

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, September 17, 2018 in the Board Room at 607 Ramsey, West Burlington.

ANNUAL MEETING AGENDA

1. Call to Order by Board President
2. Pledge of Allegiance
3. Roll Call by Board Secretary
4. Approval of Agenda
5. Make a Resolution Naming a Depository Bank for School Funds
6. Make a Resolution Naming the School Legal Counsel
7. Name an Official Newspaper for the District
8. Approve Kristin Finke as District Secretary/Treasurer
9. Authorize Shawna Brown to Act as District Secretary when the District Secretary is Absent
10. Authorize the Superintendent to Approve Federal Program Applications
11. Adjournment

REGULAR MEETING AGENDA

1. Call to Order by President of Board
2. Roll Call by Board Secretary
3. Approval of Agenda
4. Receive Visitors and Hold Open Forum
5. Read Miscellaneous Communications
6. 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
7. Business
 - A. Summer Reading Field Trip

(OVER)

B. Contract Modifications

8. Administrative Reports
 - A. Principal's Report
 - B. Superintendent Report
9. Adjournment

ORGANIZATIONAL MEETING AGENDA

1. Call to Order by Board Secretary
2. Elect New Board President
3. Administer Oath to New Board President
4. Elect New Board Vice President
5. Items for Future Agendas
6. Adjournment

Board Notes West Burlington Independent School District

September 17, 2018

Respectfully submitted by Dave Schmitt

This is the night we have the privilege of holding three meetings. The format for these meetings will change next year because board elections will be held concurrently with the November election.

Our first meeting is the annual meeting. As the title suggests: we hold this meeting once a year. We appoint all of those people and entities who/that assist us in conducting our school business.

Annual Meeting

5. Make Resolution Naming Depository Bank for School Funds – Mrs. Finke and I recommend naming Farmers and Merchants Bank and Trust as the depository bank for school funds up to \$2,500,000.00.
6. Make Resolution Naming the School Legal Counsel – I recommend naming Brian Gruhn from Cedar Rapids as the schools' legal counsel.
7. Name an Official Newspaper for the District – I recommend naming the Des Moines County News as the official newspaper for the district.
8. Approve Kristin Finke as District Secretary/Treasurer – I recommend approving Kristin Finke as the district secretary/treasurer.
9. Authorize Shawna Brown to Act as District Secretary when District Secretary is Absent – Mrs. Finke & I recommend authorizing Shawna Brown to act as district secretary when district secretary is absent.
10. Authorize Superintendent to Approve Federal Program Applications – I recommend authorizing the superintendent to approve federal program applications.

Regular Meeting

It is customary to complete all business before seating the potentially new board office holders.

6. Consent Agenda

D. Open Enrollment

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

Kimoni Jones	Grade 1
Logan Boughton	Grade 3
Samuel Dzawo	Grade 4
Stacey Dzawo	Grade 9
Samantha Dzawo	Grade 11

The following students should be approved for open enrollment to the Burlington School District for the 2018-2019 school year:

Avionna Reece	Kindergarten
Alyssa Dameron	Grade 10
Kaetlyn Hull	Grade 12

The following students should be approved for open enrollment continuation into Danville for the 2018-2018 school year:

Jazliyn Williams Grade 3

E. Selected Personnel Issues

Resignations:

High School Associate – Myron Crockett has submitted his resignation from this position.

7. Business

A. Summer Reading Field Trip – Enclosed is a summary of the summer reading reward trip I recommend approval.

B. Contract Modifications – I recommend approving the lane changes as listed. We plan our budget to be able to absorb these salary increases.

FY19 Lane Advancements:

Michael Gurius	BA30,8	\$50,220	to	MA ,8	\$51,484
Christa Ruther	MA10,16	\$62,854	to	MA20,16	\$64,118
Amber Springsteen	MA10,10	\$55,274	to	MA20,10	\$56,537
Kristi Leopard	BA,11	\$50,220	to	BA10,11	\$51,484
Amber Claypool	MA,12	\$56,537	to	MA10,12	\$57,801

8. Administrative Reports

A. Principal’s Report – The principals will report on happenings in their buildings.

B. Superintendent Report – The superintendent will provide an update for the board.

Organizational Meeting

This is the third and final meeting of the night.

Kristin will call the meeting to order. The first order of business is electing the board president. Mrs. Finke will take nominations from the floor. A vote will be held and the newly elected president of the board will take the president’s chair and call for nominations for the board vice president

5. Items for Future Agendas

6. Adjournment

REGULAR MEETING

August 20, 2018

The Board of Education of the Independent School District of West Burlington met for a meeting at 6:00 PM on Monday, August 20, 2018 in the board room located at 607 Ramsey St. in West Burlington. Presiding over the meeting was President Andy Crowner with members Andrea Bowen, Dan Hockett, Lee Boughton, and Bruce Thuleen present.

The agenda was approved with a motion by Lee Boughton and seconded by Bruce Thuleen. Motion passed 5-0. 8 The consent agenda was approved 5-0 with motioned by Bruce Thuleen and seconded by Dan Hockett. Six students were approved for open enrollment continuation, six were approved for just cause, one was approved for open enrollment into kindergarten and one approved to grade 5. Three students were approved open enrollment to Clayton Ridge under just cause, two were approved for open enrollment to Mediapolis under just cause and 8 students were approved for open enrollment to Burlington for the 2018-2019 school year. Kristin Dick was approved as 4th grade teacher with a salary of \$36,323 (BA, Step 0), Virginia Ricketts approved to elementary aide with a salary of \$16,902.00. Chanell Nichols was approved for Bridges Associate with a salary of \$16,133.40 and Grace Even was also approved as a Bridges Associate at a salary of \$16,551.00.

Principals Theresa Kirkman and Mike Jones discussed elementary and junior high/high school challenges and education for the 2018-2019 school year. Mr. David Schmitt discussed highlights the school year kickoff and the summer projects completed by staff, and the Corners Program led by Mr. Reed which will have ten students enrolled this year.

The meeting adjourned at 6:20 PM with a motion by Boughton and seconded by Hockett and passed 5-0.

Kristin Finke, District Secretary

**West Burlington Independent School District
Monthly Financial Statement for Month Ending**

August 2018

Previous Month's Secretary Balance	1,609,826.24
August Revenues (+)	403,201.84
August Expenditures (-)	1,012,174.16
Current Month's Interest (+)	-
Banker's trust payment (-)	-
DHS Medicaid Payment (-)	
Outstanding Deposit (+)	
Transfers to ISJIT (-)	-
Transfer from ISJIT (+)	-
Secretary's Ending Balance	<u>\$ 1,000,853.92</u>

Bank Statement Ending Balance	632,237.64
Outstanding Checks (-)	138,700.30
Direct Deposit Reversal (-)	-

Outstanding Deposit (+) 5,555.17

Current Bank Balance	\$ 499,092.51
ISJIT Ending Balances	<u>\$ 501,761.41</u>
	<u>\$ 1,000,853.92</u>

Balance Difference \$ -

ISJIT

Account 38490	General - 101	Schoolhouse - 102	Capital Projects - 10
Beginning Balance	\$ 338,543.20	\$ 825.05	\$ 45.87
Deposits +	\$ 111,340.21	\$ 1.24	
Withdrawals -			\$ -
Ending Balance	<u>\$ 449,883.41</u>	<u>\$ 826.29</u>	<u>\$ 45.87</u>

Account 38490	ISCAP Fund - 105	ARRA Title 1 - 106	ARRA - SFS - 107
Beginning Balance	\$ 50,927.41	\$ 1.44	\$ 5.70
Deposits +	\$ 71.08	\$ -	
Withdrawals -			\$ -
Ending Balance	<u>\$ 50,998.49</u>	<u>\$ 1.44</u>	<u>\$ 5.70</u>

Account 38490	Autism Program - 109	SFSF - 110
Beginning Balance	\$ 0.02	\$ 0.19
Deposits +	\$ -	\$ -
Withdrawals -		\$ -
Ending Balance	<u>\$ 0.02</u>	<u>\$ 0.19</u>

Signature _____ Date

RECEIPTS

	PRIOR BALANCE	MONTHLY	TOTAL COLLECTED
GENERAL FUND			
Taxes	13,302.69	-	13,302.69
Other State/Federal	-	39,744.88	39,744.88
Foundation Aid	-	-	-
AEA Flow Through	-	-	-
Tuitions/Open Enroll	10,532.24	175,135.09	185,667.33
Interest Earned	847.51	994.90	1,842.41
Other General Funds	422.13	537.45	959.58
MANAGEMENT	909.43	83,379.58	84,289.01
Total	<u>26,014.00</u>	<u>299,791.90</u>	<u>325,805.90</u>
BUILDING PROJECT (31)	-		-
CAPITAL PROJECTS (33)	35,173.46		35,173.46
PPEL FUND (36)	2,014.59	103,704.94	105,719.53
DEBT SERVICE (40)	-		-
TRUST/AGENCY FUND (81)	-		-
GRAND TOTAL	<u>63,202.05</u>	<u>403,496.84</u>	<u>466,698.89</u>

EXPENSES

EXPENDITURES

General Fund - Salaries

Administration	27,634.11	26,913.89	54,548.00
Maintenance/Transportation	31,066.40	33,853.61	64,920.01
Grants/Spec. Programs	36,778.35	37,407.49	74,185.84
Health Service	4,181.66	4,108.82	8,290.48
Elementary	230,471.31	227,717.80	458,189.11
High School	267,813.91	248,334.62	516,148.53
Salaries Subtotal	597,945.74	578,336.23	1,176,281.97

Open Enrollment Tuition	-	29,171.24	29,171.24
Grants/Spec. Programs	2,540.58	14,425.55	16,966.13
Special Education	-	90,747.31	90,747.31
Health Service	54.44	-	54.44
Interest Paid	-	-	-
Administration	11,402.16	12,287.84	23,690.00
Maintenance	77,177.75	78,550.34	155,728.09
Non-Public Transportation	-	-	-
Transportation	-	4,615.05	4,615.05
Interfund Transfers	-	-	-
AEA Flow Through	-	-	-
Elementary	19,411.50	7,070.48	26,481.98
High School	36,850.05	26,981.47	63,831.52
FUND 10 - Other Expenses Subtotal			-
MANAGEMENT (22)	35,501.91	84,905.51	120,407.42
Total	780,884.13	348,754.79	1,129,638.92

BUILDING PROJECT (31)	-	-	-
CAPITAL PROJECTS (33)	-	85,083.14	85,083.14
PPEL (36)	-	-	-
DEBT SERVICE (40)	-	-	-
TRUST/AGENCY FUND (81)	-	-	-
GRAND TOTAL	780,884.13	1,012,174.16	1,793,058.29

**WEST BURLINGTON SCHOOLS
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF		<u>August 18</u>
<hr/>		
Previous Month's Secretary Balance		<u>\$84,121.49</u>
Monthly Receipts	+	<u>\$18,387.32</u>
Monthly Expenditures	-	<u>-\$3,006.22</u>
ISJIT Interest	-	<u>-\$52.80</u>
Adjustments	-	<u></u>
Secretary Ending Balance		<u>\$99,449.79</u>
<hr/>		
Bank Statement Balance		<u>\$106,392.86</u>
Outstanding Checks	-	<u>-\$6,943.07</u>
Outstanding Deposits	+	<u></u>
Current Bank Balance		<u>\$99,449.79</u>
<hr/>		
Invested in ISJIT on	<u>7/31/2018</u>	<u>\$37,814.11</u>
ISJIT Transfer	-	<u>\$0.00</u>
ISJIT Interest for	<u>August</u> +	<u>\$52.80</u>
Total ISJIT Funds on	<u>8/31/2018</u>	<u>\$37,866.91</u>
<hr/>		
Current Bank Balance		<u>\$99,449.79</u>
Total ISJIT Funds	+	<u>\$37,866.91</u>
Current Ending Cash Balance		<u>\$137,316.70</u>

Current Cash Balance Report

ALL Data

Date: 08/01/2018 thru 08/31/2018

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 GENERAL ATHLETICS	91,266.61	232.06	731.50	0.00	90,767.17
A ATHLETICS Totals:	91,266.61	232.06	731.50	0.00	90,767.17
B CLUBS					
2070 ART CLUB	1,096.75	0.00	83.33	0.00	1,013.42
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	-662.82	0.00	0.00	0.00	-662.82
3010 PEP CLUB	674.30	122.79	0.00	0.00	797.09
3030 HS SCIENCE CLUB	1,423.78	0.00	83.33	0.00	1,340.45
3040 LEGO LEAGUE	57.85	0.00	0.00	0.00	57.85
3050 SPANISH CLUB	776.51	0.00	83.34	0.00	693.17
3060 SAAD	1,128.49	0.00	0.00	0.00	1,128.49
3090 HS STUDENT COUNCIL	1,297.59	0.00	1,155.02	0.00	142.57
4000 JH STUDENT COUNCIL	674.35	0.00	0.00	0.00	674.35
B CLUBS Totals:	5,436.31	122.79	1,405.02	0.00	4,154.08
C CLASSES					
4010 CLASS OF 2018	20.52	0.00	20.52	0.00	0.00
4015 CLASS OF 2019	24.49	48.43	0.00	0.00	72.92
4020 CLASS OF 2016	-28.26	28.26	201.48	0.00	-201.48
4025 CLASS OF 2017	201.48	0.00	0.00	0.00	201.48
4030 CLASS OF 2020	0.00	48.43	0.00	0.00	48.43
4035 CLASS OF 2021	0.00	48.44	0.00	0.00	48.44
4040 CLASS OF 2022	0.00	48.44	0.00	0.00	48.44
C CLASSES Totals:	218.23	222.00	222.00	0.00	218.23
E STUDENT ACTIVITIES					
2095 BOOK FAIR	38.66	0.00	0.00	0.00	38.66
3080 POST PROM	2,083.81	832.00	0.00	0.00	2,915.81
5040 PROM	-285.84	0.00	0.00	0.00	-285.84
5050 ES STUDENT ACTIVITIES	1,759.63	0.00	0.00	0.00	1,759.63
5070 JH/HS SOAR	2,092.36	0.00	0.00	0.00	2,092.36
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	5,235.11	832.00	0.00	0.00	6,067.11
G YEARBOOK					
6060 JH/HS YEARBOOK	6,643.07	50.00	0.00	0.00	6,693.07
G YEARBOOK Totals:	6,643.07	50.00	0.00	0.00	6,693.07
H DRAMA					
7000 JH DRAMA	4,851.69	0.00	0.00	0.00	4,851.69
7010 HS DRAMA	1,953.67	0.00	0.00	0.00	1,953.67
H DRAMA Totals:	6,805.36	0.00	0.00	0.00	6,805.36
I INTEREST					
8000 BANK ACCOUNT INTEREST	4,927.14	54.43	0.00	0.00	4,981.57
I INTEREST Totals:	4,927.14	54.43	0.00	0.00	4,981.57
K CHEERLEADING					
6040 DANCE TEAM	353.80	0.00	0.00	0.00	353.80
8050 HS CHEERLEADERS	334.36	0.00	0.00	0.00	334.36
8060 JH CHEERLEADERS	715.62	0.00	0.00	0.00	715.62

Current Cash Balance Report

ALL Data

Date: 08/01/2018 thru 08/31/2018

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
K CHEERLEADING Totals:	1,403.78	0.00	0.00	0.00	1,403.78
N AGENCY FUNDS					
9000 AGENCY FUNDS	-0.01	16,874.04	647.70	0.00	16,226.33
N AGENCY FUNDS Totals:	-0.01	16,874.04	647.70	0.00	16,226.33
Z UNUSED ACCOUNTS					
	0.00	0.00	0.00	0.00	0.00
Z UNUSED ACCOUNTS Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	121,935.60	18,387.32	3,006.22	0.00	137,316.70

SCHOOL LUNCH PROGRAM

August-18

GRADES K-5:

Student Lunches	1605
Free Student Lunches	853
Reduced Student Lunches	143
Adult Lunches	6
Free Cooks Lunches	21
Student Breakfasts	487
Free Student Breakfasts	384
Reduced Student Breakfasts	9
Adult Breakfasts	0

RECEIPTS

Student Lunches	\$0.00
A La Carte Sales	\$0.00
Bank Interest	\$3.07
State/Federal Aid	\$2,369.19
Miscellaneous Receipts	<u>\$1,387.24</u>
TOTAL RECEIPTS	\$3,759.50

GRADES 6-12:

Student Lunches	
Free Student Lunches	2259
Reduced Student Lunches	945
Adult Lunches	174
Free Cooks Lunches	26
Student Breakfasts	534
Free Student Breakfasts	394
Reduced Student Breakfasts	22
Adult Breakfasts	4

Average Lunches Served	262
Average Lunches Served August 2017	564
Average Breakfast Served	126
Average Breakfast Served August 2017	128
Number of Days Food Served in August 2018	7
Number of Days Food Served in August 2017	7

PAYROLL EXPENDITURES: \$22,850.80

PAYROLL EXPENDITURES \$22,850.80

FOOD EXPENDITURES:

Anderson Erickson Dairy	\$0.00
Earthgrains	\$0.00
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$0.00
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$20.46</u>

FOOD EXPENDITURES \$20.46

A LA CARTE EXPENDITURES:

Miscellaneous Expenditures	\$0.00
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES: \$0.00

MISCELLANEOUS EXPENDITURES:

Bad Check	\$0.00
Bank Charges	\$0.00
Delivery Charges	\$0.00
Dues/Fees	\$0.00
Equipment	\$0.00
Hotel/Lodging	\$1,996.72
Refunds	\$367.74
Repairs	\$0.00
Reimbursements	\$0.00
Training	\$0.00
Mileage	\$14.94
Miscellaneous Supplies	<u>\$0.00</u>

MISCELLANEOUS EXPENDITURES \$2,379.40

TOTAL EXPENDITURES \$25,250.66

ADJUSTMENTS: \$0.00

ADJUSTMENTS \$0.00

ISJIT:

Beginning Balance	\$147.39
Receipts	\$34,821.95
Expenditures	\$0.00

ISJIT ENDING BALANCE \$34,969.34

Secretary Balance 07/31/18	\$187,317.93
Receipts	\$3,759.50
Expenditures	\$25,250.66
Voided Checks	<u>\$0.00</u>

Bank Balance 08/30/18	\$170,325.76
Outstanding Checks	\$4,498.99
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 08/30/18	\$165,826.77
Total ISJIT Funds	\$34,969.34
Current Ending Cash Balance	\$200,796.11

Reconciled Bank Balance \$165,826.77

Myron Crockett
1129 Franklin Street
Burlington, IA 52601
(312) 590-7080
myron.crockett@gmail.com

September 4, 2018

Mr. Bruce Snodgrass
Principal
West Burlington Junior/Senior High School
408 W. Van Weiss
West Burlington, IA 52655
(319) 754-6567

Dear Principal Snodgrass & the West Burlington School Board,

I am writing to notify you of my departure from West Burlington Junior/Senior High School. As you know, my last day will be Friday, September 7. I am departing because I recently received an opportunity to pastor a church in Tacoma, WA. Please know that it has been an honor to work with the staff and students here. That said, I cannot pass up this opportunity to shepherd a congregation again.

I want to thank you, Mr. Schmitt, Vern Reed, and the West Burlington School Board for the chance to serve students at West Burlington Junior/Senior High School. The West Burlington teachers and staff truly work to ensure that students will excel with respect to academics and character formation. I have learned how resourceful, helpful, and delightful students can be, and I am grateful for many solid connections I was able to make with students. Lastly, working with staff and students at the Corners has stretched and challenged me in many positive and meaningful ways. I will look to apply much of what I have learned at West Burlington in my next place of work.

Thank you again for giving me this great opportunity. Thanks also to you and all West Burlington staff and administrators for the ways you strive to ensure the success and vibrancy of future generations.

Sincerely,

Myron Crockett

Summer Reading Reward Trip

This year 49 students met their summer reading goal. We are planning a trip to the City Museum in St. Louis. The cost is roughly \$18 per person which includes admittance to all floors plus the rooftop and an all you can eat pizza buffet. After the City Museum, we would head to the Gateway Arch to take a ride up the tram to the top. The “educational” cost is \$10 per person. To obtain tickets to the Arch, we need to send in payment 2 weeks prior to arrival date OR pay with credit card over the phone if arrival date is less than the 2 weeks.

We will leave the school around 7 a.m. and return around 7:00 p.m. that evening.

TOTAL (estimate)= \$28/student

DATE- Wed. Oct, 3, 2018