



Key Communicator

District Newsletter

July 2017

The Vision and Purpose of Circle USD 375, in partnership with our communities, is to educate each student to be an engaged, knowledgeable, responsible and productive citizen in the 21st Century.

Summary of the Board of Education Meeting

July 10, 2017

“Encouraging the
Learner in
Every Student”

ORGANIZATIONAL MEETING

CALL TO ORDER

President Jared Swilley called the meeting to order at 6:00 pm at the District Administration Office. Those present were board members Ben Whiteside, Anita Mills, Jared Swilley, Herb Pello, Nathan White, and Janet Varner. Board Member Kyle Turner was absent. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen and Board Clerk Kari Killman.

The Pledge of Allegiance was recited by all in attendance.

ELECTION

Board member Jared Swilley was elected Board President and Herb Pello was elected Board Vice-President.

APPROVAL OF THE AGENDA

The board approved the agenda as printed.

APPOINTMENTS

The board approved the following appointments: Board Clerk-Kari Killman; District Treasurer-Debra Stephens; Food Service Hearing Officer-Michael Janzen; Food Service Representative-Teresa Adams; School Attorney-Connell & Connell; KPERS Designated Agent -Kari Killman; District Attendance Officers (Truancy Officers)-Principals and Superintendent; Homeless Coordinator-Michael Janzen; Federal Compliance Officer-Don Potter; Freedom of Information Officer-Don Potter; Special Ed Interlocal Board Member-Herb Pello; KASB Governmental Relations-Board President; Activity Funds and Gate Receipts-Todd Dreifort and Brenda Young; Treasurer's Bond-\$50,000; Clerk's Bond-\$50,000.

ESTABLISHMENTS

The board approved the following establishments.

Official Fund Depositories: Verus Bank-El Dorado; Commerce Bank-El Dorado; Towanda State Bank; Vintage Bank Kansas-Benton; Community National Bank-Benton; Municipal Investment Pool-Topeka.

Accounts: USD 375 Checking; USD 375 Payroll; USD 375 Money Market; USD 375 Petty Cash; USD 375 RevTrak; USD 375 FSA; Bond Checking; Bond Money Market; USD Credit Card; CHS Petty Cash; CHS Activity Fund; CHS Activity Credit Card; OHS Activity Fund; OHS Petty Cash; BGS Petty Cash; BGS Activity Fund; TGS Petty Cash; TGS Activity Fund; CMS Petty Cash; CMS Activity Fund; CMS Activity Credit Card; CGE Activity Account; CGE Office Cash

Official Newspaper – Butler County Times Gazette

Petty Cash Funds and Limits: USD 375 Petty Cash Fund - \$1500; CHS Petty Cash Fund - \$1000; CMS Petty Cash Fund - \$1000; OHS Petty Cash Fund - \$500; BGS Petty Cash Fund- \$500; TGS Petty Cash Fund- \$500; CGE Petty Cash Fund- \$500.

Mileage Reimbursement Rate–State Established Rate 53.5 cents

In 2017-2018 the Board will meet the Second Monday of the month @ 6:00 pm in the Board Office. The Board will hold the Regular Board of Education meetings in September, November and February at Circle High School, Circle Towanda Primary and Circle Middle School respectively.

ADOPTIONS

The board approved to adopt Resolution 1718-01 to waive the requirements K.S.A. 75-1120a and to prepare district financial reports on the basis of cash receipts and disbursements.

The board approved to adopt the school calendar requiring a minimum of 1116 hours of instruction, in-service or parent-teacher conferences.

The board approved to adopt Resolution 1718-02 to approve payment of invoices prior to board of education approval whenever a penalty for late payment will be incurred or whenever a discount for early payment is offered; such payments to be reported at the next regular board of education meeting.

The board approved Resolution 1718-03 for utilization of the Municipal Investment Pool.

The board approved to adopt Resolution 1718-04 for Home Rule Powers.

ADJOURNMENT

President Swilley adjourned the organizational meeting at 6:06 pm.

REGULAR MEETING

CALL TO ORDER

Vice President Herb Pello called the meeting to order at 6:07 pm at the District Administration Office. Those present were board members Herb Pello, Janet Varner, Ben Whiteside, Anita Mills and Nathan White. Board members Kyle Turner, and Jared Swilley were absent. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen and Board Clerk Kari Killman.

PUBLIC COMMUNICATIONS

Mr. Potter thanked the board for the opportunity to serve the Circle district.

APPROVAL OF THE AGENDA

The board approved the agenda as amended.

CONSENT AGENDA

The board approved the consent agenda as presented.

TREASURER'S REPORT

The board approved the treasurer's report as presented.

SPECIAL EDUCATION INTERLOCAL REPORT

No report.

SUMMER PROJECTS

Mr. Janzen updated the board on various summer projects around the district.

SUMMER SCHOOL REPORT

The summer school programs served 50 students this year. The staff wanted to thank the board for continuing to support the summer school program.

TRANSPORTATION SAFETY REVIEW

The transportation department received a perfect score on their State Safety Audit. Only 56% of Kansas schools achieve this goal. KSDE commends and recognizes the efforts put forth by our district and staff.

BUDGET UPDATE

Oral arguments will be heard July 18th. KSDE will not release the budget software until the courts make a decision. Budget must be submitted to the county clerk by August 25th.

KASB GOALS & EXPECTATIONS SESSION

As part of the Superintendent search KASB conducts a Goals and Expectations session. Mr. Potter will schedule the session.

DEVELOPMENT REPORT

Mr. Nibarger's report was shared with the board.

2007 SERIES BONDS

Mr. Potter met with George K. Baum & Company to discuss refinancing the 2007 Series Bonds. The board would like to proceed with refinancing at a lower interest rate. Mr. Potter will get the process started and schedule a special meeting to approve the resolution.

VAN PURCHASE

The board approved the purchase of a Ford Transit Van.

KASB POLICY RECOMMENDATIONS

The board was given the policy recommendations for review. Mr. Potter will present them at the August meeting.

MILK BIDS

The board approved Hiland Dairy as the milk vendor for the 2017-2018 school year.

MEMORANDUM OF UNDERSTANDING

The board approved the Memorandum of Understanding as presented.

PERSONNEL

The board approved the resignation of Amy Webb, CTE Vocal/Instrumental Music Teacher.

The board approved the appointments of Jennifer Brown, CTP Administrative Assistant; Michael Smithwick, CMS PE Teacher and the transfers of Chelsea Sawyer, CMS Project Lead the Way, Andrew Stauffer, CMS Math.

ADJOURNMENT

There being no further business before the board, Vice President Pello declared the meeting adjourned at 7:28 pm.