

**April 14, 2025, 6:00 PM**  
**CIRCLE ADMINISTRATION OFFICE**  
**Minutes**  
**REGULAR MEETING**



**These minutes may be approved or amended at the May 12, 2025, Board of Education meeting.**

**CALL TO ORDER**

President Ben Whiteside called the April 14, 2025, Board of Education Regular meeting to order at 6:00pm.

**Members Present:**

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

**Members Absent**

Jordan Buxton  
Jared Swilley

**Others Present:**

Don Potter, Superintendent  
Michael Janzen, Assistant Superintendent  
Kari Killman, Board Clerk  
Sara Potter, Director of Community Relations & Development  
Megan Eldridge, Director of Learning & Intervention  
Ashley Waggoner, CGE Teacher  
Brooke McGown, CBE Teacher  
Margueriette Hutchison, District Nutrition Services Director  
Tony Holguin, CMS Principal

**Others Present by Google Meet:**

Elizabeth Turner, District Business Manager

All in attendance recited the Pledge of Allegiance.

**PUBLIC COMMUNICATIONS**

Mrs. Eldridge, Mrs. McGown, and Mrs. Waggoner presented information on a K-5 math curriculum for potential adoption.

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**APPROVAL OF THE AGENDA**

Motion by Charles McLean to approve the agenda as presented.  
Seconded by Kristy Evans. Motion carried 5-0.

**CONSENT AGENDA**

Motion by Jake Myers to approve the consent agenda as presented.  
Seconded by Chris Hoefer. Motion carried 5-0.

**TREASURER'S REPORT**

Motion by Charles McLean to approve the treasurer's report as presented. Seconded by Kristy Evans. Motion carried 5-0.

**ADMINISTRATIVE REPORTS**

Principal reports were shared with the board.

Megan Eldridge shared a Learning and Intervention update.

Sara Potter shared a Community Development update.

**SUPERINTENDENT'S REPORT**

**Summer Lunch Program**

Margueriette Hutchison updated the board on the summer lunch program

Board President, Ben Whiteside called a 5-minute recess at 7:35pm.  
The board reconvened at 7:40pm.

**2025-2026 Personnel Update**

Mr. Potter shared a personnel update.

**Softball/Baseball Complex Update**

Mr. Janzen presented information on bids received for the dugout project.  
The consensus of the board was to table the discussion at this time.

**Solar Project Update**

Mr. Janzen shared an update on the solar energy project. The consensus of the board was to table the discussion at this time.

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**KESA 2.0 DISTRICT PLAN**

Motion by Charles McLean to approve KESA 2.0 School Improvement Plan as presented. Seconded by Kristy Evans. Motion carried 5-0

**ENROLLMENT PROJECTIONS/CAPACITIES**

Motion by Kristy Evans to approve the USD 375 student enrollment projections, capacities and the nonresident enrollment seats as recommended and presented by the Superintendent. Seconded by Jake Myers. Motion carried 5-0.

**K-5 MATH RESOURCE PROPOSAL**

Motion by Jake Myers to approve K-5 Math Resources proposal as presented not to exceed \$320,000. Seconded by Charles McLean. Motion carried 5-0.

**TECHNOLOGY BUDGET PROPOSAL**

Motion by Kristy Evans to approve the 2025-2026 technology budget proposal as presented not to exceed \$415,000. Seconded by Jake Myers. Motion carried 5-0.

**OUT OF STATE TRAVEL REQUEST-SOFTBALL**

Motion by Charles McLean to approve out of state travel to Worlds of Fun Kansas City, Missouri on May 10, 2025. Seconded by Jake Myers. Motion carried 5-0.

**OUT OF STATE TRAVEL REQUEST-NSPRA**

Motion by Charles McLean to approve out of state travel to Washington D.C. for the NSPRA conference. Seconded by Chris Hoefer. Motion carried 5-0.

**OUT OF STATE TRAVEL REQUEST-Finalsite**

Motion by Charles McLean to approve out of state travel to Orlando, Florida to Finalsity University. Seconded by Jake Myers. Motion carried 5-0.

**EXECUTIVE SESSION**

Mr. President, I Jake Myers 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 9:10pm for a period of 15 minutes, and the open meeting will resume in the board room at 9:25pm. Seconded by Charles McLean. Motion carried 5-0.

Open meeting resumed at 9:25pm

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Mr. President, I Jake Myers 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 9:26pm for a period of 5 minutes, and the open meeting will resume in the board room at 9:31pm. Seconded by Charles McLean. Motion carried 5-0.

Open meeting resumed at 9:31pm

**PERSONNEL**

Motion by Jake Myers to approve the following personnel recommendations as amended. Seconded by Kristy Evans. Motion carried 5-0.

**Resignation**

Kelly Armstrong-CMS Assistant Volleyball  
Marisa Black-CGE Music  
Alyssa Dodd-CMS Aide  
Ashley Gage-CGE Aide  
Matt Jordan-CHS Head Baseball  
Lindsey Hoover-District Nurse  
Jenny Oliver-CHS ELA  
Spencer Parr-CMS Head Cross Country  
Tyrus Smith-CHS Assistant Football  
Wendy Tien-CHS Auditorium

Motion by Kristy Evans to approve the following retirement with appreciation for the years of service to Circle district. Seconded by Jake Myers. Motion carried 5-0.

**Retirement**

Rhonda Brown-COE Custodian

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Motion by Charles McLean to approve the following personnel recommendations as amended. Seconded by Chris Hoefer.  
Motion carried 5-0.

**Appointments**

Arturo Alfaro-CHS Custodian  
Kelly Armstrong-CMS Assistant Cross Country  
Ashtian Canfield-CBE 5<sup>th</sup> Grade  
Jacob Hernandez-CMS Assistant Principal  
Christopher Hunter-CMS Social Studies  
Jeni Lehecka-CMS ELA  
Brooke McGown-CGE Principal  
Simon McKee-CHS Assistant Football  
Lacey Pease-CMS ELA  
Joyce Schroeder-Transportation  
David Watts-CGE Custodian  
Josh Wittlake-CHS Assistant Baseball

**Transfers**

Kylie Turner-CMS Assistant Cross Country to CMS Head Cross Country (25-26)  
Braden Kirkpatrick-CHS Assistant Baseball to CHS Head Baseball (24-25)  
Steven Spencer-CMS Assistant Football to CHS Assistant Football  
Shawnda Wishart-CMS ELA to CMS At Risk

**ADJOURNMENT**

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 9:35pm.

Kari Killman, Clerk of the Board  
USD 375  
Butler County, KS