

February 10, 2025, 6:00 PM
CIRCLE OIL HILL ELEMENTARY
Minutes
REGULAR MEETING



**These minutes may be approved or amended at the
March 10, 2025, Board of Education meeting.**

CALL TO ORDER

President Ben Whiteside called the February 10, 2025, Board of Education Regular meeting to order at 6:00pm.

Members Present:

Ben Whiteside, President
Jake Myers
Kristy Evans
Charles McLean
Chris Hoefer
Jordan Buxton

Members Absent

Jared Swilley

Others Present:

Don Potter, Superintendent
Michael Janzen, Assistant Superintendent
Elizabeth Turner, Deputy Board Clerk & District Business Manager
Sara Potter, Director of Community Relations & Development
Sarah Coons, COE Principal
Tyler Sperry, Director Circle Recreation Commission
Carson Mosier, Assistant Director Circle Recreation Commission
April Hilyard, Director Butler County Special Education Interlocal 638
Alyssa Dodd, Patron

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS

Sarah Coons presented a video of gratitude from COE students for Board appreciation.

APPROVAL OF THE AGENDA

Motion by Charles McLean to approve the agenda as presented.
Seconded by Jordan Buxton. Motion carried 6-0.

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CONSENT AGENDA

Motion by Jordan Buxton to approve the consent agenda as presented. Seconded by Kristy Evans. Motion carried 6-0.

TREASURER'S REPORT

Motion by Jordan Buxton to approve the treasurer's report as presented. Seconded by Jake Myers. Motion carried 6-0.

ADMINISTRATIVE REPORTS

Principal reports were shared with the board.

Mr. Potter shared a Learning and Intervention update.

Sara Potter shared a Community Development update.

SUPERINTENDENT'S REPORT

Butler County Interlocal 638 Update

April Hilyard provided a presentation and update.

Circle Recreation Commission Update

Tyler Sperry and Carson Mosier provided an update.

Projects Update

Mr. Janzen updated the board on various projects discussed in previous meeting with the Board.

EARLY GRADUATION REQUEST

Motion by Jake Myers to approve the early graduation request presented. Seconded by Jordan Buxton. Motion carried 6-0

PLC INSTITUTE APPROVAL

Motion by Jordan Buxton to approve out of state travel for the PLC Institute. Seconded by Charles McLean. Motion carried 6-0.

OPERATION RECOGNITION: VETERANS HONORARY HS DIPLOMA PROGRAM

Motion by Charles McLean to approve the Operation Recognition Program. Seconded by Jordan Buxton. Motion carried 6-0.

February 10, 2025, 6:00 PM
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STATUTORY INSTRUCTIONAL TIME

Discussed option if needed due to additional snow days.

Motion by Jordan Buxton to approve an increase in minutes at Circle High School and Circle Middle School. Seconded by Charles McLean. Motion carried 6-0.

BOARD OF EDUCATION NEGOTIATIONS REPRESENTATIVES

Motion by Jake Myers to appoint Kristy Evans, Jordan Buxton, and Ben Whiteside as negotiations representatives. Seconded by Charles McLean. Motion carried 6-0.

EXECUTIVE SESSION

Mr. President, I Kristy Evans move we go into executive session to discuss confidential employee information pursuant to non-elected personnel exception under KOMA with the BOE, Mr. Potter, and Mr. Janzen in attendance at 8:37pm for a period of 16 minutes, and the open meeting will resume in the board room at 8:52pm. Seconded by Charles McLean. Motion carried 6-0.

Open meeting resumed at 8:52pm

Mr. President, I Kristy Evans move we go into executive session to discuss confidential employee information pursuant to non-elected personnel exception under KOMA with the BOE, Mr. Potter, and Mr. Janzen in attendance at 8:53pm for a period of 15 minutes, and the open meeting will resume in the board room at 9:08pm. Seconded by Charles McLean. Motion carried 6-0.

Open meeting resumed at 9:08pm

PERSONNEL

Motion by Charles McLean to approve the following personnel recommendations as presented. Seconded by Jake Myers. Motion carried 6-0.

Resignation

Amelia Arambula De Gomez-CHS Custodian
 Allison Gill-CMS Teacher
 Tracey McNeely-CMS Teacher
 Stephanie Moler-CGE Aide
 Alison Seiler-CBE 5th Grade

February 10, 2025, 6:00 PM
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Motion by Jordan Buxton to approve the following retirements with appreciation for the years of service to Circle district. Seconded by Jake Myers. Motion carried 6-0.

Retirement

Sherri Coble-CMS Teacher
Robert Leis-CBE Principal

Motion by Kristy Evans to approve the following personnel recommendations as amended. Seconded by Charles McLean. Motion carried 6-0.

Appointments

Sara Rhodes-CGE Aide

Transfers

Tony Holguin-from CMS Principal to Assistant Superintendent
Aaron Lechien-from CHS Assistant Principal to CMS Principal
John Bumm-from CMS Assistant Principal/AD to CHS Assistant Principal

Motion by Charles McLean to extend the Administrator contracts of Dustin Razey, Dawn Dodd, Sarah Coons, Tony Holguin, John Bumm, Matthew Carroll, Aaron Lechien and John Coslett by one year with the new contract end date of June 15, 2027. Seconded by Kristy Evans. Motion carried 6-0.

ADJOURNMENT

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 9:11pm.

Elizabeth Turner, Deputy Clerk of the Board
USD 375
Butler County, KS