

**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, October 16, 2017 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. Board Policy 504.5 Discussion
 - B. Board Policy 704.6 Discussion
 - C. Rental Agreements
 - D. Business Manager Hire
 - E. SBRC Special Education Deficit Allowable Growth Application
9. Administrative Reports
 - A. Principal's Report
 - B. Superintendent Report
10. Items for Future Agendas
11. Adjournment

Board Notes West Burlington Independent School District

October 16, 2017

Respectfully submitted by Dave Schmitt

The regular monthly meeting will be held at the WBISD board room at 6:00 pm.

7. Consent Agenda

D. Open Enrollment

The following students should be denied for open enrollment to West Burlington for the 2017-2018 school year due to class size restrictions.

Kalina Zippe	Grade 5
Katelyn Washington	Grade 7

E. Selected Personnel Issues

Recommendations:

Food Service – Patty McPherson and I would like to recommend Michelle Glasgow for this position. She will be paid \$11.57 per hour.

Food Service – Patty McPherson and I would like to recommend Brandi Gaddis for this position. She will be paid \$11.28 per hour.

Resignations:

High School Science – Dean Robinson has submitted his resignation from this position. Dean has been with the district for 17 years and will be missed.

8. Business

A. Board Policy 504.5 Discussion – Tonight’s agenda item is a discussion on student fundraising. It is my opinion we have a lot of groups asking our community for money on the district’s behalf without our knowledge. The sole intent of this potential policy change is to centralize fundraising efforts and to ensure fundraising that goes on is necessary, or at least board-approved. The potentially proposed regulation establishes an accounting system both as a check and balance and as a way to study if the fundraiser is worth the time and effort. Asking for board approval makes fundraising more purposeful and planned. I am asking the board for a go ahead to place this on November’s agenda for a first reading.

B. Board Policy 704.6 Discussion – The purpose of this agenda item is to discuss the potential of a board policy on “crowdfunding.” I am not tech savvy, but crowdfunding is an on-line effort to raise money for individuals. The downside to doing this is the school is being used as a recipient when we would have little to no knowledge of this going on. A policy would require board-approval and create accountability for this type of fundraising. I am asking for the board to place this on November’s agenda for a first reading of the policy and ensuing regulation.

C. Rental Agreements – There are a couple individuals unhappy with WBISD’s rental procedures. Our current regulations follow current board policy. To change regulations, board policy must be changed. I have enclosed current board policy and a lengthy discussion on our reasoning behind our rental procedures. The purpose of this agenda item is to get Board agreement on these procedures or to change board policy to match rental procedures.

- D. Business Manager Hire – I have enclosed a draft of a job description for the business manager position. The plan is to advertise and recruit through October and November with interviews in early December and a board recommendation at the December regular meeting, the 18th. Someone with experience would be great. There is a requirement of having SBO authorization, school business official.
- E. SBRC Special Education Deficit Allowable Growth Application – Our special education fund took a serious hit last school year leaving us with an increased deficit. Tina and I have identified four major factors which are contributing to this:
- More “tuition out” students mean we paid more tuition
 - Increase in resident SPED students (17) – more costs associated with services
 - Open enrolled in SPED students decrease from the previous school year
 - Transportation for SPED students increased \$30,000. We make trips to Fort Madison, Mt Pleasant, and Burlington to meet IEP goals.

We had hoped to not fill the position vacated by Mindy Dunkin but caseloads didn’t allow us to do this. FY 15 SPED deficit = \$25,000. FY 16 SPED deficit = \$138,608.

SPED services are IEP determined. The Individual Education Plan teams decide the extent of SPED services. We are obligated by Federal law to provide any and all services prescribed by the IEP team.

The School Budget Review Committee grants the school district the spending authority to cover this increase in spending. When we certify our budget in April 2018, we will levy the cash which will come to us FY 18-19.

9. Administrative Reports
- A. Principal’s Report – Principals will be present
 - B. Superintendent’s Report

ANNUAL MEETING
September 18, 2017

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

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

Resolution Naming Depository Bank for School Funds: Motion by Fry and seconded by Boughton to name F&M and Bank as the depository bank for school funds up to \$2,500,000. Motion carried 4-0.

Resolution Naming School Legal Counsel: Motion by Boughton and Crowner to name Gruhn Law Firm as the counsel in matters of negotiations and personnel. Local matters will be handled on a per need basis. Motion carried 4-0.

Official Newspaper for the District: Motion by Fry and seconded by Boughton to name the Des Moines County News as the official newspaper for the district. Motion carried 4-0.

Approve Tina Diewold as District Secretary/Treasurer: Motion by Boughton and seconded by Crowner to approve Tina Diewold as district secretary/treasurer. Motion carried 4-0.

Authorize Shawna Brown to Act as District Secretary when District Secretary is Absent: Motion by Boughton and seconded by Crowner to authorize Shawna Brown as district secretary when district secretary is absent. Motion carried 4-0.

Authorize Superintendent to Approve Federal Program Applications: Motion by Boughton and seconded by Fry to authorize the superintendent to approve federal program applications. Motion carried 4-0.

Adjournment: Motion by Boughton and seconded by Crowner to adjourn the annual meeting at 6:05 PM. Motion carried 4-0.

REGULAR MEETING
September 18, 2017

The regular meeting was called to order by President Hockett at 6:05 PM with Members Fry, Boughton and Crowner answering roll call. Member Day was absent.

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

Receive Visitors/Hold Open Forum: 9 visitors were present.

Miscellaneous Communications: None

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

- A. Approval of Minutes of Previous Meetings
- B. Approval of Financial Statements
- C. Approval of Payment of Bills – the bills were audited by Andy and Lee: nutrition - \$13,674.49 activity - \$14,964.47 and general/other - \$123,176.75

- D. Open Enrollment – the following students should be approved for continuation of program into West Burlington for 2017-2018:

Shaden Messamaker	grade 5
Raine Messamaker	grade 8
Raven Messamaker	grade 9
Micah Lewis	grade 11
Dorian Bullie	grade 12

The following students should be approved for open enrollment to W Burlington for 2017-2018 under “just cause”.

Angel Kuntz	kdg
Quincy Watkins	kdg
Chloe Terpenning	grade 9

The following students should be approved for open enrollment to Burlington School District for 2017-2018:

Brendon Breuer	kdg
Kayden Breuer	grade 2
Blaine Breuer	grade 3
Kevon Luckett	grade 11
Shawntel Williams	grade 12

- E. Selected Personnel Issues

Recommendations

HS Associate: It’s recommended that Celia Sanchez be hired for this position at \$11.75 per hour.

HS Associate: It’s recommended that Christy Jameson be hired for this position at \$12.08 per hour.

HS Corners Associate: It’s recommended that Myron Crockett be hired for this position at \$12.08 per hour.

Resignations

Board Secretary/Treasurer: Tina Diewold has submitted her intention to retire from this position effective February 28, 2018.

Motion by Fry and seconded by Boughton to approve all items under the consent agenda. Motion carried 4-0.

BUSINESS

Summer Reading Field Trip: The summer reading trip was originally scheduled for St. Louis but due to the turmoil happening in that area, the destination will be changed. After meeting with the students, the following were suggestions: Cedar Rapids/Iowa City area, Chicago – aquarium/architectural tour, and Wisconsin Dells.

The date has been changed to October 4 and the students will vote on their choice of destinations. Because two of the choices are out of state, board approval is needed.

Motion by Fry and seconded by Boughton give approval for the summer reading trip and to pre-approve the destination once it’s decided upon. Motion carried 4-0.

Adjournment: Motion by Boughton and seconded by Crowner to adjourn at 6:10PM. Motion carried 4-0.

ORGANIZATIONAL MEETING
September 18, 2017

The Organization Meeting was called to order by Tina Diewold, Board Secretary at 6:10 PM.

Administer Oath to New Board Member: The Oath of Office was administered to the newest board member, Bruce Thuleen.

Elect New Board President: Randy Fry nominated Andy Crowner as board president and seconded by Bruce Thuleen. Roll call vote: Boughton – nay Crowner – aye Fry – aye Thuleen – aye Hockett – aye

Motion carried 4-1 for Crowner as new board president.

Administer Oath to New Board President: The Oath of Office was administered to the new board president, Andy Crowner.

Elect New Board Vice-President: Lee Boughton nominated Dan Hockett as vice-president and seconded by Randy Fry. Roll call vote: Crowner – aye Hockett – aye Boughton – aye Fry – aye Thuleen – aye

Motion carried 5-0 for Hockett as vice-president.

Approval of Agenda: The agenda was amended with the removal of item 8B. Corner's St. Louis trip. Motion by Boughton and seconded by Hockett to approve the amended agenda. Motion carried 5-0.

BUSINESS

Healthier US School Challenge/Smarter Lunchrooms Grant Award: This was an award that recognizes schools that have created healthier school environments through promotion of nutrition and physical activity. The district was awarded \$500/plaque and banner after meeting 30 items on a list qualifying criteria.

Fundraiser Requests: Shawna attended a conference focusing on the activity fund. The presenters talked about the need for all fundraising efforts for a school district be approved by the board. Currently board policy 504.5 provides the superintendent the authority to approve fundraisers. Mr. Schmitt would like to come up with some regulations to support this policy, creating a process for pre-approval of ALL fundraising activities within the jurisdiction of the school. November 20 would be the first reading with the second one on December 19.

Contract Modifications: The following teachers have requested lane advancements:

Amber Springsteen	MA,9	52,747	to	MA10,9	54,010
Mike Gurius	BA10,7	46,430	to	BA30,7	48,957
Christa Ruther	MA,15	60,327	to	MA10,15	61,591
Miranda Hillyard	MA,9	52,747	to	MA10,9	54,010

Motion by Fry and seconded by Hockett to approve the contract modifications as presented. Motion carried 5-0.

Work Session Topics: Some of the potential topics for work sessions: Transitional Kindergarten, Technology, Teacher Leadership, Engineering Class, Vocational Education, Social Students Standards, Science Standards, Buildings & Grounds. Industrial Tech would like to show the board some of the new machinery and more about the civil engineering class. This work session would need to be held at the high school. Andy would like to do an overall review of board policies.

ADMINISTRATIVE REPORTS

Principal's Report: Bruce Snodgrass – Leaders of the Corners Program met with Casebine Credit Union and they would like to donate some of their time and resources to the program such as tutoring, either money or items go towards the Falcon Locker program. They will be holding the Wednesday night class again with 17 students. The ACT scores are at 22.7 and the state average is 21.9. This handout is part of the board materials.

Theresa Ritters let the board know that the new literacy series is in place and they have ordered their 3rd FOSS kit for earth science. They have implemented the PBIS system at the elementary and October 9 is Grandparents' Day.

Superintendent Report: On September 19, Channel 8 will be running an interview with Mr. Schmitt and Vern Reed regarding the graduation rate and the Corners program. Vern will also be presenting at a conference in St. Louis this weekend. Mr. Schmitt was the presenter at Kiwanis last week where he spoke about the graduation rate, test scores, etc. A student who didn't quite make it to graduation last year, completed everything necessary and received a diploma last week. On Sept. 26 the Fireball Run will begin in downtown Burlington at 3:00. The junior high cheerleaders and volleyball players will be on hand, along with some of the TAG students to help with the kick-off.

Items for Future Agendas: Andy would like to review the facility rental policies.

Adjournment: Motion by Thuleen and seconded by Fry to adjourn at 6:45 PM. Motion carried 5-0.

Date

Secretary

President

West Burlington Independent School District
 Monthly Financial Statement for Month Ending

September, 2017

Previous Month's Secretary Balance	\$1,565,395.48
Sept Revenues (+)	443,301.82
Sept Expenditures (-)	774,895.56
Aug Interest (+)	29.72
Banker's trust payment (-)	24,392.05
ISCAP Draw (+)	
DHS Medicaid Payment (-)	<u>364.65</u>
Direct Deposit reversal (-)	
ISJIT Pay (-)	
ISJIT Draw (+)	
Secretary's Ending Balance	\$1,209,074.76

Bank Statement Balance	\$1,243,670.91
Outstanding Checks (-)	34,574.97
Sept Interest (-)	<u>21.18</u>
Direct Deposit Reversal (-)	
Outstanding Deposit (+)	
Current Bank Balance	\$1,209,074.76

ISJIT – General		ISJIT – Capital Projects	
Beginning Balance	\$1,290.61	Beginning Balance	45.87
Deposits	53.22	Deposits	
Withdrawals		Withdrawal	
Ending Balance	<u>\$1,343.83</u>	Ending Balance	<u>45.87</u>
		ISJIT	
		Beginning Balance	\$50,403.04
		Deposits	30.90
		Withdrawal	
		Ending Balance	<u>\$50,433.94</u>

Oct 11, 2017

 Date

 Secretary

RECEIPTS				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
GENERAL FUND				
Taxes		14262.91	59609.15	73872.06
Other State/Federal		64501.09	108397.01	172898.10
Foundation Aid		0.00	204648.00	204648.00
AEA Flow Through		0.00	0.00	0.00
Tuitions/Open Enroll		163176.65	0.00	163176.65
Interest Earned		112.83	82.34	195.17
Other General Funds		26290.33	16237.70	42528.03
MANAGEMENT		<u>1872.22</u>	<u>10635.98</u>	<u>12508.20</u>
Total		270216.03	399610.18	669826.21
BUILDING PROJECT (31)		0.00	0.00	0.00
CAPITAL PROJECTS (33)		75259.48	34628.93	109888.41
PPEL FUND (36)		2217.29	8841.22	11058.51
DEBT SERVICE (40)		253600.37	0.00	253600.37
TRUST/AGENCY FUND (81)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL		601293.17	443080.33	1044373.50

EXPENDITURES				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
General Fund - Salaries				
Administration		47437.31	23813.94	71251.25
Maintenance/Transportation		72302.49	37930.12	110232.61
Grants/Spec. Programs		59731.60	49903.30	109634.90
Health Service		7812.12	3974.08	11786.20
Elementary		427503.47	236492.72	663996.19
High School		517848.79	278556.45	796405.24
General Fund - Other Expend.				
Open Enrollment Tuition		0.00	0.00	0.00
Grants/Spec. Programs		46820.08	17654.71	64474.79
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		14812.54	6291.04	21103.58
Maintenance		69519.46	48615.23	118134.69
Non-Public Transportation		1077.26	0.00	1077.26
Transportation		18468.25	2823.07	21291.32
Interfund Transfers		0.00	0.00	0.00
AEA Flow Through		0.00	0.00	0.00
Elementary		32873.60	2337.23	35210.83
High School		60774.13	29003.30	89777.43
MANAGEMENT (22)		<u>111266.51</u>	<u>24681.96</u>	<u>135948.47</u>
Total		1573690.32	762077.15	2335767.47
BUILDING PROJECT (31)			0.00	0.00
CAPITAL PROJECTS (33)		79832.63	2576.20	82408.83
PPEL (36)		18290.87	10242.21	28533.08
DEBT SERVICE (40)		0.00	0.00	0.00
TRUST/AGENCY FUND (81)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL		1671813.82	774895.56	2446709.38

**WEST BURLINGTON SCHOOLS
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF		<u>September 17</u>
<hr/>		
Previous Month's Secretary Balance		<u>\$76,012.61</u>
Monthly Receipts	+	<u>\$38,587.72</u>
Monthly Expenditures	-	<u>-\$13,557.65</u>
ISJIT Interest	-	<u>-\$22.98</u>
Adjustments	-	<u> </u>
Secretary Ending Balance		<u>\$101,019.70</u>
<hr/>		
Bank Statement Balance		<u>\$108,233.02</u>
Outstanding Checks	-	<u>-\$7,213.32</u>
Outstanding Deposits	+	<u> </u>
Current Bank Balance		<u>\$101,019.70</u>
<hr/>		
Invested in ISJIT on	<u>8/31/2017</u>	<u>\$37,424.67</u>
ISJIT Transfer	-	<u>\$0.00</u>
ISJIT Interest for	<u>September</u> +	<u>\$22.98</u>
Total ISJIT Funds on	<u>9/29/2017</u>	<u>\$37,447.65</u>
<hr/>		
Current Bank Balance		<u>\$101,019.70</u>
Total ISJIT Funds	+	<u>\$37,447.65</u>
Current Ending Cash Balance		<u>\$138,467.35</u>

Current Cash Balance Report

ALL Data

Arranged by:

Date: 09/01/2017 thru 09/30/2017

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 GENERAL ATHLETICS	170,055.73	3,973.66	6.28	0.00	174,023.11
1110 JH FOOTBALL	11,175.75	629.00	547.20	0.00	11,257.55
1120 HS FOOTBALL	42,637.51	7,586.00	547.20	0.00	49,676.31
1130 JH VOLLEYBALL	9,324.77	497.00	0.00	0.00	9,821.77
1140 HS VOLLEYBALL	1,756.64	3,436.00	365.00	0.00	4,827.64
1150 JH GIRLS BASKETBALL	7,431.82	0.00	0.00	0.00	7,431.82
1160 HS GIRLS BASKETBALL	44,484.15	0.00	0.00	0.00	44,484.15
1170 JH BOYS BASKETBALL	9,882.53	0.00	0.00	0.00	9,882.53
1180 JH GIRL/BOY TRACK	-16,944.02	0.00	0.00	0.00	-16,944.02
1190 HS BOY/GIRL TRACK	-69,761.93	130.00	0.00	0.00	-69,631.93
2000 JH SOFTBALL	-5,060.56	0.00	0.00	0.00	-5,060.56
2010 HS SOFTBALL	-17,086.45	0.00	0.00	0.00	-17,086.45
2020 JH BASEBALL	-5,933.61	0.00	0.00	0.00	-5,933.61
2030 HS BASEBALL	-71,674.31	0.00	0.00	0.00	-71,674.31
2040 HS BOYS BASKETBALL	52,370.83	72.00	0.00	0.00	52,442.83
2050 JH WRESTLING	2,152.06	0.00	0.00	0.00	2,152.06
2060 HS WRESTLING	-12,413.89	0.00	0.00	0.00	-12,413.89
3015 CROSS COUNTRY	-353.58	0.00	0.00	0.00	-353.58
A ATHLETICS Totals:	152,043.44	16,323.66	1,465.68	0.00	166,901.42
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	8.00	0.00	0.00	0.00	8.00
2090 JOOI CLUB	428.55	0.00	0.00	0.00	428.55
3000 NATIONAL HONOR SOCIETY	-210.88	0.00	0.00	0.00	-210.88
3010 PEP CLUB	1,235.64	0.00	127.88	0.00	1,107.76
3030 HS SCIENCE CLUB	954.02	0.00	0.00	0.00	954.02
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
3080 POST PROM	1,418.45	1,306.50	88.30	0.00	2,636.65
3090 HS STUDENT COUNCIL	302.81	950.00	327.88	0.00	924.93
4000 JH STUDENT COUNCIL	397.89	0.00	0.00	0.00	397.89
B CLUBS Totals:	5,994.84	2,256.50	544.06	0.00	7,707.28
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
5040 Prom	1,145.27	0.00	0.00	0.00	1,145.27
5050 ES STUDENT ACTIVITIES	2,618.03	0.00	0.00	0.00	2,618.03
5070 JH/HS SOAR	-2,416.47	2,000.00	1,152.00	0.00	-1,568.47
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	910.25	2,000.00	1,152.00	0.00	1,758.25

Current Cash Balance Report

ALL Data

Date: 09/01/2017 thru 09/30/2017

Arranged by:
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G YEARBOOK					
6060 JH/HS YEARBOOK	12,027.76	310.27	0.00	0.00	12,338.03
G YEARBOOK Totals:	12,027.76	310.27	0.00	0.00	12,338.03
H DRAMA					
7000 JH DRAMA	2,153.38	0.00	0.00	0.00	2,153.38
7010 HS DRAMA	2,492.38	0.00	0.00	0.00	2,492.38
H DRAMA Totals:	4,645.76	0.00	0.00	0.00	4,645.76
I INTEREST					
8000 BANK ACCOUNT INTEREST	4,517.36	24.54	0.00	0.00	4,541.90
I INTEREST Totals:	4,517.36	24.54	0.00	0.00	4,541.90
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
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	13,418.81	12,822.75	7,437.91	0.00	18,803.65
N AGENCY FUNDS Totals:	13,418.81	12,822.75	7,437.91	0.00	18,803.65
O OFFICIALS					
5000 OFFICIALS	-79,249.90	4,850.00	2,958.00	0.00	-77,357.90
O OFFICIALS Totals:	-79,249.90	4,850.00	2,958.00	0.00	-77,357.90
Z UNUSED ACCOUNTS					
Z UNUSED ACCOUNTS Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	113,437.28	38,587.72	13,557.65	0.00	138,467.35

SCHOOL LUNCH PROGRAM

September-17

GRADES K-5:

Student Lunches	5054
Free Student Lunches	2260
Reduced Student Lunches	496
Adult Lunches	32
Free Cooks Lunches	40
Student Breakfasts	1599
Free Student Breakfasts	1175
Reduced Student Breakfasts	101
Adult Breakfasts	0

RECEIPTS

Student Lunches	\$14,802.90
A La Carte Sales	\$0.00
Bank Interest	\$2.01
State/Federal Aid	<u>\$8,506.22</u>

TOTAL RECEIPTS \$23,311.13

GRADES 6-12:

Student Lunches	6507
Free Student Lunches	2509
Reduced Student Lunches	537
Adult Lunches	114
Free Cooks Lunches	10
Student Breakfasts	1930
Free Student Breakfasts	1138
Reduced Student Breakfasts	193
Adult Breakfasts	24

Average Lunches Served 588
Average Lunches Served September 2016 625

Average Breakfast Served 138
Average Breakfast Served September 2016 147

Number of Days Food Served in September 2017 20
Number of Days Food Served in September 2016 21

PAYROLL EXPENDITURES: \$19,168.84

PAYROLL EXPENDITURES \$19,168.84

FOOD EXPENDITURES:

Anderson Erickson Dairy	\$1,544.68
Earthgrains	\$479.45
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$8,075.11
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$115.87</u>

FOOD EXPENDITURES \$10,215.11

A LA CARTE EXPENDITURES:

Miscellaneous Expenditures	\$236.11
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES: \$236.11

MISCELLANEOUS EXPENDITURES:

Bad Check	\$120.00
Bank Charges	\$10.00
Delivery Charges	\$1,505.20
Dues/Fees	\$143.50
Equipment	\$0.00
Hotel/Lodging	\$0.00
Refunds	\$395.20
Repairs	\$0.00
Reimbursements	\$45.00
Training	\$0.00
Mileage	\$0.00
Miscellaneous Supplies	<u>\$1,232.74</u>

MISCELLANEOUS EXPENDITURES \$3,451.64

TOTAL EXPENDITURES \$33,071.70

ADJUSTMENTS: \$0.00

ADJUSTMENTS \$0.00

ISJIT:

Beginning Balance	\$31,853.09
Receipts	\$5,962.33
Expenditures	\$0.00

ISJIT ENDING BALANCE \$37,815.42

Secretary Balance 8/31/17	\$122,811.88
Receipts	\$23,311.13
Expenditures	\$33,071.70
Voided Checks	<u>\$145.81</u>

Bank Balance 9/30/17	\$118,931.55
Outstanding Checks	\$5,734.43
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 9/30/17	\$113,197.12
Total ISJIT Funds	\$37,815.42
Current Ending Cash Balance	\$151,012.54

Reconciled Bank Balance \$113,197.12

West Burlington School Board

Thank you for the balloons.

It was appreciated during
recuperation.

DAN + BEV
HOCKETT

October 6, 2017

Mr. Schmitt, Mr. Snodgrass, Mr. Jones, & the West Burlington School Board,

I am writing this letter to officially announce my resignation from teaching at West Burlington. I have spoken with Mr. Schmitt, Mr. Snodgrass, & Mr. Jones about this. Please know this decision was very difficult for me. There are absolutely no hard feelings towards any of you or anyone else in the district. I have been teaching here since 2000 and I have truly enjoyed my time. The board, administration, & staff are wonderful and have always been supportive. I cannot emphasize enough how much you all mean to me and that there is nothing you have done to bring me to my decision. I have been given an opportunity to work in the lab at the City of Burlington Wastewater Treatment Facility. This opportunity will mean more money for my family budget and more time with my wife and children. After much thought, prayer, and discussion, I have decided to accept the position. My last day with West Burlington Schools will be Friday October 27, 2017. I would like to keep my Science Club and Quiz Bowl positions if that is acceptable to you. Let me know if you have any questions or would like to discuss things further.

I would leave one parting thought. If at all possible, WB should look in to having another science teacher at the high school level. Even a part-time position would help. Having four preps for science classes makes it almost impossible to do everything we need to do and to do a good job at it. We have had numerous science teachers come and go in the last few years. I realize there are other things that were a part of that, but the workload is a major factor. Again, I want to emphasize that I am not blaming ANYONE for this and there are no hard feelings. I realize we are a small district and there are budget realizations that impact these things. But just know that it is my humble opinion that it is a concern that deserves attention.

West Burlington is a great district. I love you all and will miss working with you. Thank you for a wonderful 17 years. God bless you.

Sincerely,



Dean Robinson
425 E. Pennington
West Burlington, IA 52655
319-457-0448

STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the ~~principal~~ *Board*. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school-*sponsored* fund raising must have prior approval from the ~~principal~~ *Board* before being placed on school property.

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
704.6 Online Fundraising Campaigns-Crowdfunding
905.2 Advertising and Promotion

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

ONLINE FUNDRAISING CAMPAIGNS-CROWDFUNDING

The Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Board. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, core, values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district's instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Accordingly, the following limits are placed upon fund raising activities by students and staff of the District:

1. All activities shall be designed to provide specific, positive experiences and a spirit of service for all involved.
2. A standard form for those who desire to initiate an online/crowd fundraising event shall be submitted to the building principal/director or designee for approval. All approvals are then sent to the Superintendent for review and then will be reviewed by the Board for approval and record keeping purposes.
3. A specific purpose(s) for the fundraising shall be established and communicated before commencing the activity. A budget shall be established for all projects. Fundraising activities without a clearly stated purpose shall be prohibited.
4. Any organization wishing to fundraise within the building must also first have similar approval.
5. Regulations apply to students and staff as well as parent organizations and any other groups approved by the building principal or designee.
6. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting practices and cash management. There shall be procedures for safeguarding of all assets as well as full disclosure of the sources and uses of all funds.

7. Students/Parents/Staff cannot be compelled to participate in a fund raising activity.

CROWDFUNDING GUIDELINES

The District considers crowdfunding to be a fundraiser. The principal/director must pre-approve a crowd funding project/request PRIOR to it being sent to the Board for approval and being posted on a crowdfunding platform.

Principals or directors should understand the terms used by crowdfunding sites prior to the start of a project.

AON - All or nothing. This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.

KIA - Keep it all. This means that if any amount is reached, the school will get a check even if the goal is not reached.

The principal/director is responsible for monitoring the crowdfunding site and ensuring that the request is removed from the site when the event or request is completed.

All non-monetary items (supplies, equipment, etc.) obtained are the property of the District and all applicable inventory procedures apply. Items purchased will remain in the original building from where the request originated. Technology equipment requests must be approved in advance by the Director of Technology. All other equipment requests must be approved by the Superintendent.

All monetary donations must be deposited in accordance with District policy and accounted for through the District's accounting software. A new activity account may be established to track proceeds for specific requests. No District banking information should ever be given out. All checks must be made out to the school in the name of the school, not to an individual person.

When posting pictures/videos/images of any students or staff, all applicable District policies and procedures must be followed. Some platforms may require their own student permission forms.

A file is to be maintained at the school for any crowdfunding request. This file should include the principal's/director's fundraising approval form, the written detail of the project(s) as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.

Legal Reference: Iowa Code §§ 279.8; 279.42.

Cross Reference: 508.1 Class or Student Group Gifts
504.5 Student Fundraising
704.4 Gifts- Grants- Bequests
904.2 Advertising and Promotion

Approved _____

Reviewed _____

Revised _____

ONLINE FUNDRAISING CAMPAIGNS-CROWDFUNDING FORM

Building: _____

Teacher Name: _____

Project Description: _____

Dollar Amount: _____

Check the appropriate item:

_____ AON - All or nothing. This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.

_____ KIA - Keep it all. This means that if any amount is reached, the school will get a check even if the goal is not reached.

•If KIA is checked, please explain how the funds will be used since it is not enough to fund the project listed above.

If there is technology involved, the form will be sent to the Director of IT for approval.

_____ Approved by IT Signature _____ Date _____

•Teacher cannot proceed with above project until approved by the Board.

Principal Signature _____ Date _____

Board Approved _____ Denied _____

Board President Signature _____ Date _____

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at the district office. It is the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2013).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved 01/11/88

Reviewed 08/18/14

Revised 02/20/96, 11/17/03

West Burlington Independent School District

Title: **Business Manager/Payroll Specialist/Board Secretary**

Immediate Supervisor: Superintendent

Job Function: To account for district finances on a day to day basis, complete payroll accurately, and serve as the board's secretary

Essential Functions:

1. Manage the financial affairs of the school district
2. Assume responsibility for budget development and long range financial planning
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions
4. Supervise and complete all accounting operations
5. Serve as payroll specialist
6. Ensure all district funds are securely monitored and maintained.
7. Manage the district's real estate and insurance programs.
8. Administer a budget control system for the district
9. Act as an advisor to the superintendent on all questions relating to business and financial affairs of the school district
10. Arrange for internal auditing of school accounts
11. Communicate the district's financial status to the board and community
12. Complete required reports as assigned by the superintendent

Specific Qualifications:

1. School Business Official (SBO) authorization
2. A degree is preferred but not required
3. Ability to communicate effectively
4. Deep understanding of GAAP, IPERS, FICA, insurance and other financial functions of a public school

Salary: Commensurate on experience and qualifications. Minimum of \$55,000 annually with a full benefits package and a 260-day contract.