



Key Communicator

District Newsletter

July 2018

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.

ORGANIZATIONAL MEETING

Summary of the
Board of Education
Meetings
–
July 9, 2018

CALL TO ORDER

Vice-President Herb Pello called the meeting to order at 6:00 pm at the District Administration Office. Those present were board members Herb Pello, Ben Whiteside, Kristy Evans and Kyle Turner. Nathan White and Jared Swilley were present via phone. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen; Board Clerk Kari Killman, patrons and students.

The Pledge of Allegiance was recited by all in attendance.

ELECTION

Board member Jared Swilley was elected Board President and Ben Whiteside 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-Dee Anne Grunder; 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 & Superintendent; Homeless Coordinator-Michael Janzen; Compliance Coordinator for Federal Anti-Discrimination Laws-Don Potter; Freedom of Information Officer-Don Potter; Special Ed Interlocal 638 Board Member-Herb Pello; KASB Governmental Relations Representative-Board President; Activity Funds and Gate Receipts-Matthew Carroll, CHS and Brenda Young, CMS; District Treasurer's Bond-\$50,000; Board Clerk's Bond-\$50,000; Accounts Payable Clerk's Bond \$50,000.

ESTABLISHMENTS

The board approved the following establishments.

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

Official Newspaper-Butler County Times Gazette

Accounts: USD375 Checking; USD 375 Payroll; USD 375 Money Market; USD 375 Petty Cash; USD 375 E-Funds; USD 375 FSA; Bond Checking; Bond Money Market; USD Credit Card; CHS Petty Cash; CHS Activity Fund; CHS Activity Credit Card; CMS Petty Cash; CMS Activity Fund; CMS Activity Credit Card; CBE Petty Cash; CBE Activity Fund; CGE Activity Account; CGE Office Cash; COE Activity Fund; COE Petty Cash; CTE Petty Cash; CTE Activity Fund

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Petty Cash Funds and Limits: USD 375 Petty Cash Fund—\$1500; CHS Petty Cash Fund—\$1000; CMS Petty Cash Fund—\$1000; CBE Petty Cash Fund—\$500; CGE Petty Cash Fund; COE Petty Cash Fund—\$500; CTE Petty Cash Fund—\$500.

Mileage Reimbursement Rate—State Established Rate 54.5 cents

In 2018-2019 the Board will meet the Second Monday of the month @ 6:00 pm in the Board Office with the exception of March 2019 and it will be the Third Monday of the Month. The board will hold the Regular Board of Education meetings in September, November and February at Circle Greenwich, Circle Benton and Circle Oil Hill respectively.

ADOPTIONS

The board approved to adopt Resolution 1819-01 to waive the requirements K.S.A. 75-1120a and to prepare district financial reports on the basis of cash receipts and disbursement.

The board approved to adopt Resolution 1819-02 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 to adopt Resolution 1819-03 for utilization of the Municipal Investment Pool.

The board adopt Resolution 1819-04 for Home Rule Powers.

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

ADJOURNMENT

There being no further business before the board, Vice-President Ben Whiteside declared the meeting adjourned at 6:16 pm.

REGULAR MEETING

CALL TO ORDER

Vice-President Ben Whiteside called the meeting to order at 6:16 pm at the District Administration Office. Those present were board members Ben Whiteside, Herb Pello, Kristy Evans and Kyle Turner. Nathan White and Jared Swilley were present via phone. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen; Board Clerk Kari Killman, patrons and students.

PUBLIC COMMUNICATIONS

Billy Bardin and Erin Biggs presented before the board.

APPROVAL OF THE AGENDA

The board approved the agenda as presented.

CONSENT AGENDA

The board approved the consent agenda as presented.

TREASURERS REPORT

The board approved the treasurer's report as presented.

ADMINISTRATIVE REPORTS

Herb Pello shared the report from the Special Education Interlocal 638 meeting held on June 25th.

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

SUPERINTENDENTS REPORT

Mr. Potter shared an update on the school budget.

Mr. Potter shared we had 43 students attend summer school.

K254 CORRIDOR DEVELOPMENT ASSOCIATION

Mr. Potter shared information with the board about an association that has been formed to increase safety and economic growth along K254. He believes it is vital for our district to be represented. In order to do so they have a membership application that includes different levels of participation. Mr. Potter is going to get additional information and bring back to the board before they determine which level to participate.

TRANSIT VAN

The board approved to purchase a transit van not to exceed a specified amount.

KASB POLICY RECOMMENDATIONS

Mr. Potter shared the KASB policies for the first read through.

MILK BIDS

The board approved to award the milk contract to Hiland Dairy for the 2018-2019 school year.

CLASSIFIED HANBOOK

The board approved the Classified Handbook as presented.

EXECUTIVE SESSION

The board moved into executive session to discuss confidential personnel information pursuant to non-elected personnel exception under KOMA.

The board returned to open session.

PERSONNEL

The board approved the following resignations: Megan Combs, CMS Head 8th Grade Volleyball; Jake Keplar, CHS Assistant Wrestling; Chad Leep, CMS Assistant Cross Country; Marj Sommerfeld, CGE Classroom Aide.

The board approved the following appointments: Bryce Robertson, CGE Custodian and all Circle High School and Circle Middle School supplementals as presented.

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ADJOURNMENT

There being no further business before the board, Vice President Ben Whiteside declared the meeting adjourned at 7:35 pm.