

**INDEPENDENT SCHOOL DISTRICT OF WEST BURLINGTON  
607 RAMSEY  
WEST BURLINGTON, IOWA 52655**

The Board of Directors of the Independent School District of West Burlington will meet at 6:00 PM on Monday, December 17, 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. Dropout Prevention/At-Risk
  - B. Board Policy 507.9 – 2<sup>nd</sup> Reading
  - C. Bus Recommendation
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 17, 2018

Respectfully submitted by Dave Schmitt

7. Consent Agenda
- D. Open Enrollment

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

Allison Herring	Grade 11
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The following students should be approved for open enrollment continuation to Burlington for the 2018-2019 school year:

Amya Thomas	Kindergarten
Amaro Thomas	Grade 3

- E. Selected Personnel Issues:  
Shawna and I will have a recommendation for Superintendent Secretary at the board meeting.

8. Business

- A. Dropout Prevention/At-Risk – application. I recommend approval. The Modified Supplemental Aid has a specific formula based on actual enrollment, line 7. This includes resident students who attend WBISD (428) and resident students who attend other school districts (45). The MSA provides an additional 5% of the per pupil district cost, with a district required match percentage. Modified Supplemental Amount for drop -out prevention and At-Risk is \$159,407. The district match comes from the general fund and the \$159,407 is generated by local property taxes which the board certifies in April 2019. The DE restrictions on how we spend these monies have been relaxed.

- B. Board Policy 507.9 – 2<sup>nd</sup> Reading – We took all of the revision markings out of it. I recommend we approve the second reading of policy 507.9, since it better reflects current practice.

- C. Bus Recommendation – I support Nate and Paula’s recommendation to purchase the 2020 IC CE 77 passenger bus from Hogle Bus Company. The \$91,000 base price is under our budgeted amount. Paula and Nate agree that AC is not necessary, but that is a board decision. The bus has a gasoline engine. This price includes surveillance cameras as well as below deck luggage compartments. Our bus mechanics think this is the best choice. This is the first purchase in four coming in the next four years. We will utilize SAVE to pay for the bus. Nate will be present to answer questions. Paula has a bus trip on Monday evening and is unable to attend.

9. Administrative Reports

- A. Principal’s Report – the principals will be present to discuss what is going on in the buildings.
- B. Superintendent’s Report

**REGULAR MEETING**  
**November 19, 2018**

The Board of Education of the Independent School District of West Burlington met on Monday, November 19, 2018, at 6:00 PM for a regular meeting in the board room located at 607 Ramsey in West Burlington. Presiding over the meeting was President Crowner with all members answering roll call.

**Approval of Agenda:** Motion by Thuleen and seconded by Hockett to approve the agenda as presented. Motion carried 5-0.

**Receive Visitors/Open Forum:** none

**Miscellaneous Communications:** none

**Approval of Consent Agenda** – the following items were part of 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 Andrea Bowen: nutrition - \$20889.73; activity – 10510.79 and general/other - \$50427.07
- D. Open Enrollment - the following students should be approved for open enrollment into West Burlington for the 2018-2019 school year:
  - Alivia Beeding                      Grade 7

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

Koppelia Klatt	Grade 5
Alexandrea Kellen	Grade 8
Kennedy Klatt	Grade 8
Kaden Klatt	Grade 10
Addyosn Kellen	Grade 11
Emilee Bellegante	Grade 12

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

Derrick Harris	Kindergarten
Demetrius Alexander	Grade 12

- E. Selected Personnel Issues

**Resignations:**

JH Baseball – Shawn Allen has submitted his resignation from this position.

HS Baseball Asst. – Ethan Siebers has submitted his resignation from this position.

**Recommendations:**

HS Baseball Asst. – Jeff Housel and I would like to recommend Tim Gall for this position. His salary would be \$3948.13 (B, 9).

Business Manager – I would like to recommend Shawna Brown for this position. Her salary will be \$53,000 plus benefits.

Comment by Superintendent Schmitt on the recommendation of Shawna Brown for Business Manager, this announcement was made at the staff in-service on 11/16/18 & the staff in both buildings was very receptive to the proposed change.

Motion by Hockett and seconded by Thuleen to approve the consent agenda. Motion carried 5-0.

## **BUSINESS**

**Certified Enrollment:** The resident student count is up by 8 making it 473. We have a total of 951 students. This information is part of the board materials. Motion by Hockett and seconded by Boughton to accept the certified enrollment numbers for the fall of 2018. Motion carried 5-0.

**Board Policy 507.9 – 1<sup>st</sup> Reading:** The wellness committee met last week to revise the schools' wellness policy. Revisions were made to make the policy reflect what the school district is doing/not doing. Board Member Hockett asked if the policy met the government guidelines. Superintendent Schmitt affirmed that it did. A redrafted copy of the board policy is part of the board materials. Motion by Boughton and seconded by Thuleen to accept the recommendation of 1<sup>st</sup> reading of the policy. Motion carried 5-0.

**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.

Category 1 - Increasing enrollment – we increased by 8.1, we are going to get on-time authority for those students. Authority for this is \$54,561.60.

Category 2 - OE Out – students that haven't attended WB, but are going elsewhere, 28 students minus the 8.1 we grew is 19.9 students. Authority for this is \$132,613.60.

Hockett made a motion to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$54,561.60 for increased enrollment and \$132,613.60 of Maximum Modified Supplemental Aid for a total of \$187,175.20. Thuleen seconded the motion. Motion carried 5-0.

**Early Graduates:** There are 6 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 and the State.

Motion by Boughton and seconded by Hockett to approve the list of early graduates contingent upon meeting all necessary requirements. Motion carried 5-0.

## **ADMINISTRATIVE REPORTS**

**Principal's Report:** Theresa Kirkman reported that Chief Logan came in to review ALICE training procedures with the elementary staff. It started some good conversations about student and staff safety. Mrs. Kirkman and the staff will continue to review & change procedures. The elementary students had a 35-minute sneak peek of the musical and the students really enjoyed that. It created a lot of excitement from the elementary students to attend the play. The elementary held a special Veterans Day celebration. They hosted a breakfast for veterans & their family members. There was a flag raising and PreK, K, and 1<sup>st</sup> grades had a small assembly. There was a big assembly for grades 2-5 in the high school auditorium. Several veterans were in attendance. There was a Facebook live video chat with Air Force Officer Nelson and he spoke to the

students about the different branches of the military and character traits related to service. The students really enjoyed this.

Bruce Snodgrass reported that 2<sup>nd</sup> quarter is coming to an end soon & Thanksgiving break is coming up. He also commented that the musical was very well attended and there was a lot of positive feedback. He will have additional reports coming in December after parent meetings.

President Crowner mentioned how much he liked the set pieces that came from Pella CSD and thanked Mr. Snodgrass for picking them up. Mr. Snodgrass said they may keep a few pieces if storage can be found but the rest they may try to sell.

Mike Jones reported on the fall SOAR day at which classes were canceled for 2 hours & they did relationship building exercises. He received a positive response from staff & students on the SOAR day. Mr. Jones is putting together a committee to look over the State mandated emergency evacuation plan. He will bring the plan to the board in June or July for approval. President Crowner commented that he would like a little more update before board approval is needed & Mr. Snodgrass & Mr. Jones agreed that that would happen.

**Superintendent Report:** Mr. Schmitt wanted to piggyback on what had already been said about the musical performance. He felt it was extraordinary performance. He mentioned that 20% of the cast was JH students, so we have a lot of talented students coming up.

We are currently seeking a new Superintendent Secretary. The position is advertised in The Hawkeye starting Wednesday 11/21/18 and is already advertised on TeachIowa and the school's website. Mr. Schmitt and Mrs. Brown will conduct interviews. If any of the board members would like to be on the interview team, let Mr. Schmitt know.

Mr. Schmitt commented on a list of work session topics for the 2018-2019 school year. The topics are a part of the board materials. He will ask Representative Cahoon and Senator Greene to attend the December 3<sup>rd</sup> work session to talk about funding.

Mr. Schmitt reported there is a new Iowa assessment coming. The Iowa Statewide Assessment of Student Progress (ISAP) no longer has benchmark requirements. The most interesting change is the tests are not timed. The test will be administered to students in grades 3-11 for all tests (reading, writing, and math). Science testing will be administered to students in grades 5, 8 and 10. The district has the choice to do online testing or pen and paper. The test hasn't been developed yet, but when it is available testing will take place during the final quarter.

#### **Items for Future Agendas:**

**Adjourn:** Motion by Hockett and seconded by Thuleen to adjourn the meeting at 6:32 PM. Motion carried 5-0.

West Burlington Independent Schools  
Regular Meeting – Nov. 19, 2018

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Date Approved

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Secretary

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President

West Burlington Independent School District  
 Monthly Financial Statement for Month Ending

November, 2018

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Bank Statement Balance	\$709,830.62
Outstanding Checks (-)	-\$27,191.84
Direct Deposit Reversal (-)	

Outstanding Deposit (+)

**Current Bank Balance** **\$682,638.78**

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<b>ISJIT - General</b>		<b>ISJIT - ISCAP</b>	
Beginning Balance	\$103,357.24	Beginning Balance	\$51,148.99
Deposits	\$352,128.37	Deposits	\$79.72
Withdrawals	-\$354,457.54	Withdrawal	
Ending Balance	<u>\$101,028.07</u>	Ending Balance	<u>\$51,228.71</u>

12/7/18  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Secretary

**RECEIPTS**

	<b>PRIOR BALANCE</b>	<b>MONTHLY</b>	<b>TOTAL COLLECTED</b>
<b>GENERAL FUND</b>			
Taxes	919,259.73	165,216.77	1,084,476.50
Other State/Federal	99,290.89	73,119.00	172,409.89
Foundation Aid	435,476.00	217,738.00	653,214.00
AEA Flow Through	13,074.50	-	13,074.50
Tuitions/Open Enroll	185,667.33	-	185,667.33
Interest Earned	2,547.78	-	2,547.78
Other General Funds	14,416.11	48,776.88	63,192.99
<b>MANAGEMENT</b>	133,326.85	9,717.42	143,044.27
<b>Total</b>	<b>1,803,059.19</b>	<b>514,568.07</b>	<b>2,317,627.26</b>
<b>BUILDING PROJECT (31)</b>	-	63,600.54	63,600.54
<b>CAPITAL PROJECTS (33)</b>	72,084.73	28,555.56	100,640.29
<b>PEEL FUND (36)</b>	234,630.97	255,852.25	490,483.22
<b>DEBT SERVICE (40)</b>	-	-	-
<b>TRUST/AGENCY FUND (81)</b>	-	-	-
<b>GRAND TOTAL</b>	<b>2,109,774.89</b>	<b>862,576.42</b>	<b>2,972,351.31</b>



## EXPENDITURES

### General Fund - Salaries

Administration	105,680.17	27,455.41	133,135.58
Maintenance/Transportation	139,771.69	39,771.66	179,543.35
Grants/Spec. Programs	179,665.72	50,877.23	230,542.95
Health Service	16,652.11	4,645.08	21,297.19
Elementary	920,952.37	232,912.30	1,153,864.67
High School	1,088,007.53	289,596.32	1,377,603.85
<b>Salaries Subtotal</b>	<b>2,450,729.59</b>	<b>645,258.00</b>	<b>3,095,987.59</b>

Open Enrollment Tuition	29,171.24	-	29,171.24
Grants/Spec. Programs	60,220.95	3,977.35	64,198.30
Special Education	92,450.41	-	92,450.41
Health Service	1,406.72	-	1,406.72
Interest Paid	-	-	-
Administration	36,950.65	3,703.00	40,653.65
Maintenance	235,105.96	5,750.59	240,856.55
Non-Public Transportation	-	-	-
Transportation	6,171.96	10.00	6,181.96
Interfund Transfers	-	-	-
AEA Flow Through	-	-	-
Elementary	30,710.87	-	30,710.87
High School	82,831.28	778.89	83,610.17
<b>FUND 10 - Other Expenses Subtotal</b>	<b>575,020.04</b>	<b>14,219.83</b>	<b>589,239.87</b>

<b>MANAGEMENT (22)</b>	<b>160,246.79</b>	<b>3,234.76</b>	<b>163,481.55</b>
Total	<b>160,246.79</b>	<b>3,234.76</b>	<b>163,481.55</b>

<b>BUILDING PROJECT (31)</b>	-	-	-
<b>CAPITAL PROJECTS (33)</b>	98,353.64	256,502.25	354,855.89
<b>PPEL (36)</b>	39,045.30	1,432.81	40,478.11
<b>DEBT SERVICE (40)</b>	-	255,852.25	255,852.25
<b>SCHOLARSHIP TRUST FUND (81)</b>	300.00	-	300.00
<b>AGENCY FUND (91)</b>	452.34	-	452.34
<b>GRAND TOTAL</b>	<b>3,324,147.70</b>	<b>1,176,499.90</b>	<b>4,500,647.60</b>

**WEST BURLINGTON SCHOOLS  
ACTIVITY FUND BANK RECONCILIATION**

MONTH OF November 18

Previous Month's Secretary Balance		\$109,242.98
Monthly Receipts	+	\$12,657.63
Monthly Expenditures	-	-\$12,824.78
ISJIT Interest	-	-\$59.17
Adjustments	-	
<b>Secretary Ending Balance</b>		<b>\$109,016.66</b>
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Bank Statement Balance		\$116,474.55
Outstanding Checks	-	-\$7,457.89
Outstanding Deposits	+	
<b>Current Bank Balance</b>		<b>\$109,016.66</b>
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Invested in ISJIT on	<u>10/31/2018</u>	\$37,978.70
ISJIT Transfer	-	\$0.00
ISJIT Interest for	<u>November</u> +	\$59.17
Total ISJIT Funds on	<u>11/30/2018</u>	\$38,037.87
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<b>Current Bank Balance</b>		<b>\$109,016.66</b>
<b>Total ISJIT Funds</b>	+	<b>\$38,037.87</b>
<b>Current Ending Cash Balance</b>		<b>\$147,054.53</b>

# Current Cash Balance Report

ALL Data

Date: 11/01/2018 thru 11/30/2018

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	102,545.85	1,423.50	1,626.32	0.00	102,343.03
A ATHLETICS Totals:	102,545.85	1,423.50	1,626.32	0.00	102,343.03
<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	583.78	0.00	0.00	0.00	583.78
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	1,380.29	0.00	161.56	0.00	1,218.73
4000 JH STUDENT COUNCIL	908.82	0.00	80.78	0.00	828.04
B CLUBS Totals:	5,412.96	0.00	242.34	0.00	5,170.62
<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	0.00	0.00	0.00	0.00	0.00
4025 CLASS OF 2017	0.00	0.00	0.00	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	0.00	0.00	0.00	218.23
<b>E STUDENT ACTIVITIES</b>					
2095 BOOK FAIR	38.66	5,948.60	5,948.61	0.00	38.65
3080 POST PROM	3,176.81	0.00	1,893.75	0.00	1,283.06
5040 PROM	920.16	0.00	0.00	0.00	920.16
5050 ES STUDENT ACTIVITIES	1,424.63	0.00	680.79	0.00	743.84
5070 JH/HS SOAR	530.05	72.55	350.24	0.00	252.36
9090 MUSIC TRIP	-453.51	0.00	0.00	0.00	-453.51
E STUDENT ACTIVITIES Totals:	5,636.80	6,021.15	8,873.39	0.00	2,784.56
<b>G YEARBOOK</b>					
6060 JH/HS YEARBOOK	6,988.84	133.50	0.00	0.00	7,122.34
G YEARBOOK Totals:	6,988.84	133.50	0.00	0.00	7,122.34
<b>H DRAMA</b>					
7000 JH DRAMA	3,591.69	3,315.00	0.00	0.00	6,906.69
7010 HS DRAMA	1,493.67	860.00	750.00	0.00	1,603.67
H DRAMA Totals:	5,085.36	4,175.00	750.00	0.00	8,510.36
<b>I INTEREST</b>					
8000 BANK ACCOUNT INTEREST	5,097.12	61.13	0.00	0.00	5,158.25
I INTEREST Totals:	5,097.12	61.13	0.00	0.00	5,158.25
<b>K CHEERLEADING</b>					
6040 DANCE TEAM	353.80	0.00	148.00	0.00	205.80
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: 11/01/2018 thru 11/30/2018

Group ID and Reporting ID

Reporting ID and Description	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
K CHEERLEADING Totals:	1,403.78	0.00	148.00	0.00	1,255.78
<b>N AGENCY FUNDS</b>					
9000 AGENCY FUNDS	14,832.74	843.35	1,184.73	0.00	14,491.36
N AGENCY FUNDS Totals:	14,832.74	843.35	1,184.73	0.00	14,491.36
<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:	147,221.68	12,657.63	12,824.78	0.00	147,054.53

November-18

GRADES K-5:	
Student Lunches	4557
Free Student Lunches	2366
Reduced Student Lunches	402
Adult Lunches	27
Free Cooks Lunches	44
Student Breakfasts	1320
Free Student Breakfasts	1044
Reduced Student Breakfasts	32
Adult Breakfasts	2

RECEIPTS	
Student Lunches	\$7,384.25
A La Carte Sales	\$2,279.66
Bank Interest	\$2.81
State/Federal Aid	\$33,040.53
Miscellaneous Receipts	<u>\$0.00</u>
TOTAL RECEIPTS	\$42,707.25

GRADES 6-12:	
Student Lunches	6023
Free Student Lunches	2634
Reduced Student Lunches	449
Adult Lunches	99
Free Cooks Lunches	75
Student Breakfasts	1783
Free Student Breakfasts	1297
Reduced Student Breakfasts	145
Adult Breakfasts	5

Average Lunches Served	601
Average Lunches Served November 2018	660
Average Breakfast Served	146
Average Breakfast Served November 2018	156
Number of Days Food Served in November 2018	18
Number of Days Food Served in November 2017	19

PAYROLL EXPENDITURES:	\$21,338.16
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PAYROLL EXPENDITURES	\$21,338.16
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FOOD EXPENDITURES:	
Anderson Erickson Dairy	\$4,615.64
Earthgrains	\$1,544.08
Interstate Brands	\$0.00
Kohl Wholesale	\$0.00
Martin Brothers Distributing	\$9,679.43
Pan-O-Gold	\$0.00
Performance Food Group	\$0.00
Prairie Farms Dairy	\$0.00
Walmart	<u>\$0.00</u>

FOOD EXPENDITURES	\$15,839.15
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A LA CARTE EXPENDITURES:	
Miscellaneous Expenditures	\$1,856.14
Pizza Hut	\$0.00

A LA CARTE EXPENDITURES:	\$1,856.14
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CONCESSION STAND EXPENDITURES:	\$0.00
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CONCESSION STAND EXPENDITURES:	\$0.00
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MISCELLANEOUS EXPENDITURES:	
Bad Check	\$0.00
Bank Charges	\$0.00
Delivery Charges	\$2,018.28
Dues/Fees	\$257.50
Equipment	\$0.00
Hotel/Lodging	\$0.00
Refunds	\$18.80
Repairs	\$0.00
Reimbursements	\$0.00
Training	\$0.00
Mileage	\$0.00
Miscellaneous Supplies	<u>\$842.61</u>

MISCELLANEOUS EXPENDITURES	<u>\$3,137.19</u>
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TOTAL EXPENDITURES	\$42,170.64
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ADJUSTMENTS:	-\$115.51
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ADJUSTMENTS	-\$115.51
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ISJIT:	
Beginning Balance	\$48,274.67
Receipts	\$6,090.68
Expenditures	\$0.00

ISJIT ENDING BALANCE	\$54,365.35
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Secretary Balance 10/31/18	\$172,972.72
Receipts	\$42,707.25
Expenditures	\$42,170.64
Voided Checks	<u>\$0.00</u>

Bank Balance 11/30/18	\$178,530.36
Outstanding Checks	\$5,136.54
Outstanding Deposits	<u>\$0.00</u>

Secretary Balance 11/30/18	\$173,393.82
Total ISJIT Funds	\$54,365.35
<b>Current Ending Cash Balance</b>	<b>\$227,759.17</b>

Reconciled Bank Balance	\$173,393.82
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The WBISD requested competitive quotes with exact specifications on a 2020 model year, 77 passenger conventional school bus. Quotes were due back by noon on December 12th. The following quotes were received:

<u>National Bus Sales</u> (failed to meet several requested specifications)	
2019 IC CE 77 Passenger w/ Cummins Diesel	\$79,500 (w/trade)
Optional A/C:	N/A
Optional trade value:	Included above
Total with all options:	N/A

<u>Thomas Bus Sales, Inc.</u> (did not meet exact requested specifications)	
2020 Thomas C2 77 Passenger w/ Detroit Diesel	\$93,341
Optional A/C:	\$7,500
Optional trade value:	-\$2,500
Total with all options:	\$98,341

<u>Hoglund Bus Company, Inc.</u> (met all requested specifications)	
2020 IC CE 77 Passenger w/ PSI Gasoline	\$91,000
Optional A/C:	\$8,500
Optional trade value:	-\$1,500
Total with all options:	\$98,000