

**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 15, 2018 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. Combined Club Trip Approval
  - B. SBRC Special Education Deficit Allowable Growth Application for 2017-2018
9. Administrative Reports
  - A. Principal's Report
  - B. Superintendent Report
10. Items for Future Agendas
11. Adjournment

**CLOSED SESSION**

1. Call to Order by President of Board
2. Roll Call by Board Secretary
3. Closed Session to Discuss Possible Litigation (as per Iowa Code 21.5(1)(c)).

(Over)

#### 4. Adjournment

# Board Notes West Burlington Independent School District

October 15, 2018

Respectfully submitted by Dave Schmitt

The West Burlington independent School District Board of directors will meet at 6:00 p.m. in the board room.

## 7. Consent Agenda

### D. Open Enrollment

The following students should be approved for open enrollment into West Burlington for the 2018-2019 school year:

Jordyn Hall	Kindergarten
-------------	--------------

The following students should be approved for open enrollment continuation into West Burlington for the 2018-2019 school year:

Hunter Holdefer	Grade 4
Serenity Lees	Grade 4
Gabrielle Holdefer	Grade 6
Alyssa Riley	Grade 8
Zakkary Getz	Grade 12

The following students should be approved for open enrollment into West Burlington for the 2018-2019 school year under just cause:

Keira Ferguson	Grade 4
Nicole Ferguson	Grade 6

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

Mercedes Hillman	Grade 10
------------------	----------

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

Ayza Smith-Kimbrough	Grade 5
Adereas Kimbrough	Grade 9
Alethea Kimbrough	Grade 9
Akylah Kimbrough	Grade 10

### E. Selected Personnel Issues

Recommendations:

HS B Bball Asst. – Jeff Housel and I recommend Mike Radloff for this position. He will be paid \$3948.13. (Step 8, B)

## 8. Business

- A. Combined Club Trip Approval – I recommend approval for this late spring trip. The early approval is to allow time for planning and fundraising.

- B. SBRC Special Education Deficit Allowable Growth Application for 2017-2018 – Our SPED deficit is trending in a bad direction. 2015-2016 had a deficit of \$16,000, 2016-2017 had a SPED deficit of \$138,607 and 2017-2018 we had a SPED deficit of \$226,966.76.

As you know, this deficit is reviewed after the fiscal year was completed. All expenditures are determined by the Special Education Students' IEP, so we have little control over revenues and more importantly, expenditures. I have reviewed the 3-year trend and will offer some observations:

- Total expenditures increased from FY 17 to FY 18 by \$100,000
- Revenue from FY 16 to FY 17 decreased \$35,000
- Salaries and benefits increased from FY 17 to 18 by \$93,000 (included in the total)
- We had a deficit of \$138,607 in FY 17
- FY 17 to FY 18 Medicaid reimbursements decreased \$20,000
- Revenues from FY 17 to FY 18 did grow \$80,000 but we added a teaching position and an associate position to meet those caseload needs. We have reduced the teaching position for the 2018-2019 school year
- Tuition out increased by \$35,000 from FY 17 to FY 18

There is not one single factor that we can point at to determine the root cause of the deficit. We are asking for board approval to apply to the School Budget Review Committee for the spending authority of \$226,967 dollars. Local property tax covers the cash deficit which will be addressed at April budget certification. We do have the choice to spend into our cash balance but I do not think that to be wise at this point in time. We are asking to reclaim our spending authority. I recommend approval.

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

We will go into a closed session in accordance with Iowa Code 21.5(1)(c) to discuss possible litigation.

**ANNUAL MEETING  
SEPTEMBER 17, 2018**

The Board of Education of the Independent School District of West Burlington met for the annual meeting at 6:00 PM on Monday, September 17, 2018, 2018 in the board room located at 607 Ramsey St. in West Burlington. Presiding over the meeting was President Crowner with members Bowen, Hockett, Boughton, and Thuleen present.

The agenda was approved with a motion by Dan Hockett and second by Lee Boughton. Motion passed 5-0. The resolution naming Farmers and Merchants was approved at 2.5 million with a motion by Thuleen and seconded by Hockett and a vote of 5-0. Motion was made to name Brian Gruhn as legal counsel with a motion by Boughton and second by Thuleen. Motion passed 5-0. Motion was made to name Des Moines County News as the official newspaper for the district with a motion by Thuleen and Boughton second. Motion passed 5-0. Kristin Finke was approved as district secretary and treasurer with a motion by Hockett and second by Boughton. Motion passed 5-0. Shawn Brown was approved to act as district secretary when the district secretary is absent. Motion by Hockett and second by Boughton. Motion passed 5-0. The superintendent was authorized to approve federal program applications. With a motion by Boughton and second by Thuleen. Motion passed 5-0. Motion made by Hockett to adjourn and second by Boughton. Motion passed 5-0. Meeting adjourned 6:10 pm.

District Secretary,

Kristin Finke

**REGULAR MEETING  
September 17, 2018**

The Board of Education of the Independent School District of West Burlington met for a meeting at 6:10 PM on Monday, September 17, 2018, 2018 in the board room located at 607 Ramsey St. in West Burlington. Presiding over the meeting was President Crowner with members Bowen, Hockett, Boughton, and Thuleen present.

The agenda was approved with a motion by Bruce Thuleen and seconded by Dan Hockett Motion passed 5-0. Sean Rogers was present as a visitor who addressed concerns regarding coaching matters. The consent agenda was motioned to approve by Lee Boughton and seconded by Dan Hockett and passed 5-0, A summer reading trip was approved with a motion by Lee Boughton and seconded by Dan Hockett. Motion passed 5-0. Principals Kirkman, Snodgrass, and Jones highlighted the start of the school year with positive comments about the elementary, junior high, and high school. Superintendent Schmitt discussed upcoming event and an "open gym and it was agreed by the board that open night would be approved for practice if it does not interfere with previous scheduled events and a coach is not present. The meeting adjourned at 6:46 pm with a motion by Lee Boughton and second by Dan Hockett. Motion passed 5-0.

District Secretary,

Kristin Finke

**ORGANIZATIONAL MEETING  
SEPTEMBER 17, 2018**

The organizational meeting was held The Board of Education of the Independent School District of West Burlington met for an organizational meeting at 6:46 PM on Monday, September 17, 2018 in the board room located at 607 Ramsey St. in West Burlington. Presiding over the meeting was District Secretary, Kristin Finke with members Andy Crowner, Andrea Bowen, Dan Hockett, Lee Boughton, and Bruce Thuleen present.

Elections were held with nominations of Andy Crowner by Bruce Thuleen and Andrea Bowen. Motions were to elect Dan Hockett as president. In favor of Dan Hockett; Boughton – Y, Thuleen, - N, Hockett –Y, Crowner – N, Bowen – N. Votes in favor of Crowner: Boughton – N, Thuleen – Y, Hockett – N, Bowen – Y, Crowner – Y. Andy Crowner was sworn in as board president. The meeting was adjourned at 6:51 by Andy Crowner with a motion by Boughton and a second by Hockett. Motion passed 5-0.

District Secretary,

Kristin Finke

General Fund  
Financials Will  
Be Provided  
Later

**WEST BURLINGTON SCHOOLS  
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF		<u>September 18</u>
<hr/>		
Previous Month's Secretary Balance		<u>\$99,449.79</u>
Monthly Receipts	+	<u>\$13,189.53</u>
Monthly Expenditures	-	<u>-\$14,182.65</u>
ISJIT Interest	-	<u>-\$52.15</u>
Adjustments	-	<u>                    </u>
<b>Secretary Ending Balance</b>		<u><b>\$98,404.52</b></u>
<hr/>		
Bank Statement Balance		<u>\$107,520.66</u>
Outstanding Checks	-	<u>-\$9,116.14</u>
Outstanding Deposits	+	<u>                    </u>
<b>Current Bank Balance</b>		<u><b>\$98,404.52</b></u>
<hr/>		
Invested in ISJIT on	<u>8/31/2018</u>	<u>\$37,866.91</u>
ISJIT Transfer	-	<u>\$0.00</u>
ISJIT Interest for	<u>September</u> +	<u>\$52.15</u>
Total ISJIT Funds on	<u>9/30/2018</u>	<u>\$37,919.06</u>
<hr/>		
<b>Current Bank Balance</b>		<u><b>\$98,404.52</b></u>
<b>Total ISJIT Funds</b>	+	<u><b>\$37,919.06</b></u>
<b>Current Ending Cash Balance</b>		<u><b>\$136,323.58</b></u>



# Current Cash Balance Report

ALL Data

Arranged by:

Date: 09/01/2018 thru 09/30/2018

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
1000 GENERAL ATHLETICS	90,767.17	6,643.50	2,078.00	0.00	95,332.67
A ATHLETICS Totals:	90,767.17	6,643.50	2,078.00	0.00	95,332.67
<b>B CLUBS</b>					
2070 ART CLUB	1,013.42	0.00	0.00	0.00	1,013.42
2075 ANIME CLUB	71.00	0.00	0.00	0.00	71.00
2080 FCCLA	-1,101.49	0.00	0.00	0.00	-1,101.49
2085 THESPIAN CLUB	0.00	0.00	0.00	0.00	0.00
3000 NATIONAL HONOR SOCIETY	-662.82	0.00	0.00	0.00	-662.82
3010 PEP CLUB	797.09	0.00	200.00	0.00	597.09
3030 HS SCIENCE CLUB	1,340.45	0.00	0.00	0.00	1,340.45
3040 LEGO LEAGUE	57.85	0.00	0.00	0.00	57.85
3050 SPANISH CLUB	693.17	0.00	0.00	0.00	693.17
3060 SAAD	1,128.49	0.00	0.00	0.00	1,128.49
3090 HS STUDENT COUNCIL	142.57	0.00	0.00	0.00	142.57
4000 JH STUDENT COUNCIL	674.35	0.00	0.00	0.00	674.35
B CLUBS Totals:	4,154.08	0.00	200.00	0.00	3,954.08
<b>C CLASSES</b>					
4010 CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
4015 CLASS OF 2019	72.92	0.00	0.00	0.00	72.92
4020 CLASS OF 2016	-201.48	201.48	0.00	0.00	0.00
4025 CLASS OF 2017	201.48	0.00	201.48	0.00	0.00
4030 CLASS OF 2020	48.43	0.00	0.00	0.00	48.43
4035 CLASS OF 2021	48.44	0.00	0.00	0.00	48.44
4040 CLASS OF 2022	48.44	0.00	0.00	0.00	48.44
C CLASSES Totals:	218.23	201.48	201.48	0.00	218.23
<b>E STUDENT ACTIVITIES</b>					
2095 BOOK FAIR	38.66	0.00	0.00	0.00	38.66
3080 POST PROM	2,915.81	25.00	1,206.00	0.00	1,734.81
5040 PROM	-285.84	1,206.00	0.00	0.00	920.16
5050 ES STUDENT ACTIVITIES	1,759.63	0.00	345.00	0.00	1,414.63
5070 JH/HS SOAR	2,092.36	0.00	1,562.31	0.00	530.05
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	6,067.11	1,231.00	3,113.31	0.00	4,184.80
<b>G YEARBOOK</b>					
6060 JH/HS YEARBOOK	6,693.07	280.47	0.00	0.00	6,973.54
G YEARBOOK Totals:	6,693.07	280.47	0.00	0.00	6,973.54
<b>H DRAMA</b>					
7000 JH DRAMA	4,851.69	0.00	0.00	0.00	4,851.69
7010 HS DRAMA	1,953.67	0.00	1,720.00	0.00	233.67
H DRAMA Totals:	6,805.36	0.00	1,720.00	0.00	5,085.36
<b>I INTEREST</b>					
8000 BANK ACCOUNT INTEREST	4,981.57	53.84	0.00	0.00	5,035.41
I INTEREST Totals:	4,981.57	53.84	0.00	0.00	5,035.41
<b>K CHEERLEADING</b>					
6040 DANCE TEAM	353.80	0.00	0.00	0.00	353.80
8050 HS CHEERLEADERS	334.36	0.00	0.00	0.00	334.36
8060 JH CHEERLEADERS	715.62	0.00	0.00	0.00	715.62

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 09/01/2018 thru 09/30/2018

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
K CHEERLEADING Totals:	1,403.78	0.00	0.00	0.00	1,403.78
<b>N AGENCY FUNDS</b>					
9000 AGENCY FUNDS	16,226.33	4,779.24	6,869.86	0.00	14,135.71
N AGENCY FUNDS Totals:	16,226.33	4,779.24	6,869.86	0.00	14,135.71
<b>Z UNUSED ACCOUNTS</b>					
	0.00	0.00	0.00	0.00	0.00
Z UNUSED ACCOUNTS Totals:	0.00	0.00	0.00	0.00	0.00
Report Totals:	137,316.70	13,189.53	14,182.65	0.00	136,323.58

## SCHOOL LUNCH PROGRAM

September-18

## GRADES K-5:

Student Lunches	4663
Free Student Lunches	2439
Reduced Student Lunches	402
Adult Lunches	10
Free Cooks Lunches	60
Student Breakfasts	1398
Free Student Breakfasts	1039
Reduced Student Breakfasts	58
Adult Breakfasts	0

## RECEIPTS

Student Lunches	\$5,603.22
A La Carte Sales	\$0.00
Bank Interest	\$2.69
State/Federal Aid	\$9,435.56
Miscellaneous Receipts	<u>\$10,181.00</u>
TOTAL RECEIPTS	\$25,222.47

## GRADES 6-12:

Student Lunches	6434
Free Student Lunches	2705
Reduced Student Lunches	533
Adult Lunches	109
Free Cooks Lunches	45
Student Breakfasts	1934
Free Student Breakfasts	1390
Reduced Student Breakfasts	148
Adult Breakfasts	6

Average Lunches Served	596
Average Lunches Served September 2017	588
Average Breakfast Served	147
Average Breakfast Served September 2017	138
Number of Days Food Served in September 2018	19
Number of Days Food Served in September 2017	20

PAYROLL EXPENDITURES: \$19,426.36

PAYROLL EXPENDITURES \$19,426.36

## FOOD EXPENDITURES:

Anderson Erickson Dairy	\$1,426.28
Earthgrains	\$454.08
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$8,833.34
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$31.70</u>

FOOD EXPENDITURES \$10,745.40

## A LA CARTE EXPENDITURES:

Miscellaneous Expenditures	\$629.74
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES: \$629.74

CONCESSION STAND EXPENDITURES: \$325.52

CONCESSION STAND EXPENDITURES: \$325.52

## MISCELLANEOUS EXPENDITURES:

Bad Check	\$0.00
Bank Charges	\$0.00
Delivery Charges	\$0.00
Dues/Fees	\$198.20
Equipment	\$0.00
Hotel/Lodging	\$0.00
Refunds	\$0.00
Repairs	\$0.00
Reimbursements	\$466.18
Training	\$0.00
Mileage	\$0.00
Miscellaneous Supplies	<u>\$917.02</u>

MISCELLANEOUS EXPENDITURES \$1,581.40

TOTAL EXPENDITURES \$32,708.42

ADJUSTMENTS: \$0.00

ADJUSTMENTS \$0.00

## ISJIT:

Beginning Balance	\$34,969.34
Receipts	\$6,169.92
Expenditures	\$0.00

ISJIT ENDING BALANCE \$41,139.26

Secretary Balance 08/31/18	\$165,826.77
Receipts	\$25,222.47
Expenditures	\$32,708.42
Voided Checks	<u>\$0.00</u>

Bank Balance 9/30/18	\$162,763.38
Outstanding Checks	\$4,422.56
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 09/30/18	\$158,340.82
Total ISJIT Funds	\$41,139.26
<b>Current Ending Cash Balance</b>	<b>\$199,480.08</b>

Reconciled Bank Balance \$158,340.82

## Field Trip Summary for the 2019 Combined Club Trip

This year the Art, Science, and Spanish Clubs would like to take our annual trip to St. Louis, Missouri on Friday, May 10th. While there we will visit the Art Museum. It has many interesting exhibits that will interest the Art Club, and it also has exhibits for Hispanic artists that will interest the Spanish Club. Next, we will go to the St. Louis Zoo. The Science Club will enjoy observing some of the animals that they have learned about in class. We will also visit the City Museum which has exhibits that will interest all of the club members. This museum has a variety of items pertaining to all the clubs put together in an interesting and artistic manner.

The goal of our club trips is to never visit the same place twice in a four year time frame. We are trying to give students the opportunity to experience different things on each trip that we take. In their four years of High School it is our hope that they will have had the chance to visit four different places that have things to offer for all of our clubs to enjoy.

The cost of this year's trip will be around \$20 per student. We are having an Applebee's pancake fundraiser on February 16th so that students can help reduce the amount they would have to pay in order to attend. If students sell enough pancake tickets, they could possibly go on the trip free of charge.

We appreciate you considering this trip, and we hope that you will approve it. It will be an excellent experience for the students that attend.

Sincerely,

Shannon Bates (Spanish Club Sponsor)

Marianne Darnall (Art Club Sponsor)

Susan Ferrell (Science Club Sponsor)