



Inside Circle

Staff Newsletter

July 2020

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 Meetings

July 13, 2020

ORGANIZATIONAL MEETING

CALL TO ORDER

President Jared Swilley called the July 13, 2020 Board of Education organizational meeting to order at 6:00pm at Circle Administrative Office. Those present were board members Jared Swilley, Ben Whiteside, Kristy Evans, Jake Myers & Janet Varner. Members present by Zoom meeting: Casey Winchell. Members absent: Nathan White. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen, BOE Clerk Kari Killman. Others present by Zoom meeting: Business Manager Elizabeth Turner.

ELECTION

Board member Janet Varner was elected Board President and Jared Swilley was elected Board Vice-President.

APPROVAL OF THE AGENDA

The board approve the agenda as printed.

ADOPTIONS

The board approved to adopt Resolution 2021-01 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 2021-02 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 2021-03 for utilization of the Municipal Investment Pool.

The board adopt Resolution 2021-04 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.

APPOINTMENTS

The board approved the following appointments:

The board approved the following appointments: Board Clerk-Kari Killman; District Treasurer-Debra Stephens; Food Service Hearing Officer-Michael Janzen; Food Service Representative-Megan Boldea; 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-Jake Myers; KASB Governmental Relations Representative-Board President Janet Varner; 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.

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ESTABLISHMENTS

The board approved the following establishments.

Official Fund Depositories: Citizens Bank of Kansas-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

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 57.5 cents

In the 2020-2021 school year the Board will meet the Second Monday of the month @ 6:00 pm in the Board Office.

ADJOURNMENT

There being no further business before the board, President Janet Varner declared the meeting adjourned at 6:10 pm.

REGULAR MEETING

CALL TO ORDER

President Janet Varner called the July 13, 2020 Board of Education organizational meeting to order at 6:11 pm at Circle Administrative Office. Those present were board members Janet Varner, Jared Swilley, Ben Whiteside, Kristy Evans, & Jake Myers. Members present by Zoom meeting: Casey Winchell. Members absent: Nathan White. Others present were Superintendent Don Potter, Assistant Superintendent Michael Janzen, BOE Clerk Kari Killman, Tonya McLendon— Patron, Gary McLendon— Patron & Thomas McLendon— Student. Others present by Zoom meeting: Business Manager Elizabeth Turner.

The Pledge of Allegiance was recited by all in attendance.

APPROVAL OF THE AGENDA

The agenda was approved as amended.

CONSENT AGENDA

The consent agenda was approved as presented.

TREASURER'S REPORT

The treasurer's report was approved as presented.

ADMINISTRATIVE REPORTS

Principal reports will resume in September.

Mr. Nibarger's development report will resume in August.

SUPERINTEDENT REPORT

Mr. Potter shared an update with the board on reopening of school plan.

Mr. Potter reported a total of 37 students from all of our elementary schools completed the virtual summer school program.

Mr. Potter shared that Driver's Education went well for the virtual classroom portion and students are currently finishing up the driving portion.

BUDGET PUBLICATION MEETING

Consensus of the board to set the 2020-2021 Budget Publication Meeting date as July 30th at 6:00 pm.

KASB MEMBERSHIP

The board approved the proposed 2020-2021 membership to KASB.

SPARKS RESOLUTION 2021-05

The board approved Resolution 2021-05.

PERSONNEL

The board approved the following personnel recommendations as presented:

Resignation with regrets and appreciation for the years of service dedicated to Circle District– Gary Wartick– CHS Head Cross Country Coach

Resignations: Robert Oswalt– CGE Custodian, Ray Strunk– CHS Boys Head Tennis Coach

Appointments: Connie Mitchell– CBE Custodian, Jayme Whitlow– CBE 3rd Grade Teacher

ADJOURNMENT

There being no further business before the board, President Janet Varner declared the meeting adjourned at 7:29 pm.