

Mary Ellen  
Welshhon,  
Superintendent



# HOXIE COMMUNITY SCHOOLS

## USD #412 – CENTRAL OFFICE

P.O. Box 348, 1100 Queen Avenue

Hoxie, KS 67740

Phone • 785 - 675 - 3258 FAX • 785 - 675 - 2126

Email • [acctspayable@hoxie.org](mailto:acctspayable@hoxie.org)

[mewelshon@hoxie.org](mailto:mewelshon@hoxie.org) \* [mshipley@hoxie.org](mailto:mshipley@hoxie.org)

---

UNOFFICIAL UNTIL APPROVED BY BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT NO. 412  
SHERIDAN COUNTY, KANSAS

The Board of Education of Unified School District No. 412 met for their regular board meeting on Monday, January 15, 2024 in the District Board Room located in Hoxie, KS.

### PRESENT WERE

BOARD MEMBERS: Michael Bretz, Reba White, Billi Beckman, Brett Oelke, Mitchell Baalman, Leonard Weber  
SUPERINTENDENT: Mary Ellen Welshhon  
CLERK: Mandy Shipley  
PRINCIPALS: Carey Fose, Sharris Werner  
GUESTS: Miranda Marez-Scanlon, Lance Baar

Michael Bretz called the meeting to order at 7:00 PM.

The Board and all in attendance recited the flag salute.

Mandy Shipley took roll call attendance. All six members were present.

The agenda for the Board meeting was approved as amended (Beckman/White 6-0).

*Changed the date of the board meeting on the agenda from 1/8/24 to 1/15/24*

The Board welcomed the guests present.

January is Board appreciation month. As an elected and unpaid position, being a Board of Education member is a selfless commitment to the success of our schools. Many of them have dedicated much of their adult lives to the service and advocacy efforts of our students and district. If you see a Board member out in the community be sure to thank them for their dedication to USD # 412.

There were no communications to the board.

The Board moved to enter into executive session at 7:03 PM to discuss summer weight sponsor and fall coaching evaluations pursuant to the non-elected personnel exception under KOMA for

**BOE MINUTES 1/15/2024**

**Page 2**

15 minutes with the Board, Mary Ellen Welshhon, Sharris Werner, Carey Fose, Lance Baar and Miranda Marez-Scanlon present, returning to open session at 7:18 PM in the District Boardroom (Beckman/Weber 6-0).

Lance Baar and Miranda Marez-Scanlon left the board meeting at 7:19 PM.

The Board moved to approve the Consent Agenda as amended (Oelke/White 6-0).

- a) Approve Current Bills
- b) Approve December Treasurer's report
- c) Approve December Activity Funds
- d) Approve December Monthly Budget Summary
- e) Approve December 11, 2023 Non-Resident Hearing minutes
- f) Approve December 11, 2023 Board Minutes
- g) Approve Professional Leave
- h) Approval of Gifts and Grants Awards

Department reports were reviewed.

**Transportation/Maintenance:** Tom Feldt will attend the February board meeting with updates regarding district transportation and maintenance.

**Large Scale Projects (Board Goal #4):** Tom Feldt will attend the February board meeting with updates regarding district projects.

**NWKTC:** Billi Beckman provided the minutes from the November Board meeting for Northwest Kansas Technical College and gave a brief update.

**NKESC:** Michael Bretz gave an update on the latest with this organization, and minutes from the latest meeting were provided for the Board to review.

**Food Service:** The Board reviewed a report provided by Food Service Director, Tammy Schamberger.

**Technology (Board Goal #2):** No report

**Guidance Department (Board Goal #3):** The Board reviewed a report provided by guidance counselor, Tennille Giancola.

**Administrator Reports:** The Board held discussion with and reviewed reports provided by Sharris Werner, Carey Fose and Mary Ellen Welshhon and their respective buildings/district.

The Board moved on to address the items under Old Business.

The Board moved to approve amended board goals as listed (Oelke/Weber 6-0).

1. All employees will receive effective evaluations that reflect their actual performance.
2. The Board and administration will work together to cultivate clear and effective communication.

## BOE MINUTES 1/15/2024

### Page 3

3. The Board will work with administration to develop a long-term plan and vision for district infrastructure.
4. All large-scale projects and other items that are a consensus of the Board will be discussed and updated at each meeting until completion or dismissal.

The Board moved to approved the Board Governance & Operating Procedures as amended (Beckman/Weber 6-0).

The staff (amended to “Certified”) handbook will be presented to the Board at the regular February meeting.

The Board moved on to address the items under New Business.

The Board reviewed email communication from Michael Bultena that stated he was unable to fulfil the Board position he was elected for as he had move outside of district boundaries.

The Board moved to adopt a Board Vacancy Resolution (Oelke/White 6-0).

The Board Vacancy Notice will be published in the official publication of the district (The Northwestern Times) on Wednesday, January 17, 2024. Once fifteen days have passed from the date of publication, the Board will be tasked with filling the vacancy by appointment. The appointee will fill the seat created by Michael Bultena’s vacancy until January of 2026. To remain on the Board past that date, the appointee would have to file for an open at-large position by June 30, 2025 and be elected in the general election that would take place in November of the same year.

Any adult who resides within the boundaries of the USD 412 school district may submit their interest in the open Board position by contacting Michael Bretz, Board President, [mbretz@hoxie.org](mailto:mbretz@hoxie.org) or Mary Ellen Welshhon, Superintendent, [mewelshon@hoxie.org](mailto:mewelshon@hoxie.org).

The Board moved to approved the 2024-2025 One-Page Calendar as presented (Weber/Baalman 6-0).

The calendar will be posted on the district website and establishes **basic** parameters for the upcoming school year, such as the first day of school, days school will not be in session, and the last day of school.

The Board moved to hold Board Officer elections and establish meeting dates and times for the 2024-2025 school year at the regular July 15, 2024 Board meeting (Beckman/Weber 6-0).

The Board moved to approve the December 2023 board policy updates as presented (Weber/Beckman 6-0).

**BOE MINUTES 1/15/2024**

**Page 4**

The Board took a break at 8:57 PM and returned to open session at 9:02 PM in the district board room.

The Board moved to enter into executive session at 9:05 PM to discuss non-elected personnel pursuant to the non-elected personnel exception under KOMA for 10 minutes with the Board only, returning to open session at 9:15 PM in the District Boardroom (Bretz/Beckman 6-0).

The Board moved to approve summer and fall 2024 contracts as listed (Oelke/Weber 6-0).

High school boys summer weights: **Lance Baar**  
Junior high boys & girls summer weights: **Miranda Marez-Scanlon**  
Summer drivers education: **Laura Fellhoelter**  
Head high School Football: **Lance Baar**  
Assistant High School Football: **JR Kaiser**  
Assistant High School Football: **Garrett Kaiser**  
Assistant Junior High Football: **Brenton Boese**  
Head High School Volleyball: **Lichelle Baar**  
Assistant High School Volleyball: **Miranda Marez-Scanlon**  
Assistant High School Volleyball: **Mandy Shipley**  
Head Junior High Volleyball: **Mandy Shipley**  
Assistant Junior High Volleyball: **Miranda Marez-Scanlon**  
Head Junior High & High School Cross Country: **Tom Friess**  
Assistant Junior High and High School Cross Country: **Chris Graham**

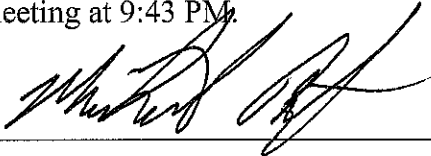
The Board moved to approve resignations as listed (Beckman/Baalman 6-0):

High school girls summer weights: **Lichelle Baar**  
Part-time teachers aid (effective 1/13/24): **Cayla Whittenburg-Galvan**

The Board came to a consensus to allow an additional high school assistant volleyball coaching position to be opened up for the fall 2024 season.

The Board moved to enter into executive session at 9:21 PM to discuss non-elected personnel pursuant to the non-elected personnel exception under KOMA for 20 minutes with the Board, Mary Ellen Welshhon, Sharris Werner and Carey Fose present, returning to open session at 9:41 PM in the District Boardroom (Oelke/Weber 6-0).

Michael Bretz adjourned the meeting at 9:43 PM.



---

MICHAEL BRETZ, PRESIDENT

Approved this 12<sup>th</sup> day of February, 2024



---

MANDY SHIPLEY, CLERK

