

**Circle USD 375**  
**Minutes of Regular Board Meeting**  
**December 13, 2021**  
**Circle Administration Office**  
**6:00 pm Regular Meeting**

*These minutes may be approved or amended at the January 10, 2022 Board of Education meeting.*

**CALL TO ORDER**

President Ben Whiteside called the December 13, 2021 Board of Education Regular meeting to order at 6:00pm.

Members Present:

Ben Whiteside, President  
Jake Myers  
Kristy Evans  
Nathan White  
Chris Hoefer  
Casey Winchell

Members Present by Zoom Meeting:

Jared Swilley

Members Absent:

NONE

Others Present:

Don Potter, Superintendent  
Michael Janzen, Assistant Superintendent  
Kari Killman, Board Clerk  
Brenda Young, Director of Learning & Intervention  
Sara Potter, Director of Community Relations & Development  
Randy Ford, Busby Ford & Reimer  
Brooks Dohrman, Simpson Construction  
Vince Haines, Gravity Works  
Jordan Buxton, Patron  
Stephanie Cowman, Patron  
Darci Smith, Patron  
Cara Dennison, Patron  
Amy Berryman, Patron  
Ryan Masters, Patron  
Jennifer Masters, Patron  
Gregg Brightwell, Patron

Others Present by Zoom Meeting:

Elizabeth Turner, District Business Manager

All in attendance recited the Pledge of Allegiance.

**PUBLIC COMMUNICATIONS**

Randy Ford with Busby, Ford, and Reimer presented the findings of the district financial audit.

Public comments were heard by patrons.

## **APPROVAL OF THE AGENDA**

Motion by Kristy Evans to approve the agenda as amended. Seconded by Nathan White.

Motion carried 7-0.

## **CONSENT AGENDA**

Motion by Nathan White to approve the consent agenda as presented. Seconded by Jake Myers.

Motion carried 7-0.

## **TREASURER'S REPORT**

Motion by Casey Winchell to approve the treasurer's report as presented. Seconded by Chris Hoefer.

Motion carried 7-0.

## **ADMINISTRATIVE REPORTS**

Principal reports were shared with the board.

Brenda Young provided the board with a Learning and Intervention update

Sara Potter provided the board with Community Development update

## **SUPERINTENDENT'S REPORT**

### **Bond Project**

Brooks Dohrman and Vince Haines provided the board with a construction update.

### **Pre-K Grant**

Mr. Potter provided the board with an update on the Pre-K grant application and the transitioning to have Pre-K offered in each building beginning next school year. It was the consensus of the board to submit the grant application.

### **KASB Board Workshop**

Consensus of the board is to work on scheduling a board workshop training for the February 14, 2022 meeting.

## **COVID DISCUSSION**

Motion by Jake Myers to discontinue contract tracing, discontinue the quarantining of any asymptomatic students, continuing the option for COVID testing effective immediately and to develop a pandemic response plan for the Spring 2022 semester to be effective January 4, 2022 with a special board meeting scheduled for January 3, 2022 at 6pm for the plan to be voted on. Motion seconded by Kristy Evans. Motion carried 5-2.

## **FINANCIAL AUDIT**

Motion by Casey Winchell to accept the financial audit as presented. Seconded by Kristy Evans.

Motion carried 6-1 (Jared Swilley "abstained" due to poor internet connection).

## **KASB POLICY UPDATES**

Policy updates are in your packet for first reading. Recommended changes will be presented for approval in January.

## **EXECUTIVE SESSION**

Mr. President, I Jake Myers move we go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA at 8:12pm with the BOE and Mr. Potter in attendance. The open meeting will resume in the board room at 8:30pm. Motion seconded by Kristy Evans. Motion carried 7-0.

Open session resumed at 8:30pm

Mr. President, I Jake Myers move we go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA at 8:31pm with the BOE, Mr. Potter, and Mr. Janzen in attendance. The open meeting will resume in the board room at 8:36pm. Motion seconded by Kristy Evans. Motion carried 7-0.

Open session resumed at 8:36pm

## **PERSONNEL**

Motion by Jared Swilley to approve the following personnel recommendations as presented. Seconded by Jake Myers. Motion carried 7-0

### **Resignation**

Joy Clevenger-CMS Food Service  
Bryan Crom-CTE Custodian  
Sarah Crom-CHS Custodian  
Sophia Hillman-CHS Spring Play Assistant  
Abbey McFall-COE Teacher (End of School year)  
Claudio Rodriguez-Operations

Motion by Casey Winchell to approve the following personnel recommendations as presented. Seconded by Chris Hoefer. Motion carried 7-0

### **Appointments**

Tristan Turner-CHS Custodian

Motion by Jake Myers to extend the contracts of Superintendent Don Potter and Assistant Superintendent Michael Janzen by one (1) year with the new contract end date of June 30<sup>th</sup>, 2025. Seconded by Nathan White. Motion carried 7-0

## **ADJOURNMENT**

There being no further business before the board, President, Ben Whiteside declared the meeting adjourned at 8:41pm.

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