

**INDEPENDENT SCHOOL DISTRICT OF WEST
BURLINGTON 607 RAMSEY
WEST BURLINGTON, IOWA 52655**

The Board of Directors of the Independent School District of West Burlington will meet at 6:00PM on Monday, January 15, 2018 in the Board Room at 607 Ramsey, West Burlington, for its regular monthly meeting and a closed session meeting.

REGULAR MEETING AGENDA

1. Call to Order by President of Board
2. Roll Call by Board Secretary
3. Pledge of Allegiance
4. Approval of Agenda
5. Receive Visitors and Hold Open Forum
6. Read Miscellaneous Communications
7. Approval of Consent Agenda
 - A. Approval of Minutes of Previous Meeting(s)
 - B. Approval of Financial Statements
 - C. Approval of Payment of Bills
 - D. Open Enrollment
 - E. Selected Personnel Issues
8. Business
 - A. Show Choir Trip
 - B. Board Policy 504.5 – 1st Reading
 - C. Additional Early Graduate
9. Administrative Reports
 - A. Superintendent Report
 - B. Principal's Report

CLOSED SESSION

1. Call to Order by President of Board
2. Roll Call by Board Secretary
3. Closed Session to Evaluate the Superintendent (as per Iowa Code 21.5(1)(i))
4. Adjournment

Board Notes West Burlington Independent School District

January 15, 2018

Respectfully submitted by Dave Schmitt

The regular monthly meeting will be held at the WBISD boardroom at 6:00 pm. It is a short agenda.

7. Consent Agenda

D. Open Enrollment

The following students should be approved for open enrollment into West Burlington for the 2017-2018 school year under just cause:

KhaShyah Lewis

Grade 3

The following students should be denied for open enrollment into West Burlington for the 2017-2018 school year:

Hayden Whitaker

Grade 10

8. Business

- A. Show Choir Trip – Since this is an out-of-state trip board permission is necessary. Enclosed are the details. I recommend approval

- B. Board Policy 504.5 – 1st Reading – The board decided not to make any changes to our fundraising policy except to include “crowdfunding” in the policy. I have also enclosed a new fundraising request form to help clarify questions regarding the specific fundraiser. The fundraising request form is a regulation and does not need board approval. If you have input or questions about the form we can discuss at the board table. I recommend approval of adding “crowdfunding” to our current fundraising policy.

- C. Additional Early Graduate – Mr. Snodgrass and I would like to recommend Breanna Erickson for early graduation. She has met all the graduation requirements.

9. Administrative Reports

- A. Principal’s Report
- B. Superintendent’s Report

We will go into a closed session in accordance with Iowa Code 21.5(1)(i) to discuss the job performance of the superintendent. The board and superintendent Schmitt agreed to do two evaluation sessions this year; one session mid-year and the other at year’s end. Monday’s evaluation is the planned first evaluation session.

REGULAR MEETING
December 18, 2017

The Board of Education of the Independent School District of West Burlington met for a regular meeting at 6:00 PM on Monday, December 18, 2017 in the board room at 607 Ramsey in West Burlington. Presiding over the meeting was President Crowner with members Hockett, Boughton and Thuleen answering roll call. Member Fry was absent.

Approval of Agenda: Motion by Boughton and seconded by Hockett to approve the agenda as presented. Motion carried 4-0.

Receive Visitors/Open Forum: None

Miscellaneous Communications: None

Approval of Consent Agenda – the following were under the consent agenda:

- A. Approval of Minutes of Previous Meeting(s)
- B. Approval of Financial Statements
- C. Approval of Payment of Bills – the bills were audited by Bruce: general/other - \$90,704.36; nutrition - \$16,421.48 and activity - \$14,192.88
- D. Open Enrollment – the following students should be approved for continuation of program at West Burlington:

Mayah Gerstel	grade 1
Tess Brown	grade 1
Makenna Gilpin	grade 2
Lillian Bruhl	grade 2
Rozlyn Brown	grade 3
Isabella Bruhl	grade 3
Olivia Dellanos	grade 6
Gabriel Bruhl	grade 8
Hailey Gerstel	grade 8
David Gerstel	grade 8
Jordan Rhodes	grade 9

The following student should be denied open enrollment to West Burlington of 2017-2018:

Maurion Thomas	grade 10
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The following student should be approved for continuation of program at Mt. Pleasant School for 2017-2018:

Margaret Peterson	grade 7
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The following student should be approved for open enrollment due to just cause to Burlington Schools for 2017-2018:

Zariel Samuels	grade 4
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- E. Personnel Issues
Resignations
Food Service – Sarah Twillie has submitted her resignation for this position.

Motion by Hockett and seconded by Thuleen to approve the consent agenda. Motion carried 4-0.

BUSINESS

High School Handbook Addition: It's recommended that the following verbiage will be added to the JH/HS student handbook under the part that addresses student dress: *"Consideration will be given for student health and religious reasons."* This will go into effect immediately following board approval. Motion by Hockett and seconded by Boughton to add the additional line as state above to the JH/HS handbook. Motion carried 4-0.

GASB 75: The district is required to have this report – 2 quotes were received. One was from ISFIS in the amount of \$6500 and the other was from Chris Grabrian, EA, ASA, MAAA in the amount of \$3800.

Motion by Hockett and seconded by Thuleen to approve Chris Grabrian, EA, ASA, MAAA to do the report for \$3800. Motion carried 4-0.

Appoint Board Member to Des Moines County Assessor Board: Motion by Thuleen and seconded by Boughton to appoint Dan Hockett to the Des Moines County Assessor Board. Motion carried 4-0.

Jazz Band Trip: The jazz band would like to take part in a workshop held at Culver Stockton College on Feb. 8, 2018. Because it is out of state, the board needs to give its approval. Motion by Boughton and seconded by Hockett to approve the jazz band trip to Culver Stockton College. Motion carried 4-0.

Additional Early Graduate: Lexis Waddell would like to graduate at semester if all requirements are met as put forth by the Iowa Code and board policy. Motion by Hockett and seconded by Thuleen to approve the request for early graduation contingent upon all requirements being met by the end of the first semester. Motion carried 4-0.

ADMINISTRATIVE REPORTS

Principal's Report: Mr. Snodgrass went over the Iowa School Report Card – the high school was “commendable” while the junior high was “needs improvement”. They are talking with SCC regarding concurrent enrollment courses in PE/Health for next year. He then discussed changes needed for CTE such as adding more strands to the curriculum or sharing with another district. They need to expand the health sciences (nurse, CNA, paramedic) and are discussing the possibility of sharing with Burlington and maybe even including Danville, Mediapolis, and Ft. Madison to see if they would be interested. A teacher needs a career-tech endorsement in order to teacher a CTE strand so it will count.

Mr. Jones reported that the professional group has been putting together various staff development ideas. The junior high had their PBIS rewards for those with no disciplinary issues.

Superintendent Report: Mr. Schmitt would like to have a special meeting on Friday for the business manager hire. Nate is working on summer projects and he and Patty McPherson are working on a grant for nutrition equipment.

Items for Future Agendas: Andy would like to have new hires attend a board meeting so they could meet them in person.

Adjournment: Motion by Hockett and seconded by Thuleen to adjourn the meeting at 6:45 PM. Motion carried 4-0.

Date Approved

Secretary

President

SPECIAL MEETING
December 26, 2017

The Board of Education of the Independent School District of West Burlington met for a special meeting at 12:00 PM on Tuesday, December 26, 2017 in the board room at 607 Ramsey in West Burlington. President Crowner called the meeting to order at 12:20 PM with members Boughton and Hockett present. Members Fry and Thuleen were absent.

Personnel:

Business Manager – It's recommended that Kristin Finke be hired for this position at a salary of \$56,000 (prorated through the end of June, 2018) with a start date of February 12.

JH Science Teacher- It's recommended that Lauri Allen be hired for the JH science position to finish out the school year. Her salary will be \$19,137.44 with all benefits prorated as a first year teacher.

Motion by Boughton and seconded by Hockett to approve the business manager and JH science teacher. Motion carried 3-0.

Adjournment: Motion by Hockett and seconded by Boughton to adjourn the meeting at 12:22 PM. Motion carried 3-0.

West Burlington Independent School District
 Monthly Financial Statement for Month Ending

December, 2017

Previous Month's Secretary Balance	\$1,296,480.64
Dec Revenues (+)	413,169.42
Dec Expenditures (-)	731,276.33
Nov Interest (+)	25.42
Banker's trust payment (-)	<u>23,542.72</u>

DHS Medicaid Payment (-)

Outstanding Deposit (+)
 ISJIT Pay (-)
 ISJIT Draw (+)

Secretary's Ending Balance **\$954,856.43**

Bank Statement Balance	\$1,041,912.73
Outstanding Checks (-)	87,037.99

Dec Interest (-)	<u>18.31</u>
Direct Deposit Reversal (-)	

Outstanding Deposit (+)

Current Bank Balance **\$954,856.43**

ISJIT – General

Beginning Balance	\$1,473.49
Deposits	34.92
Withdrawals	<u> </u>
Ending Balance	\$1,508.41

ISJIT – Capital Projects

Beginning Balance	45.87
Deposits	
Withdrawal	<u> </u>
Ending Balance	45.87

ISJIT

Beginning Balance	\$50,498.82
Deposits	38.25
Withdrawal	<u> </u>
Ending Balance	\$50,537.07

January 8, 2018
 Date

 Secretary

RECEIPTS				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
GENERAL FUND				
Taxes		947904.13	81064.12	1028968.25
Other State/Federal		325013.08	69275.00	394288.08
Foundation Aid		613944.00	204648.00	818592.00
AEA Flow Through		0.00	0.00	0.00
Tuitions/Open Enroll		163176.65	0.00	163176.65
Interest Earned		371.36	59.72	431.08
Other General Funds		72574.63	4498.73	77073.36
MANAGEMENT		<u>72071.90</u>	<u>5519.19</u>	<u>77591.09</u>
Total		2195055.75	365064.76	2560120.51
BUILDING PROJECT (31)		0.00	0.00	0.00
CAPITAL PROJECTS (33)		153931.46	35586.95	189518.41
PPEL FUND (36)		139958.62	12616.30	152574.92
DEBT SERVICE (40)		256128.87	208852.50	464981.37
TRUST/AGENCY FUND (81)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL		2745074.70	622120.51	3367195.21

EXPENDITURES				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
General Fund - Salaries				
Administration		118880.15	23235.26	142115.41
Maintenance/Transportation		191446.80	38685.27	230132.07
Grants/Spec. Programs		158340.32	24326.75	182667.07
Health Service		19732.46	3973.19	23705.65
Elementary		1159208.81	244380.03	1403588.84
High School		1372371.17	279176.19	1651547.36
General Fund - Other Expend.				
Open Enrollment Tuition		0.00	0.00	0.00
Grants/Spec. Programs		77242.70	18474.79	95717.49
Special Education		84841.26	0.00	84841.26
Health Service		601.45	0.00	601.45
Interest Paid		0.00	0.00	0.00
Administration		34570.95	5218.11	39789.06
Maintenance		183986.43	39381.83	223368.26
Non-Public Transportation		1077.26	0.00	1077.26
Transportation		31538.00	1421.12	32959.12
Interfund Transfers		0.00	0.00	0.00
AEA Flow Through		0.00	0.00	0.00
Elementary		188190.37	4842.68	193033.05
High School		136789.43	11793.15	148582.58
MANAGEMENT (22)		<u>140082.99</u>	<u>24681.96</u>	<u>164764.95</u>
Total		3898900.55	719590.33	4618490.88
BUILDING PROJECT (31)			0.00	0.00
CAPITAL PROJECTS (33)		110886.83	220538.50	331425.33
PPEL (36)		46792.85	0.00	46792.85
DEBT SERVICE (40)		2528.50	208852.50	211381.00
TRUST/AGENCY FUND (81)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL		4059108.73	1148981.33	5208090.06

**WEST BURLINGTON SCHOOLS
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF		<u>December 17</u>
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Previous Month's Secretary Balance		<u>\$114,356.10</u>
Monthly Receipts	+	<u>\$8,459.66</u>
Monthly Expenditures	-	<u>-\$14,315.67</u>
ISJIT Interest	-	<u>-\$28.44</u>
Adjustments	-	<u> </u>
Secretary Ending Balance		<u>\$108,471.65</u>
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Bank Statement Balance		<u>\$115,120.59</u>
Outstanding Checks	-	<u>-\$6,648.94</u>
Outstanding Deposits	+	<u> </u>
Current Bank Balance		<u>\$108,471.65</u>
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Invested in ISJIT on	<u>11/30/2017</u>	<u>\$37,495.84</u>
ISJIT Transfer	-	<u>\$0.00</u>
ISJIT Interest for	<u>December</u> +	<u>\$28.44</u>
Total ISJIT Funds on	<u>12/31/2017</u>	<u>\$37,524.28</u>
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Current Bank Balance		<u>\$108,471.65</u>
Total ISJIT Funds	+	<u>\$37,524.28</u>
Current Ending Cash Balance		<u>\$145,995.93</u>

Current Cash Balance Report

ALL Data

Date: 12/01/2017 thru 12/31/2017

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 GENERAL ATHLETICS	91,089.71	5,546.00	5,342.35	0.00	91,293.36
A ATHLETICS Totals:	91,089.71	5,546.00	5,342.35	0.00	91,293.36
B CLUBS					
2070 ART CLUB	788.39	0.00	0.00	0.00	788.39
2075 ANIME CLUB	71.00	0.00	0.00	0.00	71.00
2080 FCCLA	-1,101.49	0.00	0.00	0.00	-1,101.49
2085 THESPIAN CLUB	0.00	0.00	0.00	0.00	0.00
3000 NATIONAL HONOR SOCIETY	-210.88	0.00	0.00	0.00	-210.88
3010 PEP CLUB	989.44	0.00	122.79	0.00	866.65
3030 HS SCIENCE CLUB	1,044.52	0.00	0.00	0.00	1,044.52
3040 LEGO LEAGUE	57.85	0.00	0.00	0.00	57.85
3050 SPANISH CLUB	516.12	0.00	0.00	0.00	516.12
3060 SAAD	1,128.49	0.00	0.00	0.00	1,128.49
3090 HS STUDENT COUNCIL	867.76	350.60	43.92	0.00	1,174.44
4000 JH STUDENT COUNCIL	397.89	0.00	0.00	0.00	397.89
B CLUBS Totals:	4,549.09	350.60	166.71	0.00	4,732.98
C CLASSES					
4010 CLASS OF 2018	68.52	0.00	0.00	0.00	68.52
4015 CLASS OF 2019	24.49	0.00	0.00	0.00	24.49
4020 CLASS OF 2016	-28.26	0.00	0.00	0.00	-28.26
4025 CLASS OF 2017	201.48	0.00	0.00	0.00	201.48
C CLASSES Totals:	266.23	0.00	0.00	0.00	266.23
E STUDENT ACTIVITIES					
2095 BOOK FAIR	16.93	0.00	0.00	0.00	16.93
3080 POST PROM	5,670.65	140.69	0.00	0.00	5,811.34
5040 PROM	1,145.27	0.00	0.00	0.00	1,145.27
5050 ES STUDENT ACTIVITIES	2,048.53	0.00	0.00	0.00	2,048.53
5070 JH/HS SOAR	1,537.59	437.00	0.00	0.00	1,974.59
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	9,965.46	577.69	0.00	0.00	10,543.15
G YEARBOOK					
6060 JH/HS YEARBOOK	12,535.33	860.00	8,806.61	0.00	4,588.72
G YEARBOOK Totals:	12,535.33	860.00	8,806.61	0.00	4,588.72
H DRAMA					
7000 JH DRAMA	3,749.38	0.00	0.00	0.00	3,749.38
7010 HS DRAMA	2,492.38	0.00	0.00	0.00	2,492.38
H DRAMA Totals:	6,241.76	0.00	0.00	0.00	6,241.76
I INTEREST					
8000 BANK ACCOUNT INTEREST	4,594.13	30.38	0.00	0.00	4,624.51
I INTEREST Totals:	4,594.13	30.38	0.00	0.00	4,624.51
K CHEERLEADING					
6040 DANCE TEAM	353.80	0.00	0.00	0.00	353.80
8050 HS CHEERLEADERS	262.96	0.00	0.00	0.00	262.96
8060 JH CHEERLEADERS	634.02	0.00	0.00	0.00	634.02
K CHEERLEADING Totals:	1,250.78	0.00	0.00	0.00	1,250.78

Current Cash Balance Report

ALL Data

Date: 12/01/2017 thru 12/31/2017

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
N AGENCY FUNDS					
9000 AGENCY FUNDS	21,359.45	1,094.99	0.00	0.00	22,454.44
N AGENCY FUNDS Totals:	21,359.45	1,094.99	0.00	0.00	22,454.44
Z UNUSED ACCOUNTS					
Z UNUSED ACCOUNTS Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	151,851.94	8,459.66	14,315.67	0.00	145,995.93

SCHOOL LUNCH PROGRAM

December-17

GRADES K-5:		RECEIPTS	
Student Lunches		Student Lunches	\$7,806.10
Free Student Lunches		A La Carte Sales	\$0.00
Reduced Student Lunches		Bank Interest	\$1.47
Adult Lunches		State/Federal Aid	<u>\$26,389.64</u>
Free Cooks Lunches			
Student Breakfasts			
Free Student Breakfasts		TOTAL RECEIPTS	\$34,197.21
Reduced Student Breakfasts			
Adult Breakfasts			

GRADES 6-12:		Average Lunches Served	0
Student Lunches		Average Lunches Served November 2016	591
Free Student Lunches			
Reduced Student Lunches		Average Breakfast Served	0
Adult Lunches		Average Breakfast Served November 2016	152
Free Cooks Lunches			
Student Breakfasts		Number of Days Food Served in November 2017	19
Free Student Breakfasts		Number of Days Food Served in November 2016	20
Reduced Student Breakfasts			
Adult Breakfasts			

PAYROLL EXPENDITURES:	\$91,899.36	PAYROLL EXPENDITURES	\$91,899.36
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FOOD EXPENDITURES:			
Anderson Erickson Dairy	\$3,118.80		
Earthgrains	\$929.72		
Interstate Brands	\$0.00		
Kohl Wholesale	\$0.00		
Martin Brothers Distributing	\$7,912.97		
Pan-O-Gold	\$0.00		
Performance Food Group	\$0.00		
Prairie Farms Dairy	\$0.00		
Walmart	<u>\$3.97</u>	FOOD EXPENDITURES	\$11,965.46

A LA CARTE EXPENDITURES:			
Miscellaneous Expenditures	\$1,329.95	A LA CARTE EXPENDITURES:	\$1,329.95
Pizza Hut	\$0.00		

MISCELLANEOUS EXPENDITURES:			
Bad Check	\$0.00		
Bank Charges	\$0.00		
Delivery Charges	\$1,270.78		
Dues/Fees	\$190.20		
Equipment	\$0.00		
Hotel/Lodging	\$0.00		
Refunds	\$0.00		
Repairs	\$0.00		
Reimbursements	\$0.00		
Training	\$0.00		
Mileage	\$0.00		
Miscellaneous Supplies	<u>\$1,669.06</u>	MISCELLANEOUS EXPENDITURES	<u>\$3,130.04</u>

		TOTAL EXPENDITURES	\$108,324.81
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ADJUSTMENTS:	\$0.00	ADJUSTMENTS	\$0.00
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ISJIT:			
Beginning Balance	\$48,446.51		
Receipts	\$3,804.37		
Expenditures	\$0.00	ISJIT ENDING BALANCE	\$52,250.88

Secretary Balance 11/30/17	\$112,811.22	Bank Balance 12/31/17	\$43,246.63
Receipts	\$34,197.21	Outstanding Checks	\$4,563.01
Expenditures	\$108,324.81	Outstanding Deposits	<u>\$0.00</u>
Voided Checks	<u>\$0.00</u>		

Secretary Balance 11/30/17	\$38,683.62	Reconciled Bank Balance	\$38,683.62
Total ISJIT Funds	\$52,250.88		
Current Ending Cash Balance	\$90,934.50		

West Burlington School Board

Thank you so much for the beautiful plant. Your kindness and support is greatly appreciated.

Sincerely,

Mary Storch + family

Subject: Fwd: Show Choir Out of State Permission
From: David Schmitt <david.schmitt@wbschools.us>
Date: 1/9/2018 3:23 PM
To: Shawna Brown <Shawna.Brown@wbschools.us>

For next board agenda, please.

FFL

----- Forwarded message -----

From: Annette Siebers <annette.siebers@wbschools.us>
Date: Tue, Jan 9, 2018 at 3:15 PM
Subject: Show Choir Out of State Permission
To: David Schmitt <david.schmitt@wbschools.us>, Bruce Thuleen <bruce.thuleen@wbschools.us>, Dan Hockett <dan.hockett@wbschools.us>, Lee Boughton <lee.boughton@wbschools.us>, Andy Crowner <andy.crowner@wbschools.us>, Randy Fry <randy.fry@wbschools.us>

Dear Mr. Schmidt and School Board Members:

The West Burlington Show Choir is requesting permission to attend an out of state competition in Quincy, Illinois on March 10th, 2017. This event is beneficial to the group, because it is later in the year, and allows for more preparation time for the group. Additionally, this particular contest caters to smaller schools, like ours, so we will not be competing against 3A and 4A schools. Quincy, is only 1.5 hours away, which is comparable to our first competition in West Liberty. Finally, this happens to be my alma mater and I am looking forward to showing off my students to my old teacher!

Thank you for your consideration,
Annette Siebers

STUDENT FUNDRAISING

Students may raise funds for school-sponsored events with the permission of the principal. Fundraising by students for events other than school-sponsored events is not allowed. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. *This includes all online fundraising campaigns, including crowdfunding campaigns.*

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: *Senior Class of Pekin High School v. Tharp*, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8 (2013).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

Approved 06/18/98 Reviewed 04/28/03, 04/21/14 Revised _____