

**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 18, 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. High School Handbook Addition
  - B. GASB 75
  - C. Appoint Board Member to Des Moines County Assessor Board
  - D. Jazz Band Trip
  - E. Additional Early Graduate
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 18, 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 approved for open enrollment continuation into West Burlington for the 2017-2018 school year:

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

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

Maurion Thomas	Grade 10
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The following students should be approved for open enrollment continuation to the Mt. Pleasant School District 2017-2018 school year:

Margaret Peterson	Grade 7
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The following students should be approved for open enrollment to the Burlington School District for the 2017-2018 school year under just cause:

Zariel Samuels	Grade 4
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### E. Selected Personnel Issues

Resignations:

Food Service – Sarah Twillie has submitted her resignation from this position.

## 8. Business

A. High School Handbook Addition – Enclosed is board policy 502.1 and the JH/HS handbook page which addresses student dress. I recommend we add the verbiage “**Consideration will be given for student health and religious reasons.**” to the high school handbook. With board approval this is instantly into effect.

B. GASB 75 – This is a required report which projects potential future retiree medical costs. There are 4 former employees who are affected. We sent out an RFP and received two quotes. I recommend we hire Consulting Actuary to provide this service. The quotes are enclosed.

- C. Appoint Board Member to Des Moines County Assessor Board – I think either Andy or Dan should represent WBISD on the Des Moines County Assessor Board.
  - D. Jazz Band Trip – Enclosed is a HS band trip proposal. I recommend approval
  - E. Additional Early Graduate – Mr. Snodgrass will explain the circumstances of a student now wanting to attempt to graduate at semester. I recommend approving this student, Lexis Waddell, for early graduation if she meets all requirements of Iowa Code and Board policy by January 12, 2018.
9. Administrative Reports
- A. Principal's Report
  - B. Superintendent's Report

**SPECIAL MEETING/WORK SESSION**  
**November 6, 2017**

The Board of Education of the Independent School District of West Burlington met for a special meeting/work session at 6:00 PM on Monday, November 6, 2017 in the board room at 607 Ramsey Street in West Burlington. Presiding over the meeting was President Crouner with members Hockett, Boughton and Thuleen present. Member Fry was absent.

**Football Sharing Agreement:** Current policy states that WBISD will continue the sharing agreements with other schools until such time the agreement is broken. This includes all sports shared with Notre Dame and Danville. If the district didn't share with anyone there is a remote chance of being in Class 1A. If the sharing agreement with Notre Dame stands, we will probably be in Class 2A and if we continue with both Danville and Notre Dame we will remain in Class 3A. The sharing agreement with Danville was for this year only so they would have a football season and it was a successful experience for both schools which makes the decision more difficult.

Motion by Hockett and seconded by Boughton to not offer the football sharing agreement with Danville for the 2018 and 2019 seasons. Motion carried 4-0.

**Policy Discussion – Fundraising/Crowdfunding:** After discussion the board thought there was no reason to change the current fundraising policy language with the exception of adding a stipulation for crowdfunding.

**Technology 5-Year Plan:** Dave Roed and Mac Moraniec went over their 5-year plan for technology including replacing auditorium lighting with LED and replacing the curtains and wireless system along with replacing classroom displays for this year. Other future needs will be to continue with auditorium lighting, upgrades to server hardware, art room computers, replace copiers, refresh 1:1 at the high school and elementary.

The 5-year list is a part of the board materials.

**Adjournment:** Motion by Boughton and seconded by Thuleen to adjourn the meeting at 7:30 PM. Motion carried 4-0.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

**REGULAR MEETING**  
**November 20, 2017**

The Board of Education of the Independent School District of West Burlington met for a regular meeting at 6:00 PM on Monday, November 20, 2017 in the board room at 607 Ramsey in West Burlington. Presiding over the meeting was President Crouner with Members Hockett, Thuleen and Boughton answering roll call. Member Fry was absent.

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

**Receive Visitors/Open Forum:** None

**Miscellaneous Communications:** A “thank you” from ADDS for participation in Red Ribbon Week

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

- A. Approval of Minutes of Previous Meeting(s)
- B. Approval of Financial Statements
- C. Approval of Payment of Bills – the bills were audited by Lee Boughton: nutrition - \$21628.03; activity - \$15227.74; general/other - \$233478.45
- D. Open Enrollment – the following student should be approved for continuation of program at West Burlington for 2017-2018:

Olivia Dellanos                      grade 6

The following student should be approved for continuation of program to Burlington Schools for 2017-2018:

Zariel Samuels                      grade 4

The following student should be approved for continuation of program to Mt. Pleasant Schools for 2017-2018:

Margaret Peterson                      grade 7

- E. Selected Personnel Issues

**Recommendations**

JH Boys Basketball Assistant – It’s recommended that Mike Moffitt be hired for this position at a salary of \$2053 (E,9)

HS Basketball Assistant – It’s recommended that Casey Robertson be hired for this position at a salary of \$3474 (B,3)

.5FTE Pre-School Teacher – It’s recommended that Theresa Johnson be hired for this position at a salary of \$21,320 (BA,5)

Elementary Associate – It’s recommended that Maren Fawcett be hired for this position at 11.78 per hour.

**Resignations**

Transportation – Paula Messamaker has submitted her intention to retire from this position effective December 31, 2017.

Elementary Associate – Tamara Crawford has submitted her resignation from this position effective November 3, 2017 due to moving out of town.

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

## **BUSINESS**

**5<sup>th</sup> Grade Choir Trip:** Mrs. Kenel is requesting permission to take the 5<sup>th</sup> grade choir to a production of Peter Pan Jr. in Galesburg, IL. This is a classic musical appropriate for the upper elementary students. Additional information is part of the board materials.

Motion by Boughton and seconded by Hockett to approve the 5<sup>th</sup> grade music trip to Galesburg, IL for the musical production. Motion carried 4-0.

**Welding Class Trip:** Mr. Fountain would like permission to take his welding class to Roseville, IL to Fusion Technology. This will show his students the diversity in opportunity in the welding and fabrication field.

Motion by Hockett and seconded by Boughton to approve the welding class trip to Roseville, IL. Motion carried 4-0.

**Certified Enrollment:** The resident student count is up by 8 making it 430 and the open enrolled in students remained the same at 489. The information is part of the board materials.

**SBRC Application:** The district is applying for additional spending authority for newly counted resident students for this school year. We will be spending authority on those students this year but will not actually see the funds until next year. When the budget is certified next April, we will be able to levy the cash.

Hockett made a motion to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$129,281 for Modified Supplemental Aid (MSA) for the purpose of increasing resident enrollment. Thuleen seconded the motion. Motion carried 4-0.

**MAG/Drop-Out Prevention:** Mr. Schmitt is working on the Modified Allowable Growth application for drop-out prevention and projects the amount to be \$155,005. This is just for authority, not actual cash which will be done at budget certification in April.

Motion by Hockett and seconded by Thuleen to give Mr. Schmitt the authority to apply for the Modified Allowable Growth for drop-out prevention. Motion carried 4-0.

**Early Graduates:** There are 7 students who have applied for early graduation at the end of the first semester. According to Mr. Snodgrass, all of them should be on target to meet all requirements set by the school board.

Motion by Boughton and seconded by Hockett to approve the list of early graduates contingent upon meeting all necessary requirements. Motion carried 4-0.

## **ADMINISTRATIVE REPORTS**

**Principal's Report:** Bruce Snodgrass reported that the TAG classes were invited to downtown Burlington tonight for the Fireball Run celebration; it is already mid-term for the 2<sup>nd</sup> quarter with conferences next Thursday night. Mike Jones reported that the Junior High musical was fantastic with all the kids doing a great job – there were about 50 kids involved. The salad bar has been introduced to the students and has been a success so far.

West Burlington Independent School District  
Regular Meeting – November 20, 2017

Ms. Ritters reported that the Veteran’s Day Breakfast had 100 people attending and then they had the flag raising with the boy scouts. There was an assembly at the auditorium with Pat Coen as the speaker.

**Superintendent Report:** Mr. Schmitt reported that he had attended the board convention last week. He and Andy were part of the presentation given by Vern and Cindy Reed regarding Bridges Out of Poverty. There were about 185 people in attendance and 4 districts have contacted Vern regarding more information.

Mr. Schmitt would like Vern to attend the December 4 work session to go over the Bridges program with the board. He has also asked our representatives/senators to attend. Representative Cahoon and Senator Greene said they would be in attendance.

**Items for Future Agendas:**

**Adjourn:** Motion by Boughton and seconded by Hockett to adjourn the meeting at 6:35 PM. Motion carried 4-0.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

West Burlington Independent School District  
 Monthly Financial Statement for Month Ending

November, 2017

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Previous Month's Secretary Balance	\$1,724,799.24
Nov Revenues (+)	471,334.07
Nov Expenditures (-)	879,805.24
Oct Interest (+)	26.57
Banker's trust payment (-)	24,392.05
DHS Medicaid Payment (-)	65.12
Outstanding Deposit (+)	<u>3,790.31</u>
ISJIT Pay (-)	
ISJIT Draw (+)	
<b>Secretary's Ending Balance</b>	<b>\$1,295,687.78</b>

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Bank Statement Balance	\$1,327,221.50
Outstanding Checks (-)	35,298.61
Nov Interest (-)	25.42
Direct Deposit Reversal (-)	
Outstanding Deposit (+)	<u>3,790.31</u>
<b>Current Bank Balance</b>	<b>\$1,295,687.78</b>

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<b>ISJIT – General</b>		<b>ISJIT – Capital Projects</b>	
Beginning Balance	\$1,399.06	Beginning Balance	45.87
Deposits	74.43	Deposits	
Withdrawals		Withdrawal	
Ending Balance	<u>\$1,473.49</u>	Ending Balance	<u>45.87</u>
		<b>ISJIT</b>	
		Beginning Balance	\$50,466.31
		Deposits	32.51
		Withdrawal	
		Ending Balance	<u>\$50,498.82</u>

December 11, 2017  
 Date

\_\_\_\_\_  
 Secretary



RECEIPTS				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
<b>GENERAL FUND</b>				
Taxes		826005.29	121898.84	947904.13
Other State/Federal		255646.45	69366.63	325013.08
Foundation Aid		409296.00	204648.00	613944.00
AEA Flow Through		0.00	0.00	0.00
Tuitions/Open Enroll		163176.65	0.00	163176.65
Interest Earned		270.96	100.40	371.36
Other General Funds		68064.91	4509.72	72574.63
<b>MANAGEMENT</b>		<u>63558.24</u>	<u>8513.66</u>	<u>72071.90</u>
Total		1786018.50	409037.25	2195055.75
<b>BUILDING PROJECT (31)</b>		0.00	0.00	0.00
<b>CAPITAL PROJECTS (33)</b>		109889.88	44041.58	153931.46
<b>PPEL FUND (36)</b>		121634.99	18323.63	139958.62
<b>DEBT SERVICE (40)</b>		253600.37	2528.50	256128.87
<b>TRUST/AGENCY FUND (81)</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>GRAND TOTAL</b>		2271143.74	473930.96	2745074.70

EXPENDITURES				
		PRIOR		TOTAL
		BALANCE	MONTHLY	COLLECTED
<b>General Fund - Salaries</b>				
Administration		95065.19	23814.96	118880.15
Maintenance/Transportation		151756.53	39690.27	191446.80
Grants/Spec. Programs		134111.79	24228.53	158340.32
Health Service		15759.27	3973.19	19732.46
Elementary		913774.75	245434.06	1159208.81
High School		1086320.86	286050.31	1372371.17
<b>General Fund - Other Expend.</b>				
Open Enrollment Tuition		0.00	0.00	0.00
Grants/Spec. Programs		70112.01	7130.69	77242.70
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		27458.20	7112.75	34570.95
Maintenance		157735.04	26251.39	183986.43
Non-Public Transportation		1077.26	0.00	1077.26
Transportation		23139.78	8398.22	31538.00
Interfund Transfers		0.00	0.00	0.00
AEA Flow Through		0.00	0.00	0.00
Elementary		43634.22	144556.15	188190.37
High School		97191.00	39598.43	136789.43
<b>MANAGEMENT (22)</b>		<u>138370.18</u>	<u>1712.81</u>	<u>140082.99</u>
Total		3040948.79	857951.76	3898900.55
<b>BUILDING PROJECT (31)</b>			0.00	0.00
<b>CAPITAL PROJECTS (33)</b>		107286.83	3600.00	110886.83
<b>PPEL (36)</b>		28533.08	18259.77	46792.85
<b>DEBT SERVICE (40)</b>		0.00	2528.50	2528.50
<b>TRUST/AGENCY FUND (81)</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>GRAND TOTAL</b>		3176768.70	882340.03	4059108.73

**WEST BURLINGTON SCHOOLS  
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF November 17

Previous Month's Secretary Balance		\$115,609.65
Monthly Receipts	+	\$13,998.36
Monthly Expenditures	-	-\$15,227.74
ISJIT Interest	-	-\$24.17
Adjustments	-	
<b>Secretary Ending Balance</b>		<b>\$114,356.10</b>
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Bank Statement Balance		\$121,936.51
Outstanding Checks	-	-\$7,580.41
Outstanding Deposits	+	
<b>Current Bank Balance</b>		<b>\$114,356.10</b>
<hr/>		
Invested in ISJIT on	<u>10/31/2017</u>	\$37,471.67
ISJIT Transfer	-	\$0.00
ISJIT Interest for	<u>November</u> +	\$24.17
Total ISJIT Funds on	<u>11/30/2017</u>	\$37,495.84
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<b>Current Bank Balance</b>		<b>\$114,356.10</b>
<b>Total ISJIT Funds</b>	+	<b>\$37,495.84</b>
<b>Current Ending Cash Balance</b>		<b>\$151,851.94</b>

# Current Cash Balance Report

ALL Data

Date: 11/01/2017 thru 11/30/2017

Arranged by:  
Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
1000 GENERAL ATHLETICS	176,891.87	1,050,163.14	1,135,965.30	0.00	91,089.71
A ATHLETICS Totals:	176,891.87	1,050,163.14	1,135,965.30	0.00	91,089.71
<b>B CLUBS</b>					
2070 ART CLUB	788.39	0.00	0.00	0.00	788.39
2075 ANIME CLUB	71.00	0.00	0.00	0.00	71.00
2080 FCCLA	-1,101.49	0.00	0.00	0.00	-1,101.49
2085 THESPIAN CLUB	0.00	0.00	0.00	0.00	0.00
3000 NATIONAL HONOR SOCIETY	-210.88	0.00	0.00	0.00	-210.88
3010 PEP CLUB	1,074.35	171.23	256.14	0.00	989.44
3030 HS SCIENCE CLUB	1,011.52	33.00	0.00	0.00	1,044.52
3040 LEGO LEAGUE	57.85	0.00	0.00	0.00	57.85
3050 SPANISH CLUB	516.12	0.00	0.00	0.00	516.12
3060 SAAD	1,128.49	0.00	0.00	0.00	1,128.49
3090 HS STUDENT COUNCIL	816.52	286.47	235.23	0.00	867.76
4000 JH STUDENT COUNCIL	397.89	0.00	0.00	0.00	397.89
B CLUBS Totals:	4,549.76	490.70	491.37	0.00	4,549.09
<b>C CLASSES</b>					
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
<b>E STUDENT ACTIVITIES</b>					
2095 BOOK FAIR	6,708.02	0.00	6,691.09	0.00	16.93
3080 POST PROM	3,822.65	3,852.00	2,004.00	0.00	5,670.65
5040 PROM	1,145.27	0.00	0.00	0.00	1,145.27
5050 ES STUDENT ACTIVITIES	2,228.53	0.00	180.00	0.00	2,048.53
5070 JH/HS SOAR	-1,568.47	3,942.31	836.25	0.00	1,537.59
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	11,882.49	7,794.31	9,711.34	0.00	9,965.46
<b>G YEARBOOK</b>					
6060 JH/HS YEARBOOK	12,484.33	51.00	0.00	0.00	12,535.33
G YEARBOOK Totals:	12,484.33	51.00	0.00	0.00	12,535.33
<b>H DRAMA</b>					
7000 JH DRAMA	1,028.38	2,721.00	0.00	0.00	3,749.38
7010 HS DRAMA	2,492.38	0.00	0.00	0.00	2,492.38
H DRAMA Totals:	3,520.76	2,721.00	0.00	0.00	6,241.76
<b>I INTEREST</b>					
8000 BANK ACCOUNT INTEREST	4,567.93	26.20	0.00	0.00	4,594.13
I INTEREST Totals:	4,567.93	26.20	0.00	0.00	4,594.13
<b>K CHEERLEADING</b>					
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

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 11/01/2017 thru 11/30/2017

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>N AGENCY FUNDS</b>					
9000 AGENCY FUNDS	20,350.66	2,056.11	1,047.32	0.00	21,359.45
N AGENCY FUNDS Totals:	20,350.66	2,056.11	1,047.32	0.00	21,359.45
<b>Z UNUSED ACCOUNTS</b>					
	-82,683.49	1,129,118.83	1,046,435.34	0.00	0.00
Z UNUSED ACCOUNTS Totals:	-82,683.49	1,129,118.83	1,046,435.34	0.00	0.00
Report Totals:	153,081.32	2,192,421.29	2,193,650.67	0.00	151,851.94

SCHOOL LUNCH PROGRAM

November-17

GRADES K-5:

Student Lunches	4817
Free Student Lunches	2247
Reduced Student Lunches	475
Adult Lunches	34
Free Cooks Lunches	48
Student Breakfasts	1584
Free Student Breakfasts	1183
Reduced Student Breakfasts	73
Adult Breakfasts	0

RECEIPTS

Student Lunches	\$14,655.01
A La Carte Sales	\$1,446.28
Bank Interest	\$1.94
State/Federal Aid	<u>\$29,377.64</u>

TOTAL RECEIPTS \$45,480.87

GRADES 6-12:

Student Lunches	6302
Free Student Lunches	2601
Reduced Student Lunches	547
Adult Lunches	108
Free Cooks Lunches	52
Student Breakfasts	1774
Free Student Breakfasts	1130
Reduced Student Breakfasts	193
Adult Breakfasts	8

Average Lunches Served 598  
Average Lunches Served November 2016 591

Average Breakfast Served 143  
Average Breakfast Served November 2016 152

Number of Days Food Served in November 2017 19  
Number of Days Food Served in November 2016 20

PAYROLL EXPENDITURES: \$20,344.02

PAYROLL EXPENDITURES \$20,344.02

FOOD EXPENDITURES:

Anderson Erickson Dairy	\$3,946.63
Earthgrains	\$864.00
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$11,937.13
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$62.88</u>

FOOD EXPENDITURES \$16,810.64

A LA CARTE EXPENDITURES:

Miscellaneous Expenditures	\$1,112.83
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES: \$1,112.83

MISCELLANEOUS EXPENDITURES:

Bad Check	\$0.00
Bank Charges	\$0.00
Delivery Charges	\$2,627.06
Dues/Fees	\$231.50
Equipment	\$0.00
Hotel/Lodging	\$0.00
Refunds	\$0.00
Repairs	\$0.00
Reimbursements	\$0.00
Training	\$0.00
Mileage	\$0.00
Miscellaneous Supplies	<u>\$846.00</u>

MISCELLANEOUS EXPENDITURES \$3,704.56

TOTAL EXPENDITURES \$41,972.05

ADJUSTMENTS: \$0.00

ADJUSTMENTS \$0.00

ISJIT:

Beginning Balance	\$43,750.11
Receipts	\$4,696.40
Expenditures	\$0.00

ISJIT ENDING BALANCE \$48,446.51

Secretary Balance 10/31/17	\$109,302.40
Receipts	\$45,480.87
Expenditures	\$41,972.05
Voided Checks	<u>\$0.00</u>

Bank Balance 11/30/17	\$122,621.70
Outstanding Checks	\$9,810.48
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 11/30/17	\$112,811.22
Total ISJIT Funds	\$48,446.51
<b>Current Ending Cash Balance</b>	<b>\$161,257.73</b>

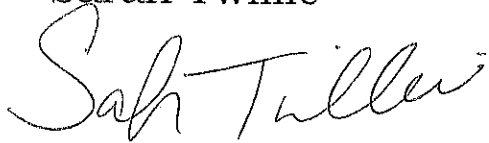
Reconciled Bank Balance \$112,811.22

12/11/17

I have enjoyed working with my coworkers and for this company. I am very grateful for the opportunities I have been given here. I regret to inform you that I am putting in my two week notice as of today 12/11/2017. Due to some health issues I am unable to withstand working currently. My last day will be Friday 11/22/2017.

Thank you,

Sarah Twillie

A handwritten signature in cursive script that reads "Sarah Twillie". The signature is written in black ink and is positioned below the typed name.

## **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion, and Restraint.

## **CORRIDOR CONDUCT**

The conduct of the students in the corridors is sometimes the basis used by visitors in the building for evaluating the entire school. Running and boisterous behavior are considered out of order. Center square, just outside the cafeteria, is a non-loitering area. Students are not permitted to block access to lockers, nor are they to congregate in groups that block hallways or doors as this hinders traffic. Students are to keep conversations appropriate for school. Inappropriate language and harassment of others will not be allowed. While at school, affectionate displays between couples will not be tolerated. School is neither the time nor the place for the display of affections.

## **DRESS CODE**

Students are expected to dress in a fashion that does not disrupt the orderly, disciplined atmosphere of the school or the classroom-learning environment. The following is a list of EXAMPLES OF attire CONSIDERED INAPPROPRIATE for an educational environment:

- Hats, caps, HOODS, sunglasses, hairnets, head scarves, headbands (other than those worn by females to hold back hair) and other headgear.
- Attire which is considered too revealing or distracting such as: tube tops, halter-style tops, single strap or strapless tops, and tops that show bare shoulders or cleavage. Sleeveless shirts must be hemmed.
- Pants must not reveal undergarments or be revealing (LOW SLUNG OR SAGGING OR EXCESSIVE HOLES)
- Attire promoting products illegal for use by minors (alcohol, drugs, tobacco)
- Attire which contains reference to subversion or which promote subversive activity
- Shoes with cleats, bedroom slippers, roller blades, and roller shoes. Students are required to wear shoes or sandals
- Clothing that displays obscenity, profanity, vulgarity, gang related clothing, racial remarks, or sexual remarks including, but not limited to: Co-ed Naked, Big Johnson, or Hooters.
- Visible chains
- Books bags/backpacks/fanny packs/purses. Students will be allowed to carry these items into school, but must be left in their locker during the school day.
- Coats/jackets. These items are to be left in the student’s locker during the school day. They may be worn in classrooms at the individual discretion of the teacher.

***Special considerations will be given to students with health or religious reasons.***

**Students will be asked to make corrections in their dress in order to be appropriate for an educational environment. Students who violate this policy may be subject to disciplinary measures or sent home.**

## **DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students.

## **DUE PROCESS**

To ensure that the students receive fair treatment consistent with the fundamental requirements of due process (regardless of race, gender, or special education) student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten consecutive school days by an administrator for a commission of serious or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment of the normal operation of the school. The administrator shall conduct an informal investigation of the charges against the student, giving the student:

- Oral or written notice of the allegations against the student.
- The basis in fact for the charges.
- The opportunity to respond to those charges.
- The right to appeal.

## **Appeal Provision:**

Any student or parent who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an informal hearing before the teacher or official’s



## STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

Legal Reference:        *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).  
                               *Bethal School District v. Fraser*, 478 U.S. 675 (1986).  
                               *Tinker v. Des Moines Ind. Comm. Sch. Dist.*, 393 U.S. 503 (1969).  
                               *Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987).  
                               *Torvik v. Decorah Community School*, 453 F.2d 779 (8th Cir. 1972).  
                               *Turley v. Adel Community School District*, 322 F.Supp. 402 (S.D. Iowa 1971).  
                               *Sims v. Colfax Comm. School Dist.*, 307 F.Supp. 485 (Iowa 1970).  
                               Iowa Code § 279.8 (2013).

Cross Reference:        500     Objectives for Equal Educational Opportunities for Students  
                               502     Student Rights and Responsibilities

Approved 06/18/98

Reviewed 04/28/03, 04/21/14

Revised \_\_\_\_\_

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December 1, 2017

Ms. Tina Diewold, District Secretary  
West Burlington Independent School District  
607 Ramsey St  
West Burlington, IA 52655

Dear Tina:

As you requested, here is our proposal for the District's July 1, 2017 OPEB valuation. The District's last valuation was as of July 1, 2014 and regulated by GASB 45. Under GASB 45, valuations were required every third year for employers with less than 200 participants. Beginning for fiscal years after June 15, 2017, GASB 75 replaces GASB 45. GASB 75 guidelines require valuations every two years for all employers, regardless of size. Therefore, after this July 1, 2017 GASB 75 valuation, future valuation will be required every two years.

The remainder of this letter describes the services we will provide for the retiree health plan as well as our fees, data request, and a list of major differences between GASB 45 and 75.

### **Services**

We will perform a GASB 75 actuarial valuation for the District to calculate the retiree medical liability for all covered employee and retiree groups. The actuarial valuation will illustrate the liabilities for both implicit and explicit subsidies, if applicable; estimates of off-year accounting figures (when a valuation is not required); projections of future cash flow requirements of the plan; and additional footnotes and required supplementary information schedules for financial statements under GASB 75. We will work with the District to develop actuarial assumptions used to calculate liabilities. The following valuation services are provided:

- Comprehensive July 1, 2017 GASB 75 actuarial valuation report includes:
  - ✓ Results required for FYE 2018 for financial statements
  - ✓ Estimated results for FYE 2019 (off-year valuation)
  - ✓ Summaries of participants, plan provisions and actuarial assumptions and methods
  - ✓ All schedules required for the financial statements
- Conference call to review results and ensure you understand what all the numbers mean

### Fees

The fees for the above services will be \$3,800. This includes a base valuation fee of \$3,200 plus a one-time fee of \$600 for additional time needed to implement GASB 75. **Subsequent GASB 75 valuations will be our base valuation fee only.**

GASB 75 requires that the discount rate be based on a yield or index rate as of the fiscal year end reporting date. If we (i.e. District, auditors, and us) decide that the discount rate used in our initial GASB 75 valuation needs to be adjusted to more closely conform to yields or rates as of the fiscal year end reporting dates, the update will be \$500.

Any additional service and corresponding fee not included above will be mutually agreed to by both parties before commencement of the service.

The initial valuation will be completed within six (6) weeks after receiving all the data requested. Attached is our data request. We can start the valuation process immediately.

### Our Experience and Qualifications

Both of us are members of the American Academy of Actuaries and meet the Qualification Standards of the Academy to issue GASB 45 and 75 OPEB actuarial opinions and valuations. Together, we have valued hundreds of retiree health plans of all sizes and designs since 2004 under GASB 45/75 for public employers and since 1990 under FAS 106 / ASC 715 for private employers. For more on our experience and qualifications, please see Professional Profiles and Some Clients We've Served below.

Recently, one of our clients said this about our services:

"We received a thorough GASB 45 valuation, on time and within budget. Chris spent time explaining the basis for the valuation, the changes from the previous report, and responding to any other questions I had. It was a good choice to contract with them on this project."

- Deputy Executive Director / Chief Financial Officer – large metropolitan public housing authority

We trust that this letter satisfactorily outlines our services and fees. We have included our data request below. If you have any questions or need additional information, please feel free to contact us. Thank you for considering our proposal to once again provide GASB 75 services. Simply email a response to us acknowledging your acceptance if you want to proceed.



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## ISFIS GASB 45 PARTICIPANT AGREEMENT

### EXHIBIT A: Services and Fees

#### **Standard Service Fees (select appropriate service below):**

All service fees below include preparation by ISFIS, or its subcontractor, of a standard GASB 45 valuation report based upon data provided by the Customer, a conference call meeting with Customer personnel at the beginning of the Program, and a final conference call (if requested) to review the draft report.

- Standard Actuarial Valuation (Implicit Subsidy Only)  
\$5,500 Subscribers, \$6,500 Non-Subscribers
- Standard Actuarial Valuation (Implicit and Explicit Subsidies)  
\$6,500 Subscribers; \$7,500 Non-Subscribers
- Standard Actuarial Valuation (Implicit, Explicit, and Medicare Retirees)  
\$7,250 Subscribers; \$7,750 Non-Subscribers
- Additional Valuation Groups  
\$1,750 each group
- Alternative Measurement Method for Districts with less than 100 members and implicit subsidy only  
\$1,200 Subscribers, \$1,400 Non-Subscribers
- Alternative Measurement Method for Districts with less than 100 eligible participants and both implicit and explicit subsidies  
\$1,450 Subscribers, \$1,500 Non-Subscribers

#### **Optional Services:**

- Off-year reports - \$2,500 per report for schools with 200 or more members; \$1000 for schools with fewer than 200 members.
- GASB 27 report – Free upon request with any above service for schools with 100 or more members. For schools with fewer than 100 members, it is \$1000 additional.

Other services available on time and charge basis by request.



Matthew J. Warner  
County Assessor

## Office of the Des Moines County Assessor

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

November 17, 2017

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 2018-2019. 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](mailto: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

**CULVER-STOCKTON JAZZFEST  
MONDAY, FEBRUARY 5, 2018  
CULVER-STOCKTON COLLEGE**

School Board Members,

Monday, February 5<sup>th</sup> 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 3<sup>rd</sup> 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