hightower

Director Comments – Katelyn Barthol 10 years of service

Old Business:

- ❖ Support staff reviews
- ❖ Staffing Plan – We will be working on Support Staff Job Descriptions November 7.
- ❖ Phone/Internet bid from Gateway Fiber (Kwikom), see attached
- ❖ Other items

New Business:

- ❖ Board Leadership Module – To be send during the month for board and staff review.
- ❖ All Things Kansas
- ❖ 4-H summer intern
- ❖ Salary and Summary of Agent Performance Reviews (executive session)
- ❖ Other items

Next District Board Meeting – December 1, 2025 via Zoom

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