

May 12, 2025, 6:00 PM
CIRCLE ADMINISTRATION OFFICE
Minutes
REGULAR MEETING



These minutes may be approved or amended at the June 9, 2025, Board of Education meeting.

CALL TO ORDER

President Ben Whiteside called the May 12, 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
Jared Swilley

Members Absent

None

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
Tony Holguin, CMS Principal
Randy Ford, BFR CPA LLC

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS

Randy Ford with BFR CPA, LLC presented the fiscal year ending June 30, 2024, financial audit to the board.

APPROVAL OF THE AGENDA

Motion by Jordan Buxton to approve the agenda as presented.
Seconded by Jake Myers. Motion carried 7-0.

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CONSENT AGENDA

Motion by Charles McLean to approve the consent agenda as presented. Seconded by Jared Swilley. Motion carried 7-0.

TREASURER'S REPORT

Motion by Kristy Evans to approve the treasurer's report as presented. Seconded by Jake Myers. Motion carried 7-0.

ADMINISTRATIVE REPORTS

Principal reports were shared with the board.

Megan Eldridge shared a Learning and Intervention update.

Sara Potter shared a Community Development update.

Board Member, Jared Swilley left the meeting at 6:40pm.

SUPERINTENDENT'S REPORT

2025-2026 Personnel Update

Mr. Potter shared a personnel update.

2025-2026 Needs Assessment

Mr. Potter presented the Needs Assessment draft to the board.

RSP & Associates (Enrollment Analysis)

Mr. Potter shared the enrollment analysis report from RSP and Associates.

Graduation/Promotion

Mr. Potter shared the CHS graduation and CMS promotion schedules with the board.

FINANCIAL AUDIT

Motion by Jordan Buxton to accept the fiscal year ending June 30, 2024, financial statement audit report as presented. Seconded by Charles McLean. Motion carried 6-0

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EXECUTIVE SESSION

Mr. President, I Charles McLean 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 7:47pm for a period of 5 minutes, and the open meeting will resume in the board room at 7:52pm. Seconded by Jake Myers. Motion carried 6-0.

Open meeting resumed at 7:52pm

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 7:53pm for a period of 5 minutes, and the open meeting will resume in the board room at 7:58pm. Seconded by Kristy Evans. Motion carried 6-0.

Open meeting resumed at 7:58pm

Mr. President, I Charles McLean 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 7:59pm for a period of 2 minutes, and the open meeting will resume in the board room at 8:01pm. Seconded by Jordan Buxton. Motion carried 6-0.

Open meeting resumed at 8:01pm

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 8:02pm for a period of 5 minutes, and the open meeting will resume in the board room at 8:07pm. Seconded by Kristy Evans. Motion carried 6-0.

Open meeting resumed at 8:07pm

THRIVE IN 375

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PERSONNEL

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

Resignation

Stefanie Beckman-CGE Counselor
Susan Floyd-Transportation
Amari Lipscomb-CGE 3rd Grade
Chris Ollenberger-COE Custodian
Kaitlynn Morel-CHS Color Guard
Melanie Perez Jeronimo-CMS Aide
Elizabeth Turner-District Business Manager
Allison Unruh-District ESOL Director

Motion by Charles McLean to approve the following retirement with appreciation for the years of service to Circle district. Seconded by Jake Myers. Motion carried 6-0.

Retirement

Alene Wilson-Transportation

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

Appointments

Alex Busch-CHS ELA (25-26 yr)
Lauryn Chichester-CGE 5th Grade (25-26 yr)
Carly Clennan-CBE Kindergarten (25-26 yr)
Kelli Holguin-District ESOL Director (25-26 yr)
Matt Hromek-CMS Aide
Kari Killman-Business Manager
Nick Krahn-CTE Student Advisor (25-26 yr)
Cooper McGaha-Summer Grounds
Chris Ollenberger-COE Custodian
John Ramey-CMS Business (25-26 yr)
Abigail Smith-CGE Music (25-26 yr)
Kyle Spencer-CMS Assistant Football
Eric Tucker-Custodian
Devin Willhite-CGE Kindergarten (25-26 yr)

Transfers

Lee LaMunyon-CTE Counselor to CGE Counselor

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ADJOURNMENT

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 8:15pm.

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