

**Circle USD 375**  
**Minutes of Regular Board Meeting**  
**April 8, 2024**  
**CIRCLE SUPPORT SERVICES BUILDING**  
**6:00 pm Regular Meeting**

*These minutes may be approved or amended at the April 8, 2024, Board of Education meeting.*

**CALL TO ORDER**

President Ben Whiteside called the April 8, 2024, Board of Education Regular meeting to order at 6:00pm.

Members Present:

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

Members Absent:

Jared Swilley

Others Present:

Don Potter, Superintendent  
Michael Janzen, Assistant Superintendent  
Kari Killman, Board Clerk  
Brenda Young, Director of Learning and Intervention  
Sara Potter, Director of Community Relations & Development  
Margueriette Hutchison-Wright, District Food Service Director  
Loni Jensen, Director of High School Partnerships Butler Community College

Other Present by Google Meet:

Elizabeth Turner, District Business Manager

All in attendance recited the Pledge of Allegiance.

**PUBLIC COMMUNICATIONS**

Ms. Jensen presented the Board with a certificate celebrating a decade of graduates in the Early College Academy.

**APPROVAL OF THE AGENDA**

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

**CONSENT AGENDA**

Motion by Charles McLean 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 Charles McLean. Motion carried 6-0.

## **ADMINISTRATIVE REPORTS**

Principal reports were shared with the board.

Brenda Young shared a Learning and Intervention update.

Sara Potter shared a Community Development update.

## **SUPERINTENDENT'S REPORT**

### **Bond Project Update**

Mr. Janzen and Mr. Potter provided the board with a construction update.

### **2024-2025 Personnel Update**

Mr. Potter shared an update on the current vacancies in the district.

### **Summer Food Service Update**

Mrs. Hutchison-Wright shared information about our summer food service opportunity and plans.

## **TECHNOLOGY BUDGET PROPOSAL**

Motion by Kristy Evans to approve the 2024-2025 technology budget as presented not to exceed \$320,000.00. Seconded by Jake Myers. Motion carried 6-0.

## **TECHNOLOGY ACCEPTABLE USE POLICY UPDATE**

Motion by Jordan Buxton to approve the Technology Acceptable Use Policy as amended. Seconded by Charles McLean. Motion carried 6-0.

## **OPEN ENROLLMENT NON-RESIDENT**

Motion by Charles McLean to approve the USD 375 student enrollment projections and the nonresident enrollment seats as recommended and presented by the superintendent. Seconded by Jake Myers. Motion carried 6-0.

## **PERSONNEL**

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

### **Resignation**

Elizabeth Acre Villarreal-District Custodian

Ashley Eggers-COE Administrative Assistant (end of 23-24 school year)

Alison Macari-CMS Assistant Volleyball

Katy Ryan-CGE Kindergarten (end of 23-24 school year)

Jason Shaffer-CHS Assistant Boys Basketball

Alexis Stephens-CMS Assistant Girls Basketball

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

**Retirement**

Susan Hoffmann-COE Aide (end of 23-24 school year)

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

**Appointments**

Melinda Akery- COE Administrative Assistant (24-25 school year)

Megan Charles-CTE Food Service Secretary/Classroom Aide

Megan Eldridge-Director of Learning & Intervention (24-25 school year)

Kelli Holguin-CGE Kindergarten (24-25 school year)

Lora Meirowsky-COE Counselor (24-25 school year)

Albert McManis-District Custodian

Jessie Mosier-COE 1<sup>st</sup> Grade (24-25 school year)

**Transfers**

Kaycee McClelland-COE 1<sup>st</sup> Grade to CTE 1<sup>st</sup> Grade (24-25 school year)

**OUT of STATE TRAVEL**

Motion by Jordan Buxton to approve out of state travel for Brenda Young and Megan Eldridge to attend PLC in Tulsa, Oklahoma May 29<sup>th</sup>-May 31<sup>st</sup>. Seconded by Charles McLean. Motion carried 6-0.

**ADJOURNMENT**

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 8:38pm.

Kari Killman, Clerk of the Board

USD 375

Butler County, KS