

January 13th, 2025, 6:00 PM
CIRCLE ADMINISTRATION OFFICE
Minutes
REGULAR MEETING



CALL TO ORDER

President Ben Whiteside called the January 13, 2025, Board of Education Regular meeting to order at 6:00pm.

Members Present:

Ben Whiteside, President
Kristy Evans
Charles McLean
Chris Hoefer
Jared Swilley
Jordan Buxton

Members Absent

Jake Myers

Others Present:

Don Potter, Superintendent
Michael Janzen, Assistant Superintendent
Kari Killman, Board Clerk
Megan Eldridge, Director of Learning and Intervention
Sara Potter, Director of Community Relations & Development
Matt Carroll, CHS Principal
Aaron Lechien, CHS Assistant Principal

Other Present by Google Meet:

Elizabeth Turner, District Business Manager

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS

None

APPROVAL OF THE AGENDA

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

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CONSENT AGENDA

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

TREASURER'S REPORT

Motion by Kristy Evans to approve the treasurer's report as presented. Seconded by Jared Swilley. Motion carried 6-0.

ADMINISTRATIVE REPORTS

Principal reports were shared with the board.

Mr. Carroll and Mr. Lechien shared data from the finals incentive policy from 1st semester and proposed an extension of the policy for 2nd semester.

Motion by Charles McLean to approve the high school finals policy as amended. Seconded by Jordan Buxton. Motion carried 6-0.

Megan Eldridge shared a Learning and Intervention update.

Sara Potter shared a Community Development update.

SUPERINTENDENT'S REPORT

Strategic Plan Update

Mr. Potter shared an update on the progress of the district strategic plan.

Solar Project

Mr. Potter provided the board with an update on the potential of a solar energy project.

Cyber Security

Mr. Potter and Mr. Janzen shared an update regarding cyber security and what we are doing as a district to safeguard our data.

School Board Recognition Month

Mr. Potter thanked the board for their commitment and service to the district.

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KASB POLICY UPDATES

Motion by Jordan Buxton to approve the KASB policy recommendations as presented. Delete policies CD and CGI. Adopt new policies DFH and JGFGAA. Updates to policies BDA, CC, CG, CNA, DE, DFAC, GAE, ICA, IDACA, JGFGBA, and KN. Seconded by Kristy Evans. Motion carried 6-0

It was the consensus of the board to inquire about KASB's policy services.

RESOLUTION 2425-08

Motion by Charles McLean to approve Resolution 2425-08 to elect officers at the July 2025 meeting. Seconded by Jared Swilley. Motion carried 6-0.

RESOLUTION 2425-09

Motion by Jordan Buxton to approve Resolution 2425-09 to establish meeting dates at the July 2025 meeting for the 2025-2026 school year. Seconded by Kristy Evans. Motion carried 6-0.

Board President, Ben Whiteside called a 5-minute recess at 8:00pm
The board reconvened at 8:05pm

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 8:06pm for a period of 20 minutes, and the open meeting will resume in the board room at 8:26pm. Seconded by Charles McLean. Motion carried 6-0.

Open meeting resumed at 8:26pm

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 8:27pm for a period of 10 minutes, and the open meeting will resume in the board room at 8:37pm. Seconded by Charles McLean. Motion carried 6-0.

Open meeting resumed at 8:37pm

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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

Prinio Banuelos-CHS Custodian
Yessica Barron-CMS Aide
Hallee Burgardt-COE 4th Grade (end 24-25 school year)
Christa Erikson-CTE Aide
Cristin Hubbard-CHS Spring Play
Esther Njom-CGE Aide
Jayme Whitlow-CBE 4th Grade (end 24-25 school year)

Motion by Jordan Buxton to approve the following retirement with appreciation for the years of service to Circle district. Seconded by Jared Swilley. Motion carried 6-0.

Retirement

Rosemary Milner-Transportation

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

Appointments

Michael Roberts-CHS Custodian
Wendy Martin-CHS Spring Play

ADJOURNMENT

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 8:40pm.

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