

## REGULAR MEETING

April 18, 2016

The Board of Directors of the Independent School District of West Burlington met for at 6:00 PM for a regular meeting on Monday, April 18, 2016 in the board room at 607 Ramsey, West Burlington. Presiding over the meeting was President Hockett with all members answering roll call.

**Approval of Agenda:** Some of the items on the agenda were re-arranged: B. moved to A., F. moved to B., G. moved to C., A. moved to D., C moved to E., D. moved to F., E. moved to G.

Motion by Boughton and seconded by Day to approve the amended agenda. Motion carried 5-0.

**Visitors/Open Forum:** 2 visitors were present.

**Miscellaneous Communications:** None

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

1. Approval of Minutes of Previous Meeting(s)
2. Approval of Financial Statements
3. Approval of Payment of Bills – the bills were audited by Randy Fry: nutrition - \$13,480.92  
gen/other - \$79,750.86; activity - \$ 2,274.50
4. Open Enrollment – the following students should be approved open enrollment to W Burlington under just cause:

|                |         |
|----------------|---------|
| Aaden Rocha    | Kdg     |
| Daimond Reeves | grade 1 |
| Ashlynn Sirtak | grade 6 |

The following students should be denied for open enrollment into West Burlington for the 2016-2017 school year:

|                  |          |
|------------------|----------|
| Elizabeth Ebbing | grade 8  |
| Brayden Davis    | grade 9  |
| David Jefferson  | grade 9  |
| Clayton Connelly | grade 12 |

The following student should be approved for open enrollment into the Iowa Connections Academy for the 2015-2016 school year:

|              |          |
|--------------|----------|
| Megan Rutter | grade 12 |
|--------------|----------|

The following student is not approved for open enrollment to W Burlington at this time for the 2016-2017. He/she will be added to the waiting list in chronological order:

|                 |         |
|-----------------|---------|
| Bailey Thompson | grade 1 |
|-----------------|---------|

5. Selected Personnel Issues

**Resignations**

School Nurse – Deb Trousil has submitted her resignation from this position. This is Deb's 24<sup>th</sup> year with the district.

Large Group Speech – Jean Schnellbacher has submitted her resignation from this position.

**Recommendations**

High School Assistant Boys Track – It's recommended that Ryan Shelman be hired for this position at a salary of \$2314.88.

HS Associate – It's recommended that Risa Machholz be hired for this position at \$11.20 per hour.

Custodial – It's recommended that Ethan Edgecomb be hired for this position at \$14.16 per hour.

HS Football Assistant – It's recommended that Scott Collier be hired for this position at a salary of \$3916 (B,9).

9<sup>th</sup> Grade Football Assistant – It's recommended that Ryan Phillips be hired for this at a salary of \$2506 (C,3)

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

**BUSINESS**

**2016-2017 Nutrition Program Prices:** The lunch prices increased slightly as per the state suggestions. The adult prices are set by the state. The chart is part of the board materials. The application for the summer food program is still in the process of being completed. A free lunch is provided for all students up to the age of 18 and will begin on June 6<sup>th</sup> from 11:00-12:00.

Motion by Day and seconded by Boughton to approve the FY17 lunch prices as presented. Motion carried 5-0.

**Elementary Projects:** These are the projects up for discussion: elementary parking lot upgrades; playground replacement; and kitchen improvements. All three projects could be done this summer, with the kitchen possibly running into the beginning of the new school year. If necessary, Patty and her staff are prepared to develop alternative plans for the hot lunch program until the kitchen is ready for full usage.

Parking lot upgrade: There are 41 spots currently – with the upgrade there will be 65 parking spots plus the drop-off/pick up lane. Some of the other upgrades will be the addition of another light pole, adding a small barrier to separate the drive line and the drop off/pick up land and stripe the parking lot. Most of the cost will be for the concrete to replace about 10,000 square feet of old concrete. Approximately 180 yards of concrete will be needed to complete everything. Costs are approximated at \$42,000 for labor and concrete. These costs would be paid for from the SAVE dollars.

Two bids were received for labor - TCK Concrete - \$30,550 and Raymond Smith - \$20,020. Ideal Concrete will donate approximately \$15,000-\$16,000 in concrete for all projects.

Playground Replacement: The new playground will consist of 6000 square feet of a soft surface play area – much like the surface of the preschool playground, 4200 square feet of paved area for basketball and four-square and a grassy area for kickball or practice area. Our current equipment is 18-30 years old and some of the parts needed for repairs are unavailable and are becoming a safety hazard.

The district is talking with the city of W Burlington in hopes of collaborating with us to complete some of the preliminary work in preparation for the installation of the new equipment. The new equipment is estimated to cost between \$130,000 - \$145,000. Concrete is \$124 per yard with an approximate cost of \$13,000 - \$14,000. If the city helped demolish the old equipment and haul out the rock, the district would see considerable savings. The district should have 2 formal quotes at the May 16<sup>th</sup> meeting, for equipment and surface, and if board approves, everything could be installed in July.

Elementary Kitchen: The remodel will reconfigure the current kitchen by changing the layout and removing a wall. It will also include an addition on to the backside of the kitchen area for coolers and storage. The equipment is estimated to cost \$142,695 with construction costs approximately \$75,000 for a total of \$217,000.

The board spent some time in discussion with Nate Prickett regarding all three projects and the timetables needed for completion. They also then discussed how to finance the kitchen and the playground: leverage the VPPEL funds over 3 years (which would finance everything) or pay strictly from the VPPEL funds available for FY17 which would put the kitchen project on hold for 2-3 years. After a lengthy discussion, the majority of the board decided that since construction costs would be more in 2-3 years, that leveraging against the VPPEL funds with repayment over 3 years would be the best way to go. Andy didn't want to do that at this point in time, especially since there would be some fees involved with the process.

Motion by Day and seconded by Fry to proceed with all three projects presented. Motion carried 4-1.

Motion by Day and seconded by Crowner to approve the bid from Raymond Smith for the parking lot labor in the amount of \$20,020. Motion carried 5-0.

Motion by Boughton and seconded by Day to approve the kitchen project specifications. Motion carried 5-0.  
Motion by Boughton and seconded by Day to approve the kitchen specifications to go to bid. Motion carried 5-0.

A public hearing regarding the kitchen project will be need to be conducted at the May 16<sup>th</sup> meeting. After the bids are opened, the board is required to receive public input and then officially approve the bids during the regular meeting on May 16<sup>th</sup>.

Motion by Boughton and seconded by Day to approve conducting a public hearing on May 16<sup>th</sup>. Motion carried 5-0.

Nate and Mr. Schmitt would like permission to hire a contractor to cut the hold into the wall for the lunch line and other jobs. Board policy requires board approval of any amount over \$10,000. Due to the time constraints, they would like to ask for authorization to hire a contractor if the price does not exceed \$20,000. The board would prefer to hold a special meeting a special meeting if the contractor or sub costs exceed the board policy amount of \$10,000.

**Financing Elementary Projects:**

a. Review Financing Estimate and Timeline: This process will not tie up all the VPPEL monies each year. The total interest over the 3-year span is \$13,354. By doing this, all projects can be completed this summer. Mr. Schmitt went over the financing estimate and timeline shows the current calculations for the PPEL financing to provide the district with \$400,000 of project funds and the estimated financing.

b. Engagement Letter with Piper Jaffray: This outlines the nature of the agreement with Piper Jaffray, including our private placement efforts – similar format to the past Sales Tax Refinancing agreement.

Motion by Day and seconded by Fry to approve the engagement letter with Piper Jaffray. Motion carried 5-0.

c. Term Sheet for Distribution by Piper Jaffray: This is the form of what will be communicated to potential investors on our behalf.

**Senior Class Trip:** The senior class would like to go to Six Flags in St. Louis, MO on May 25<sup>th</sup>. The itinerary is part of the board materials. Motion by Crowner and seconded by Day to approve the senior class trip to St. Louis, MO on May 25, 2016. Motion carried 5-0.

**Co-op Food Agreement:** The food co-op is part of the board materials. Motion by Day and seconded by Fry to approve the co-op food agreement. Motion carried 5-0.

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**Elementary TLC Hires:** The following have been recommended as model classroom teachers for the TLC program: Sara Watkins, Lindsay Gunn, Kayla Henry, Ashley Hackett and Amber Claypool.

The following have been recommended as mentors for the TLC program: Corina Shipp, Laura Mickey and Dana Williams.

Motion by Day and seconded by Fry to approve the elementary TLC hires as presented. Motion carried 5-0.

**HS TLC Hires:** The following have been recommended as PLC leaders as part of the TLC program: Jean Schnellbacher, Shawn Blin, Mike Moffitt, Cindee Reed, and Jodi Snodgrass.

Motion by Fry and seconded by Day to approve the high school PLC leaders as presented. Motion carried 5-0.

**Sharing Agreement with Burlington:** This agreement is for sharing the swimming program with Burlington Community School District. We are charged \$550 per swimmer. Motion by Fry and seconded by Day to approve the sharing agreement with Burlington Schools for swimming. Motion carried 5-0.

**2015-2016 Budget Amendment Date/Time for Public Hearing:** Set May 16<sup>th</sup>, at 6:00 PM for the public hearing to amend the FY16 budget to the following:

|                            |             |    |             |                                                           |
|----------------------------|-------------|----|-------------|-----------------------------------------------------------|
| Instruction                | \$5,875,000 | to | \$5,885,000 | due to increased salaries/educational materials/equipment |
| Total Support Services     | \$2,928,000 | to | \$2,995,000 | due to increased salaries/tech/equipment                  |
| Non-Instructional Programs | \$ 420,000  | to | \$ 440,500  | due to increased food/labor costs                         |
| Total Other Expenditures   | \$ 350,707  | to | \$3,570,000 | due to bond refunding/improvements                        |

Motion by Day and seconded by Fry to set the public hearing to amend the FY16 budget for May 16, 2016 at 6:00 PM. Motion carried 5-0.

**2015-2016 Budget Amendment Publication Date:** Motion by Fry and seconded by Boughton to approve publication of the public hearing notice for the FY16 budget in the Des Moines County News on April 28, 2016. Motion carried 5-0.

## **ADMINISTRATIVE REPORTS**

**Principal's Report:** Mr. Jones let the board know the PBIS group would be receiving an award for their outstanding work and will going to Des Moines to a recognition ceremony. Next year, we will have the Project Lead the Way class at West Burlington. There have 22 students who have expressed interest in the program. There will 7 of our students recognized by the Optimist Club at their ceremony.

Ms. Ritters said the Fun Fest was well received last week. The fire department did the grilling for the dinner and they helped raise money for the playground. This Friday, April 22 will be the DARE graduation at 2:30 PM. She will share the summer school plans with the board at the meeting on May 2<sup>nd</sup>.

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**Superintendent Report:** He thanked the board for allowing him to attend a conference in Boston. Vern Reed will be presenting to the Chamber tomorrow morning. He thanked Deb Trousil for her years of service as nurse for the district and the football players that have been involved with passing out VPPEL flyers, helping with funfest and helping with the Shamrock Shuffle.

**Items for Future Agendas:** May 2 – data presentation, graduation list, teacher/non-certified contracts

Michelle Murphy – 155<sup>th</sup> St, Burlington, IA 52601 was concerned that the majority of the time there is no track coach helping those with the track/field events at practices. Mr. Schmitt said he will look into that.

**Adjournment:** Motion by Boughton and seconded by Fry to adjourn the regular meeting at 8:15 PM. Motion carried 5-0.

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President