

**MEMO TO: BOARD MEMBERS  
DR. SARAH RISS**

**FROM: DR. DIANE MOORE**

**DATE: OCTOBER 1, 2015**

**RE: RECOMMENDATIONS FOR FAC MEMBERSHIP**

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The Webster Groves School District was fortunate again this year to have strong interest from citizens wanting to participate on the Finance Advisory Committee. In past years the district maintained committee membership at seven members. Due to the ongoing strong interest the district administration is recommending membership on the committee be expanded to eleven members. These members will form a steering committee to review and advise the board on financial and operational topics. An email was sent to over thirty interested citizens requesting resumes for the district to review. The resumes were used to find those individuals with strong professional experience in finance and operations.

The email sent to all interested volunteers provided an opportunity for anyone not interested in submitting their resume to participate in a larger school finance forum which will be offered at various times throughout the 2015-2016 school year. The Finance Advisory Steering Committee will facilitate these forums to provide information and encourage feedback on multiple school finance topics.

Please find attached the resumes of the four volunteers the district administration recommends to be board approved to serve on the Finance Advisory Committee. Each new committee member is asked to serve a minimum three year term on the committee. Please do not hesitate to contact me if you have questions.

**WEBSTER GROVES SCHOOL DISTRICT  
BOARD OF EDUCATION ITEM OF CONSIDERATION**

**DATE: October 1, 2015**

**TOPIC/PROPOSAL: 2015-2016 Finance Advisory Committee membership**

**BACKGROUND INFORMATION:**

The Board of Education agreed to expand the FAC membership from current seven members for the 2015-2016 school year. After contacting over 30 interested volunteers and reviewing resumes, the district administration recommends four new candidates to be appointed to serve a three year term on the FAC.

**INSTRUCTIONAL IMPACT/RATIONALE:**

**CSIP/DISTRICT GOAL ADDRESSED:**

CSIP Goal 7 – The district will maximize the use of district resources.

**FISCAL NOTE**

There are no direct costs.

**ADMINISTRATIVE RECOMMENDATION:**

- Action Requested:   X
- Information:
- Proposed Motion for Approval (if applicable):

I move the Board of Education approve Sara Kotthoff, Matthew Starbuck, Arnold Stricker Jr. and Allen Todd to serve a three year term on the WGSD Finance Advisory Committee.

**PREPARED BY:** Dr. Diane Moore

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Board Vote:** \_\_\_\_ (yes) \_\_\_\_ (no) \_\_\_\_ (abstain) \_\_\_\_ (Consent Agenda)  
10/1/2015



## Sara E. Kotthoff

Partner

Direct: (314) 582-6000

Fax: (314) 582-6000

E-mail: [sko@thompsoncoburn.com](mailto:sko@thompsoncoburn.com)

As a partner with the firm, Sara's public finance and public law practice focuses on bond issues, primarily for housing facilities, manufacturing facilities, hospitals and school districts, in Missouri and Illinois. She has experience as bond counsel and representing other governmental borrowers and underwriters in transactions, including numerous leasehold revenue financings and advance refundings. Sara also has experience as letter of credit counsel.

Sara has substantial experience in governmental and industrial revenue bonds, including housing, manufacturing, health care and education financings.

She has been selected for inclusion in *Missouri & Kansas Super Lawyers* for 2007-2008 and 2012-2014 and is currently listed in *The Best Lawyers in America®*.

### Affiliations

American Bar Association  
National Association of Bond Lawyers  
Illinois State Bar Association  
The Missouri Bar  
The Bar Association of Metropolitan St. Louis

### Civic Involvement

Volunteer Lawyers Program  
CORO Women in Leadership  
Friend of Youth Foundation  
Optimist Club of St. Louis  
-Past President and Treasurer  
University of Missouri Alumni Association  
Youth & Family Center  
-Board of Directors and Secretary  
Komen Race for the Cure



### Licensure

Illinois  
Missouri  
District of Columbia

### Service Areas

Public Finance  
State & Local Government Law  
Corporate Law

### Clients

B.C. Ziegler Securities  
Edward D. Jones & Co., L.P.  
Health and Educational Facilities  
Authority of the State of Missouri  
NatCity Investments, Inc.  
Missouri Research Corp.  
Ste. Genevieve County Memorial  
Hospital  
St. Louis County  
St. Louis Regional Convention &  
Sports Complex Authority  
Southeast Missouri State University  
Stifel, Nicolaus & Company,  
Incorporated  
UMB Bank, N.A.  
University of Missouri  
U.S. Bank National Association



## Employment

Thompson Coburn LLP  
-Partner (1996-Present)  
-Associate (1987-1995)

## Education

University of Missouri-Columbia School of Law  
-J.D., *cum laude* (1987)  
-Order of the Coif  
-*Missouri Law Review*  
-Top 5 in class

University of Missouri-Columbia  
-B.S., *magna cum laude* (1984)

## Honors

Listed in "The Best Lawyers in America" (2015, 2016)

Listed in "Missouri & Kansas Super Lawyers" (2007-2008, 2012-2014)



# Matthew Starbuck, MBA

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## Skills:

Financial Statement Review and Prep  
Financial Analysis and Accounting  
Capital and P&L budgeting and forecasting  
Process improvement and consolidation  
Supervisor Experience

Ad Hoc reporting for Senior Management  
Manager Training  
Adv Excel, Pivots, Vlookups  
SAP, Hyperion and Timberline  
Consolidation Accounting

## Education:

MBA – Finance Emphasis  
St. Louis University    Graduated May 2008    GPA: 3.15

Triple major in Finance, Accounting, and Economics  
University of Missouri-St. Louis    Graduated May 2006    GPA: 3.0

## Experience:

### Charter Media, St. Louis, MO August 2013 – present

#### Manager of Operations Finance

- Developing and managing to the annual Operations and Capital Budgets.
- Prepare a quarterly adjusted forecast of the Operations and Capital Budgets.
- Perform monthly close on assigned GL.
- Prepare monthly financials for Senior Management review.
- Process and track all capital purchases for all of Media.
- Process and track all expenses for Media Operations against the budget and note variances for senior management.
- Prepare various reports for senior management as needed.
- Review and approve all purchase card transactions for all associates in the operations GL.

### Parker & Lynch, St. Louis, MO June 2013 - August 2013

#### Consultant – Senior Accounting Analyst – Vi-Jon Labs

- Assist in preparation and review of monthly investor reporting package.
- Assist the Controller in preparing Capex borrowing requests.
- Prepare and post various GL JEs for monthly close.
- Prepare assigned GL account reconciliations.
- Prepare and pay state sales tax bills.

### Robert Half Management Resources, St. Louis, MO April – May 2013

#### Consultant – PLZ Aerospace

- Review backlog of outstanding orders in SAP.
- Use download of orders in Excel to review issues and determine issues causing delays.
- Assist in scheduling parts for backlog of orders to reduce the number of outstanding orders.

### US Bank Community Development Corp, St. Louis, MO Sept 2009 – Feb 2013

#### Financial Analyst

- Analyze forecasted financial projections, loan documents and other materials to set up the GL books for assigned New Market Tax Credit deals.
- Lead USBCDE in annual audit for selected Sub-CDEs.

- Maintain quarterly USBCDE compliance certificate to ensure compliance with regulations.
- Work with US Bank Asset Managers and outside contacts to manage monthly cash flows to ensure they comply with federal regulations and tax codes.
- Establish a monthly flow of funds to ensure all interest payments flow correctly through each entity structure and in a timely fashion so that top tier loans are paid on time.
- Prepare monthly GL entries, analyze monthly recs for irregularities and errors, then make any necessary corrections.
- Complete various assigned projects as needed.

#### **Thermal Mechanics, Chesterfield, MO May 2008-June 2009**

##### **Senior Accountant**

- Assist the CFO with monthly close including bank recs, project cost accruals, project cost payroll allocation, A/R roll-forward analysis, credit memo pending JE's, and various other JE's as needed.
- Prepare the monthly and quarterly sales, use and TDD taxes for Missouri and Illinois.
- Assist the CFO in the yearly budget by forecasting the expected expenses for the fiscal year.
- Assist the CFO in the year-end close and review of the company's financial statements.
- Put together and post the bi-weekly GL payroll allocation.
- Work on lowering the over 30 day A/R balance.
- Various other projects as assigned by the CFO.

#### **Sara Lee, Inc., Earth City, MO October 2006-May 2008**

##### **Financial Accountant**

- Prepare and post journal entries to the general ledger.
- Prepare and analyze financial reporting submissions to SLC including standardized requirements for GBR monthly EO schedules, quarterly and annual kit schedules, reshaping/transformation reporting, LE reporting, etc.
- Analyze, prepare, and post transactions related to scan based trading and commodity accounting.
- Assist in the external audit process by providing support for balance sheet reconciliations, fluctuation analyses, etc
- Prepare account reconciliations and analyses of balance sheet reserves (pensions, self-insurance, medical, environmental, trade promotions, etc.).
- Assist in preparing responses to inquiries from Management and IRS requests.

##### **General Accountant**

- Perform General Ledger accounting duties for my four assigned bakery plants.
- Complete period end duties such as preparing and posting various Journal Entries for accruals, expenses and account true ups, check financial reports for irregularities and assist plants in their period close activities.
- Prepare between 175-185 account reconciliations for specified balance sheet accounts for each plant every month

#### **Organizations/**

##### **Achievements:**

- Delta Sigma Pi (Professional Business Fraternity)
  - a. Chancellor
  - b. VP Scholarships and Awards
  - c. VP Finance for my pledge class
- Eagle Scout, October 2000

References available upon request.



**ARNOLD N. STRICKER, JR. Ed.D.**

Webster Groves, Missouri 63119

**BACKGROUND SUMMARY**

An eight year resident of the Webster Groves community; currently serving on the city's Health and Environmental Committee; four years promoting and educating end users of coating products for the building envelope for several national coating/roofing manufacturers; 31 years in public education promoting positive growth in learning and achievement: 14 years as a district level administrator, 7 years as a building level administrator, and 10 years as a K-12 classroom teacher

**CAREER BACKGROUND**

**ANS RESOURCES, LLC** St. Louis, Missouri

***Independent Technical Sales Representative 2011 - present***

Responsible for marketing, sales, training, and inspection of coating products for the commercial building envelope to product distributors, architects, contractors, and institutions

**FOX C-6 SCHOOL DISTRICT** Arnold, Missouri

***Deputy Superintendent 2008 - 2011***

Responsible for all aspects of the elementary program which included 6000+ PK-6 students throughout eleven buildings and served as Superintendent in the absence of the Superintendent.

***Assistant Superintendent-Elementary Education 2004 - 2008***

Responsible for all aspects of the elementary program which included 6000+ PK-6 students throughout eleven buildings. Specific duties included:

- Supervising 22 elementary principals and assistant principals
- Oversight and assistance in the development and revision of PK-12 curriculum
- Supervising professional staff development for elementary principals and their schools
- Coordinating annual review and interpretation of the elementary school data analysis to formulate strategies to improve student learning and meet AYP and APR targets
- Collaborating in the development, implementation, and management of research-based content and process strategies to improve student learning
- federal programs coordinator and district assessment coordinator
- Supervising Parents as Teachers, district preschool, gifted education, and elementary summer school programs
- oversight of elementary facilities

***Assistant Superintendent-Business Manager 2001 - 2004***

Responsible for the financial management of the school district's budget and oversight of the district's transportation, food service and facilities management programs. Specific duties included:

- Management of \$75,000,000 budget, general ledger alignment and analysis of expenditures
- Planned, coordinated and implemented district self-funded health insurance program
- Built trust and confidence from staff in district move to self-funding of health insurance
- Coordinator and liaison between district and state auditor's office during state audit
- Assisted in the development of the district's Comprehensive School Improvement Plan
- Assisted in the successful passage of district \$18,000,000 bond issue
- Researched, sought proposals from and interviewed construction manager and architect for district bond issue projects

- Oversight of architects, civil engineer and construction manager for \$20,000,000 construction, renovations and additions to schools
- Developed additional revenue sources for district programs
- Revised district purchasing and payable procedures
- Turned \$250,000 deficit to surplus in food service department
- Managed and solved issues related to indoor air quality at several school sites

#### ***Assistant Superintendent-Human Resources 1997 - 2001***

Responsible for personnel and benefit management for 1100 certified and classified staff.

- Developed hiring process for the school district; revised and created personnel policies
- Recruited and screened applicants for all position
- Directed employee negotiations

#### ***Elementary Principal 1990 - 1997***

Responsible for instructional leadership and K-6 school management for 750 students and 55 staff

- Supervised and promoted improvements in student achievement and attendance
- Lead the improvement of MMAT scores to the highest in district
- Oversight of special education program as LEA for 150 special education students
- Coordinated Title I Reading program and budget for 100 students
- Designed and supervised improvements to physical plant including construction of additional classroom space, library and office area
- Implemented building professional development standards for staff growth

#### **WENTZVILLE R-IV SCHOOL DISTRICT   Wentzville, Missouri**

##### ***Music Teacher 1985 - 90***

Responsible for music curriculum and programs for 600 students in second and third grade

##### ***Associate Band Director 1980 - 85***

Responsible for band program of 320 students in grades 5-12

#### **EDUCATION**

Bachelor of Music Education - University of Kansas, 1979

Master of Music - University of Kansas, 1980

Master of Education in Educational Administration - UM-St. Louis, 1989

Doctor of Education - UM-St. Louis, 2006

#### **ADDITIONAL EXPERIENCE**

Member-Council for the Improvement of Teacher Education: UM-St. Louis

Adjunct Instructor: Missouri Baptist University

Adjunct Instructor: UM-St. Louis

Member-Webster Groves Health & Environmental Committee

#### **REFERENCES**

Available upon request.



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# *Allen Todd*

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Webster Groves, MO 63119 ~ [www.AllenTodd.com](http://www.AllenTodd.com) ~ 314.241.1234

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## **PROFESSIONAL EXPERIENCE:**

### **Health Literacy Missouri**

**October 2014 – Present**

#### **Director of Partnerships & Initiatives**

- Create partnerships with businesses and organizations interested in health literacy
- Develop relationships that lead to revenue generation
- Lead the organization's community ambassador program

### **FOCUS St. Louis**

**September 2013 – October 2014**

#### **Community Policy & Engagement Director**

- Planned and implemented policy initiatives for the organization
- Developed partnerships and forums to discuss important regional issues and policies
- Wrote discussion guides and lead community conversations on policy topics
- Monitored public policy issues that affect the St. Louis region

### **The Global Healthy Living Foundation**

**January 2013 – August 2013**

#### **Director, Patient Education & Advocacy**

- Developed and led all federal and state policy and advocacy efforts for the organization
- Testified on behalf of organization and member-patients in state legislatures
- Created and implemented grassroots strategies to involve patients in advocacy work
- Represented organization in various health coalitions in Washington, DC
- Served as organization's liaison to pharmaceutical companies

### **The Sheridan Group**

**June 2010-December 2012**

#### **Director, Policy and Advocacy**

- Managed a client portfolio of issues related to health care, economic opportunity and education
- Created and implemented strategies for advancing clients' public policy priorities
- Developed and maintained relationships with bipartisan members of Congress and their staff
- Effectively oversaw personnel and company resources on multiple teams to achieve clients' goals

### **Missouri Coalition for Lifesaving Cures**

**January 2008-June 2010**

#### **Executive Director**

- Director of statewide, health advocacy, non-profit coalition organization
- Hired and supervised a staff of eight full time employees based in St. Louis and across the state of Missouri
- Managed all aspects of fundraising, including annual events and community and corporate relations
- Efficiently managed an annual budget of more than \$1.7 million
- Developed all strategic planning for the organization and played a key role in message development and outreach

### **Office of Congressman Russ Carnahan, U.S. House of Representatives**

**January 2005-December 2007**

#### **Administrative Director**

- Effectively managed more than one million dollar congressional office budget
- Handled all legislative activities, constituent and organizational outreach relating to military, defense, homeland security, veterans affairs, health care and senior-citizen issues
- Served as member of management team, advised Congressman on legislative, constituent and personnel decisions
- Supervised daily activities of office staff and performed human resource functions

### **Russ Carnahan for Congress**

**February 2004-December 2004**

#### **Campaign Manager**

- Managed 35 person staff on successful primary and general election congressional campaigns
- Made all daily and long-term decisions regarding targeted mail, media, outreach and fundraising operations
- Oversaw fundraising and distribution of over \$1 million campaign budget

### **Missouri Office of Homeland Security**

**March 2003-February 2004**

#### **Director of Policy and Planning**

- Oversaw the operations of 12 committees that facilitated Homeland Security functions in Missouri

- Advised Missouri Governor's Office on security legislation and policy matters
- Served as liaison between State Office of Homeland Security, Missouri Legislature and the Federal Government

**Missouri Democratic Party**

**February 2001-March 2003**

**Voter File Manager/Voter Contact Director**

- Wrote and successfully executed a plan for developing a voter file and secured funding for the project
- Developed a web-based voter file used extensively statewide and trained individuals to use the new voter file

**Assistant Communications Director**

- Acted as on camera spokesperson for the organization and statewide candidates
- Organized successful press conferences, wrote press releases and designed and updated the organization's website

**Rural Outreach Coordinator**

- Coordinated the efforts of county Central Committees, directed messaging for rural candidates and elected officials

**EDUCATION:** Bachelor of Arts in Communication, minor in Political Science, University of Missouri, Columbia