

**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 6:00 PM on Monday, December 5, 2016 in Mrs. Gunn's classroom at the West Burlington Elementary at 545 Ramsey St., West Burlington, IA. ****PLEASE NOTE THE LOCATION CHANGE****

****All Board members are asked to bring your Annual Report copy to the meeting****

WORK SESSION

1. Call to Order by President of Board
2. Literacy
3. Class Size Cap Policy
4. Adjournment

Board Notes

December 5, 2016

We will start at 6:00PM in Mrs. Gunn's room in the elementary building. We will have pizza in the teacher's lounge at 5:30PM.

1. The third grade teachers will guide us through a literacy lesson. We will have the opportunity to understand firsthand what a child is experiencing as he/she receives literacy instruction.
2. We will review our current class size policy with caps and open enrollment policy with the purpose of starting a conversation to see if there is any interest in exploring policy changes. No decisions will be made.

Provided is an updated enrollment trend document. This is from the annual report. We added this past October's enrollment data. As you know, we will receive funding for the resident students, certified in October, next fall. We send OE Out monies this school year, and collect OE In dollars as on-time funding. Enclosed you will find another copy of our certified enrollment from October, 2016. It looks to me our enrollment trend for students sitting in seats is trending upward at a slow, steady pace.

The principals will be available to answer any questions and/or offer opinions or suggestions.

CLASS SIZE - CLASS GROUPING

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The board shall review the class sizes annually.

It is the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of licensed employees, and other factors deemed relevant to the board.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2013).

Cross Reference: 606.6 Insufficient Classroom Space

Approved 11/20/95 Reviewed 07/21/03, 06/16/14 Revised _____

CLASS SIZE CLASS GROUPING

The purpose of this policy regulation is to identify the desired class sizes in accordance with Policy Code No. 606.1.

1. This regulation is in effect until further notice. All state laws pertaining to board policy revision will be strictly followed and adhered to. (this comes into effect upon second reading approval)
2. This regulation places a cap of 72 students per grade, Kindergarten through fifth.
3. Consideration will be given to families' with siblings already enrolled in West Burlington Independent School District.
4. The intent of this regulation is to maintain a reasonable teacher-to-student ratio. The target teacher-to-student ratio in grades K-3 is 18 to 1 in a regular classroom setting.
5. West Burlington ISD adheres to all open enrollment state code guidelines.
6. All resident students will be allowed to attend West Burlington ISD.
7. This regulation grandfathered in all students currently attending West Burlington Schools.
8. The following procedure will be used to determine space availability:
 - Class lists will be up-to-date
 - Open enrollment applications will be reviewed and acted upon in chronological order
 - Two spaces in each grade will be left open, if applicable, until July 1st. On the first working day following July 1st, class rosters will be taken to the maximum cap level, if applicable.
 - Students who are residents of West Burlington ISD will always be allowed to attend.
 - Preference will be given to open enrollment students who have family members attending West Burlington ISD.

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2013).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

Approved 09/12/91

Reviewed 04/21/14

Revised 06/18/98. 04/28/03

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board will take action on the open enrollment request no later than June 1 in the year preceding the first year desired for open enrollment.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

Approved 09/12/91

Reviewed 04/21/14

Revised 06/18/98, 04/28/03

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

Parents of students whose open enrollment requests are approved by the (board or superintendent) are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2013).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
506 Student Records
507 Student Health and Well-Being
606.6 Insufficient Classroom Space

ENROLLMENT COMPARISON

The following is a comparison, by grade, of the average daily enrollment for the school years 2005-2006 through 2016-2017. One can follow a class through school by moving down one year.

	<u>05/06</u>	<u>06/07</u>	<u>07/08</u>	<u>08/09</u>	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>
PreK				30	62	66	68	58	66	53	37	35
Kdg	58	62	53	68	59	76	81	82	84	82	78	63
One	52	65	67	55	73	59	74	78	78	74	75	76
Two	51	61	69	61	58	63	62	68	77	85	75	73
Three	58	59	64	55	59	52	70	59	75	67	80	72
Four	60	60	62	57	64	65	57	68	59	83	66	80
Five	51	59	68	56	60	60	74	50	68	60	83	69
Six	51	51	60	65	57	61	61	72	56	71	67	88
Seven	61	61	59	57	70	59	64	61	71	51	81	73
Eight	56	66	60	55	57	69	60	71	60	76	53	82
Nine	66	70	59	64	65	63	73	64	79	59	87	63
Ten	64	73	75	69	55	54	67	71	61	80	70	87
Eleven	54	67	59	66	63	53	52	66	70	60	81	74
Twelve	70	66	57	64	58	63	51	55	62	76	67	78
Totals	752	820	812	822	860	863	915	925	966	977	1000	1016



RESIDENTS

Certified Enrollment

Certified Enrollment 2016

Summary Comparison

Description	Current	Previous	Change
Resident Public Students Attending your District (1)	422.20	452.00	-29.80
Resident Public Students Attending another Iowa Public School District (2, 3)	23.30	20.00	3.30
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	0.26	0.26	0.00
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	0.00	0.00	0.00
Residential Facility Students Enrolled for District Classes (5)	0.00	0.00	0.00
Actual Enrollment (7)	445.76	472.26	-26.50
Non-Resident Public Students Attending your District (8, 9)	489.30	469.20	20.10
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	17.50	17.50	0.00
Total School Age Students Provided Instructional Programs/Services by your District	911.76	921.46	-9.70
Limited English Proficient Weighting (13)	1.98	1.54	0.44

SRI Contact

Margaret Hanson 515-281-3214
 Rachel Kruse 515-281-4153
 Gary Kirchner 515-281-6278
 Shelly Neese 515-281-3111

District Contact

CE/SRI

[View](#)

Certification Status