

**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, December 19, 2016 in the Board Room at 607 Ramsey, West Burlington for its regular monthly 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. Legislators Discussion
 - B. At-Risk/Drop Out Prevention Application
 - C. SBRC Application
 - D. KUNO Settlement
 - E. Appoint Board Member to Des Moines County Assessor Board
 - F. Jazz Band Trip
 - G. Speech Trip
 - H. Early Graduates
9. Administrative Reports
 - A. Principal's Report
 - B. Superintendent Report
10. Items for Future Agendas
11. Adjournment

Board Notes West Burlington Independent School District

December 19, 2016

Respectfully submitted by Dave Schmitt

We will start at 6:00PM in the WBISD board room. Mr. Snodgrass and Mr. Jones will have a special presentation to the board during the miscellaneous communications part of our agenda.

7. Consent Agenda

D. Open Enrollment

The following students should be approved for open enrollment to West Burlington for the 2016-2017 school year under just cause:

Nico Analetto	Grade 5
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The following students should be approved for open enrollment continuation to West Burlington for the 2016-2017 school year:

Taylor Danielson	Grade 2
Patrick Brown	Grade 8
Mariah Ducre	Grade 9

The following students should be approved for open enrollment continuation to Burlington for the 2016-2017 school year:

Mercedes Hillman	Grade 8
Renee Cruz	Grade 12

E. Selected Personnel Issues

Recommendations

JH Asst. Softball – Jeff Housel and I recommend Courtney Coffin for this position. Her contract would be for \$1566.00 (E,0)

Resignations:

High School Associate – Teresa Engler has submitted her resignation from this position.

High School Food Service – Karen Stewart has submitted her resignation from this position effective at the end of the school year. She has been with the West Burlington Schools for 29 years and will be missed.

8. Business

A. Legislators Discussion – All three of our State legislators have been personally invited to attend tonight's meeting. Representative Cohoon has verified his attendance. Senator Greene might have family obligations and not be able to attend, and we are still hoping Representative Kerr will be able to join us. I have a crafted a list of questions or comments specific to our needs/situation at WB. I plan to take the liberty of relaying those questions or comments to the legislators. The board is welcome to jump in at any time. Please be prepared to ask questions outside of the educational realm if time allows.

B. At-Risk/Drop Out Prevention Application – I recommend approval of the 2017-2018 At-Risk/Drop Out Prevention application. We are requesting \$146,913 in modified supplemental amount (MAS) to support programs for WBISD's at-risk and potential drop out students. We are required to provide roughly a 25% match, \$62,531. WBISD funds a major portion of our Corners program with these monies. These numbers could change a bit after the State reviews the application.

- C. SBRC Application – Speaking of numbers changing, after we certified our enrollment in October, a few numbers changed. The open enrolled-out students who we didn't count last year grew; meaning we can apply for more spending authority. I recommend approval. The State has made these changes with WBISD's approval, but we need board minutes that reflect the changes. The Board previously approved \$40,609 in spending authority. I am asking for the board to approve \$59,947 instead.
 - D. KUNO Settlement – This is the final step in the KUNO litigation process. WBISD was awarded \$256,305 in the settlement. After expenses, and paying Wandro & Associates the contingency, we are receiving a check for \$170,849.69. We will deposit it in the General Fund. Enclosed is the settlement numbers for WBISD and for all of the schools we worked with in the lawsuit.
 - E. Appoint Board Member to Des Moines County Assessor Board – We need a representative to serve on this board. I believe Andy represented WB last year. This board meets once or twice annually. The committee is comprised of elected officials representing the county supervisors, mayors, and a school board member from each school district in the county.
 - F. Jazz Band Trip – Enclosed is the email from Mr. Eveleth asking for board approval to travel to a school sponsored event. I recommend approval.
 - G. Speech Trip – Mr. Field has an enclosed document in the packet. WBISD is in the process of improving our speech and drama department. In effort to do that, Mr. Field is asking permission to do a fun and educational trip to Rock Island. Since this trip is out-of-state, we are asking for board approval. I recommend approval.
 - H. Early Graduates – ShayLeigh Abbott and Alison Rechkemmer have requested to be allowed to graduate at the end of first semester. I recommend approval contingent upon them meeting all graduation requirements set forth by board policy and state law.
9. Administrative Reports
- A. Principal's Report – The principals will be present to render reports about their respective buildings.
 - B. Superintendent's Report – I will provide some information on:
 - Head football coach hiring process. Jeff Housel WB AD, Jeremy Swank, Notre Dame AD, and I will conduct the formal interviews. Mr. Snodgrass will help screen applications and assist in reference calls. We have advertised the position and have started the process. We currently do not have a teaching position to tie to the head coaching position. I see no reason to move too quickly at this point without knowing what the teaching position will be, if there is going to be one. We are discussing doing some preliminary interviews as a means to narrow the pool.
 - Negotiations are getting ready to begin. The teachers association has requested to hold our first bargaining session in January. The board has two weeks to provide a formal counter proposal after that. The Association has requested to close the bargaining session after the two initial meetings. I suggest Andy and Dan serve again on the committee on behalf of the board.

10. Items for Future Agendas

WORK SESSION
November 7, 2016

The Board of Education of the Independent School District of West Burlington met for a work session/closed session at 6:00 PM on Monday, November 7, 2016 in the board room located at 607 Ramsey St. in West Burlington.

The superintendent went over the enrollment information showing that our certified (actual) enrollment decreased by 25 students which means the new money for FY18 will be small. The open enrolled in students increased which will help make up for the decline in resident students. The information sheet is a part of the board materials.

Motion by Boughton and seconded by Day to move into closed session at 6:22 PM to discuss the possible sale or purchase of land as per Iowa Code 21.5(1)(j). Roll call vote: Day – aye; Boughton – aye; Crowner – aye and Hockett – aye. Fry was absent. Motion carried 4-0.

The board returned to open session and the meeting ended at 6:37 PM.

Date Approved

Secretary

President

REGULAR MEETING
November 21, 2016

The Board of Education of the Independent School District of West Burlington met for a regular meeting at 6:00 PM on Monday, November 21, 2016 in the board room at 607 Ramsey Street in West Burlington. Presiding over the meeting was President Hockett with all members answering roll call.

Approval of Agenda: Motion by Boughton and seconded by Crowner to approve the agenda as presented. Motion carried 5-0.

Receive Visitors/Open Forum: None

Read Miscellaneous Communications: None

Approval of Consent Agenda

- A. Approval of Minutes of Previous Meeting(s)
- B. Approval of Financial Statements
- C. Approval of Payment of Bills – the following were audited by Hockett/Boughton: activity - \$12874.63; gen/other funds - \$90556.50; nutrition - \$20796.41
- D. Open Enrollment – the following should be approved for open enrollment to W Burlington for FY17 under just cause:

Arika Glisan	grade 11
Jazmine Taylor	grade 12

The following should be approved for continuation of program to W Burlington for FY17:

Madeline Wolgemuth	grade 9
Elyana Evans	grade 3

The following should be approved for continuation of program to Burlington for FY17:

Faith Thomas	grade 6
Juana Jones	grade 7

- E. Selected Personnel Issues

Recommendations

Custodian – It's recommended that Ian Prickett be hired as a full-time custodian at the elementary at \$14.58 per hour.

Special Ed Associate – It's recommended that Trisha Diewold be hired as a 1-on-1 special ed associate at the elementary at \$11.53 per hour.

JH Wrestling Cheerleading – It's recommended that Samantha Johnson be hired for this position at a salary of \$1018 (D,0).

Resignations

HS Volleyball – Tom Ferguson has submitted his resignation as head HS volleyball coach.

HS Associate – Olivia Weatherspoon has submitted her resignation for this position effective Jan. 3, 2017.

Elementary Associate – CJ Bolding has submitted her resignation from this position effective Dec. 20, 2016.

Motion by Day and seconded by Fry to approve all items under the consent agenda. Motion carried 5-0.

BUSINESS

SBRC Application: The district is requesting \$40,609.80 for additional spending authority to compensate for “new” open enrolled out students. The district reported 6.3 students open enrolling out this year that were not counted fall 2015, $6.3 \times \$6446$ (this year’s per pupil cost) = \$40,609.80 resulting in additional spending authority. We are sending the open enrollment dollars out this year which is why we are reclaiming the spending authority. The district will get the actual payment for these students next fiscal year.

Motion by Day and seconded by Crowner to request \$40,609.80 for additional spending authority from the SBRC. Motion carried 5-0.

Board Reports: Andy gave a short report on his meeting with the Chamber’s leader development class. There were board members from W Burlington, Danville and Burlington. They received questions regarding open enrollment, PPEL, bond issues, 1:1 initiative and the Bridges program.

Mr. Schmitt gave a brief summary of the M Power group. The group goes to Des Moines and speaks with the legislators. The students asked questions regarding duties/role of a superintendent and board member.

Jay reported that Vern Reed’s presentation at the IASB convention was excellent and well received. Vern and some of his students gave a presentation on the Bridges Out of Poverty program and his corners program. Afterwards, a number of other districts expressed interest in hearing more about those programs.

ADMINISTRATIVE REPORTS

Principal’s Report: Theresa Ritters reported that during Red Ribbon Week, the Bridges group came to the elementary and helped with their opening assembly. For Veteran’s Day they had a number of different activities – they had a breakfast with veterans and their families, the flag raising ceremony with the Boy Scouts, the assembly at the high school with the school band/chorus and then they face-timed with a soldier in Kuwait.

At the high school, the science department is looking at the new standards that will replace the common core science standards, which may end up changing the graduation credits in the future. They are looking at expanding the Project Lead the Way program at the high school. Currently one course is taught here with the possibility of adding Civil Engineering. They will be meeting in December to see how to best fit it into the schedule, possibly as a “0” hour class. The high school was one of Newsweek’s top 500 schools in the country. We were 11th out of the 15 from Iowa.

At the professional development last week, the new PBIS rewards program was presented to the staff.

Superintendent Report: The December 5th work session will be meeting at the elementary to see how some of the different techniques are used in the classrooms. Mr. Schmitt will be inviting the legislators to the December 19th meeting.

Items for Future Agendas:

Adjournment: Motion by Crowner and seconded by Boughton to adjourn at 6:50 PM. Motion carried 5-0.

Date Approved

Secretary

President

West Burlington Independent School District
 Monthly Financial Statement for Month Ending

November, 2016

Previous Month's Secretary Balance	\$1,890,083.85
November Revenues (+)	501,599.67
November Expenditures (-)	708,002.42
October Interest (+)	28.40
Banker's trust payment (-)	24,433.31
ISCAP Draw (+)	
DHS Medicaid Payment (-)	<u>2.73</u>
Outstanding Deposit (+)	
Direct Deposit reversal (-)	
ISJIT Pay (-)	
ISJIT Draw (+)	
Secretary's Ending Balance	\$1,659,273.46

Bank Statement Balance	\$1,670,888.54
Outstanding Checks (-)	11,586.36
November Interest (-)	<u>28.72</u>
Direct Deposit Reversal (-)	
Outstanding Deposit (+)	
Current Bank Balance	\$1,670,888.54

ISJIT – General		ISJIT – Capital Projects	
Beginning Balance	\$1,085.58	Beginning Balance	45.87
Deposits	9.09	Deposits	
Withdrawals	<u> </u>	Withdrawal	<u> </u>
Ending Balance	\$1,085.58	Ending Balance	45.87
ISCAP		ISJIT	
Beginning Balance	-0-	Beginning Balance	\$50,221.51
Draws		Deposits	5.40
Repayments	<u>-0-</u>	Withdrawal	<u> </u>
Ending Balance	-0-	Ending Balance	\$50,226.91

December 12, 2016

 Date

 Secretary

RECEIPTS				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
GENERAL FUND				
Taxes		778133.37	99365.71	877499.08
Other State/Federal		332302.45	92721.57	425024.02
Foundation Aid		425952.00	212976.00	638928.00
AEA Flow Through		0.00	0.00	0.00
Tuitions/Open Enroll		850833.93	0.00	850833.93
Interest Earned		166.94	577.49	744.43
Other General Funds		30255.15	12686.29	42941.44
MANAGEMENT		<u>110626.30</u>	<u>12985.55</u>	<u>123611.85</u>
Total		2528270.14	431312.61	2959582.75
BUILDING PROJECT (31)		0.00	0.00	0.00
CAPITAL PROJECTS (33)		146886.30	54460.41	201346.71
PPEL FUND (36)		124517.58	15866.81	140384.39
DEBT SERVICE (40)		245799.00	3367.52	249166.52
TRUST/AGENCY FUND (81)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL		3045473.02	505007.35	3550480.37

EXPENDITURES				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
General Fund - Salaries				
Administration		95038.32	22789.46	117827.78
Maintenance/Transportation		152383.97	39564.15	191948.12
Grants/Spec. Programs		105212.06	24097.32	129309.38
Health Service		9058.91	4514.28	13573.19
Elementary		873164.71	228742.66	1101907.37
High School		996089.16	276572.96	1272662.12
General Fund - Other Expend.				
Open Enrollment Tuition		0.00	0.00	0.00
Grants/Spec. Programs		321876.92	13445.18	335322.10
Special Education		41329.81	0.00	41329.81
Health Service		1204.71	0.00	1204.71
Interest Paid		0.00	0.00	0.00
Administration		21740.40	4843.45	26583.85
Maintenance		226202.48	43956.40	270158.88
Non-Public Transportation		1334.65	0.00	1334.65
Transportation		36599.06	5384.30	41983.36
Interfund Transfers		0.00	0.00	0.00
AEA Flow Through		0.00	0.00	0.00
Elementary		44271.89	4894.81	49166.70
High School		123209.82	29616.48	152826.30
MANAGEMENT (22)		<u>158625.05</u>	<u>1723.45</u>	<u>160348.50</u>
Total		3207341.92	700144.90	3907486.82
BUILDING PROJECT (31)		0.00	0.00	0.00
CAPITAL PROJECTS (33)		275855.90	0.00	275855.90
PPEL (36)		383651.77	7857.52	391509.29
DEBT SERVICE (40)		245799.00	3367.52	249166.52
TRUST/AGENCY FUND (81)		<u>1500.00</u>	<u>0.00</u>	<u>1500.00</u>
GRAND TOTAL		4114148.59	711369.94	4825518.53

**WEST BURLINGTON SCHOOLS
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF		<u>November 16</u>
<hr/> <hr/>		
Previous Month's Secretary Balance		<u>\$139,888.64</u>
Monthly Receipts	+	<u>\$1,572.41</u>
Monthly Expenditures	-	<u>-\$12,124.63</u>
ISJIT Interest	-	<u>-\$3.98</u>
Adjustments	-	<u>\$0.00</u>
Secretary Ending Balance		<u>\$129,332.44</u>
<hr/> <hr/>		
Bank Statement Balance		<u>\$140,533.44</u>
Outstanding Checks	-	<u>-\$11,201.00</u>
Outstanding Deposits	+	<u>.</u>
Current Bank Balance		<u>\$129,332.44</u>
<hr/> <hr/>		
Invested in ISJIT on	<u>10/31/2016</u>	<u>\$37,290.13</u>
ISJIT Transfer	-	<u>\$0.00</u>
ISJIT Interest for	<u>November</u> +	<u>\$3.98</u>
Total ISJIT Funds on	<u>11/30/2016</u>	<u>\$37,294.11</u>
<hr/> <hr/>		
Current Bank Balance		<u>\$129,332.44</u>
Total ISJIT Funds	+	<u>\$37,294.11</u>
Current Ending Cash Balance		<u>\$166,626.55</u>

Current Cash Balance Report

ALL Data

Arranged by:

Date: 11/01/2016 thru 11/30/2016

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 GENERAL ATHLETICS	156,771.19	0.00	478.69	0.00	156,292.50
1110 JH FOOTBALL	11,175.75	0.00	0.00	0.00	11,175.75
1120 HS FOOTBALL	46,475.64	0.00	0.00	0.00	46,475.64
1130 JH VOLLEYBALL	9,424.77	0.00	100.00	0.00	9,324.77
1140 HS VOLLEYBALL	2,505.89	0.00	145.00	0.00	2,360.89
1150 JH GIRLS BASKETBALL	6,374.07	547.00	0.00	0.00	6,921.07
1160 HS GIRLS BASKETBALL	38,842.47	0.00	0.00	0.00	38,842.47
1170 JH BOYS BASKETBALL	8,341.53	0.00	0.00	0.00	8,341.53
1180 JH GIRL/BOY TRACK	-16,709.32	0.00	0.00	0.00	-16,709.32
1190 HS BOY/GIRL TRACK	-68,983.02	0.00	0.00	0.00	-68,983.02
2000 JH SOFTBALL	-6,838.56	0.00	0.00	0.00	-6,838.56
2010 HS SOFTBALL	-19,822.90	0.00	0.00	0.00	-19,822.90
2020 JH BASEBALL	-7,223.46	0.00	0.00	0.00	-7,223.46
2030 HS BASEBALL	-67,811.11	0.00	0.00	0.00	-67,811.11
2040 HS BOYS BASKETBALL	45,944.30	0.00	0.00	0.00	45,944.30
2050 JH WRESTLING	1,557.06	368.00	0.00	0.00	1,925.06
2060 HS WRESTLING	-14,678.89	0.00	0.00	0.00	-14,678.89
3015 CROSS COUNTRY	-278.58	0.00	0.00	0.00	-278.58
A ATHLETICS Totals:	125,066.83	915.00	723.69	0.00	125,258.14
B CLUBS					
2070 ART CLUB	602.19	0.00	0.00	0.00	602.19
2080 FCCLA	-46.50	0.00	0.00	0.00	-46.50
2090 JOOI CLUB	428.55	0.00	0.00	0.00	428.55
3000 NATIONAL HONOR SOCIETY	207.68	0.00	0.00	0.00	207.68
3010 PEP CLUB	1,463.97	0.00	295.21	0.00	1,168.76
3030 HS SCIENCE CLUB	755.80	12.00	0.00	0.00	767.80
3040 LEGO LEAGUE	57.85	0.00	0.00	0.00	57.85
3050 SPANISH CLUB	329.12	0.00	0.00	0.00	329.12
3060 SAAD	1,456.91	0.00	0.00	0.00	1,456.91
3080 POST PROM	949.05	0.00	0.00	0.00	949.05
3090 HS STUDENT COUNCIL	1,163.27	0.00	295.22	0.00	868.05
4000 JH STUDENT COUNCIL	397.89	0.00	0.00	0.00	397.89
B CLUBS Totals:	7,765.78	12.00	590.43	0.00	7,187.35
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	489.91	0.00	0.00	0.00	489.91
C CLASSES Totals:	554.66	0.00	0.00	0.00	554.66
E STUDENT ACTIVITIES					
2095 BOOK FAIR	6,495.23	21.73	6,500.03	0.00	16.93
5040 Prom	51.73	0.00	0.00	0.00	51.73
5050 ES STUDENT ACTIVITIES	4,363.95	0.00	980.48	0.00	3,383.47
5070 JH/HS SOAR	3,449.54	0.00	2,220.00	0.00	1,229.54
9090 MUSIC TRIP	6,018.49	0.00	0.00	0.00	6,018.49
E STUDENT ACTIVITIES Totals:	20,378.94	21.73	9,700.51	0.00	10,700.16

Current Cash Balance Report

ALL Data

Date: 11/01/2016 thru 11/30/2016

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G YEARBOOK					
6060 JH/HS YEARBOOK	13,905.24	0.00	0.00	0.00	13,905.24
G YEARBOOK Totals:	13,905.24	0.00	0.00	0.00	13,905.24
H DRAMA					
7000 JH DRAMA	2,400.81	0.00	0.00	0.00	2,400.81
7010 HS DRAMA	2,193.49	0.00	1,200.00	0.00	993.49
H DRAMA Totals:	4,594.30	0.00	1,200.00	0.00	3,394.30
I INTEREST					
8000 BANK ACCOUNT INTEREST	4,365.74	6.40	0.00	0.00	4,372.14
I INTEREST Totals:	4,365.74	6.40	0.00	0.00	4,372.14
K CHEERLEADING					
6040 DANCE TEAM	-1,609.44	334.00	-750.00	0.00	-525.44
8050 HS CHEERLEADERS	140.16	0.00	0.00	0.00	140.16
8060 JH CHEERLEADERS	598.62	0.00	150.00	0.00	448.62
K CHEERLEADING Totals:	-870.66	334.00	-600.00	0.00	63.34
M MISCELLANEOUS					
8080 MISCELLANEOUS ACTIVITIES	-2,388.05	0.00	0.00	0.00	-2,388.05
M MISCELLANEOUS Totals:	-2,388.05	0.00	0.00	0.00	-2,388.05
N AGENCY FUNDS					
9000 AGENCY FUNDS	67,440.89	283.28	0.00	0.00	67,724.17
N AGENCY FUNDS Totals:	67,440.89	283.28	0.00	0.00	67,724.17
O OFFICIALS					
5000 OFFICIALS	-63,634.90	0.00	510.00	0.00	-64,144.90
O OFFICIALS Totals:	-63,634.90	0.00	510.00	0.00	-64,144.90
Z UNUSED ACCOUNTS					
Z UNUSED ACCOUNTS Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	177,178.77	1,572.41	12,124.63	0.00	166,626.55

SCHOOL LUNCH PROGRAM

November-16

GRADES K-5:

Student Lunches	4935
Free Student Lunches	2408
Reduced Student Lunches	482
Adult Lunches	4
Free Cooks Lunches	77
Student Breakfasts	1603
Free Student Breakfasts	1185
Reduced Student Breakfasts	114
Adult Breakfasts	1

RECEIPTS

Student Lunches	\$11,850.35
A La Carte Sales	\$706.80
Bank Interest	\$1.34
State/Federal Aid	<u>\$29,430.37</u>

TOTAL RECEIPTS \$41,988.86

GRADES 6-12:

Student Lunches	6612
Free Student Lunches	2762
Reduced Student Lunches	604
Adult Lunches	136
Free Cooks Lunches	65
Student Breakfasts	2097
Free Student Breakfasts	1312
Reduced Student Breakfasts	228
Adult Breakfasts	34

Average Lunches Served 591
 Average Lunches Served November 2015 525

Average Breakfast Served 148
 Average Breakfast Served November 2015 152

Number of Days Food Served in November 2016 20
 Number of Days Food Served in November 2015 21

PAYROLL EXPENDITURES: \$20,577.68

PAYROLL EXPENDITURES \$20,577.68

FOOD EXPENDITURES:

Anderson Erickson Dairy	\$3,968.21
Earthgrains	\$800.40
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$10,523.14
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$38.50</u>

FOOD EXPENDITURES \$15,330.25

A LA CARTE EXPENDITURES:

Miscellaneous Expenditures	\$553.84
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES: \$553.84

MISCELLANEOUS EXPENDITURES:

Bad Check	\$0.00
Bank Charges	\$0.00
Delivery Charges	\$0.00
Dues/Fees	\$196.50
Equipment	\$4,077.02 Salad Bar
Hotel/Lodging	\$0.00
Refunds	\$0.00
Repairs	\$0.00
Reimbursements	\$0.00
Training	\$0.00
Mileage	\$0.00
Miscellaneous Supplies	<u>\$638.80</u>

MISCELLANEOUS EXPENDITURES \$4,912.32

TOTAL EXPENDITURES \$41,374.09

ADJUSTMENTS: \$0.00

ADJUSTMENTS \$0.00

ISJIT:

Beginning Balance	\$8,413.33
Receipts	\$3,599.17
Expenditures	

ISJIT ENDING BALANCE \$12,012.50

Secretary Balance 10/30/16	\$71,025.27
Receipts	\$41,988.86
Expenditures	\$41,374.09
Voided Checks	<u>\$0.00</u>

Bank Balance 11/30/16	\$73,767.16
Outstanding Checks	\$2,127.12
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 10/31/16	\$71,640.04
Total ISJIT Funds	\$12,012.50
Current Ending Cash Balance	\$83,652.54

Reconciled Bank Balance \$71,640.04

Dec. 15th 2016

I, Jiusa Gugler, am giving my
2 weeks notice that I will be
ending my contract for my
employment with WBSD on Dec. 20th

This is due to my husband's new
job with a different law firm
in Atlantic, Iowa.

Thank you,
Jiusa Gugler

December 16, 2016

Karen Stewart
506 Ramsey
West Burlington, Iowa 52655

Patty McPherson
408 W. Van Weiss
West Burlington, Iowa 52655

Dear Patty,


I am submitting my resignation from position of Head Cook at the High School. I have appreciated being employed by the Independent School District of West Burlington. However, after 29 years in school food service, it is time for me to retire. I am looking forward to spending time enjoying some of my favorite things to do and possibly some new ventures.

My last day will be Friday, May 26, 2017.

I wish The West Burlington School District and all of it's students and employees much success in the coming years.

Sincerely,

Karen J. Stewart

A handwritten signature in cursive script that reads "Karen J. Stewart". The signature is written in dark ink and is positioned below the typed name.



WANDRO & ASSOCIATES, P.C.
ATTORNEYS AT LAW

Jennifer H. De Kock*
Terry L. Gibson
Brian J. Lalor
Philip Colt Moss
Kara M. Simons
David Swinton
Stefanie J. Thomas
Steven P. Wandro
Grant A. Woodard

*Also licensed in IL

December 6, 2016

Sent via email

Dear Superintendents:

Enclosed you will find a settlement statement that I ask you to review. It shows the total settlement proceeds less fee and expenses to arrive at a net settlement figure.

The total recovery is apportioned as follows:

Keokuk	\$ 341,456
West Burlington	256,305
Albia	185,606
Van Buren	69,242
Panorama	<u>197,391</u>
TOTAL	\$1,050,000

I gave Van Buren an extra \$8.00 to account for a rounding error because Pam is nice.

If you have any questions please call. If you agree with the figures, please sign, scan and return the statement and I will remit a check to you at once.

I thoroughly enjoyed working with all of you.

Regards,

Steven P. Wandro

Steven P. Wandro
Attorney at Law

SPW/pjs

Attachment

WEST BURLINGTON
COMMUNITY SCHOOL DISTRICT

SETTLEMENT

TOTAL SETTLEMENT:	\$256,305.00
Attorney Fees on the Settlement:	85,349.57
Pro Rata Group Expense:	<u>105.74</u>
TOTAL TO CLIENT:	\$170,849.69

The undersigned client acknowledges that this distribution is in accordance with the fee agreement previously signed relating to the repayment of expenses and the fees. Client authorizes Wandro & Associates to distribute the funds as listed above.

WEST BURLINGTON
COMMUNITY SCHOOL DISTRICT

By Daryl Schmitt
Superintendent



Matthew J. Warner
County Assessor

Office of the Des Moines County Assessor

Courthouse – 513 N Main Burlington, Iowa 52601
Telephone (319)753-8224 Fax (319)208-5648

November 30, 2016

Dear School Board Secretary,

It will soon be time for the Des Moines County Conference Board to meet and set the Assessor's Budget for Fiscal Year 2017-2018. Please provide the name, mailing address and telephone numbers (personal and work) of the individual that is appointed to serve on this Board. This information is needed in order for us to correspond directly with this individual. Please note that the law does not allow for an alternative representative. Feel free to email this information to warnerm@dmcounty.com.

Thank you, in advance, for your cooperation concerning this matter.

Sincerely,

A handwritten signature in black ink that reads "Matthew J. Warner".

Matthew J. Warner
Des Moines County Assessor
Des Moines County Conference Board Clerk

From: [David Schmitt](mailto:David.Schmitt@wbschools.us)
To: [Shawna Brown](mailto:Shawna.Brown@wbschools.us)
Subject: Fwd: Jazz Band Out-of-State Performance Approval
Date: Wednesday, December 07, 2016 3:11:32 PM

On the 19th's agenda please.

DS

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

From: **Mark Eveleth** <mark.eveleth@wbschools.us>
Date: Wed, Dec 7, 2016 at 12:39 PM
Subject: Jazz Band Out-of-State Performance Approval
To: David Schmitt <David.Schmitt@wbschools.us>, Lee Boughton <Lee.Boughton@wbschools.us>, Dan Hockett <Dan.Hockett@wbschools.us>, Andy Crowner <Andy.Crowner@wbschools.us>, Jay Day <Jay.Day@wbschools.us>, Randy Fry <Randy.Fry@wbschools.us>

**CULVER-STOCKTON JAZZFEST
MONDAY, FEBRUARY 8, 2016
CULVER-STOCKTON COLLEGE**

School Board Members,

Monday, February 8th the High School Jazz Band is looking for your permission to travel out of state to Canton, Missouri to participate in the Culver-Stockton College Jazz Festival. We attended this event last year and found it to be very educational and a great benefit to our development.

C-SC Jazz Fest is a day-long clinic where professional musicians will be working with us on music that we will be performing at our District Jazz Festival March 4th in Iowa City.

We will have someone coach the entire band first. Next we will have the opportunity to tour the college campus. We will eat lunch on campus and that meal will be provided by the college, so no cost to us.

In the afternoon we will break into sectionals with the professionals followed by an improve clinic.

The day will conclude with each of the participating bands (10) performing one selection for each other.

This should be a very valuable, educational and fun day for the band. We will have an opportunity to learn from professional jazz musicians and meet a bunch of fellow jazz musicians from other schools in Iowa and Missouri.

Please let me know if the school board will allow us to take advantage of the educational opportunity again this year.

Mr. Eveleth

Board Proposal for Out-of-State Field Trip

ComedySportz in Rock Island, IL

For Large Group and Individual Speech this year, I am enhancing the program with more resources to ensure West Burlington students have success. With access and exposure to outside resources, students can increase their chances of qualifying to State Contest, getting Superior Ratings at State Contest, and qualifying to All-State Festival. These resources include in-person and online master classes and workshops. For our Group Improvisation teams, I would like to take them to see a show from ComedySportz in the Quad Cities. This would be one of their all-ages shows, and the students would get a chance to see how professional improvisation actors handle on-the-spot thinking and problem solving.

The only expense for the district would be transportation costs. Students would be responsible for the costs of dinner and a ticket to the show.

The proposed itinerary would be as follows for Friday, January 13. No school would be missed because of early dismissal schedule.

3:30 pm-Leave West Burlington
5:00 pm-Arrive in Rock Island
5:15 pm-Dinner in Rock Island
6:30 pm-Arrive at the Establishment Theater
7:00 pm-ComedySportz show
9:00 pm-Leave Rock Island
10:30 pm-Return to West Burlington

From: [David Schmitt](#)
To: [Shawna Brown](#)
Subject: Fwd: FW: Early grads
Date: Monday, November 21, 2016 11:12:13 AM

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

From: **Bruce Snodgrass** <bruce.snodgrass@wbschools.us>
Date: Mon, Nov 21, 2016 at 11:08 AM
Subject: FW: Early grads
To: David Schmitt <David.Schmitt@wbschools.us>

Shayleigh Abbott and Alison Rechkemmer are the early grad applicants for the December meeting.

“Accept, Develop, Guide students. Be professional, Be prepared, Be engaging, Focus on student learning every day!”

Thanks Bruce