



**BURLINGTON AREA SCHOOL  
DISTRICT**

**BOARD OF EDUCATION  
BOARD MINUTES**

David Thompson	President
William Campbell	Vice-President
Scott Barrett	Treasurer
Susan Kessler	Clerk
John Anderson	
Rosanne Hahn	
Larry Anderson	

Board of Education meeting held on March 12, 2012.

- Call to Order  
Board President David Thompson called the meeting to order at 7:00 P.M. Present at this meeting were Board members David Thompson, Scott Barrett, William Campbell, Susan Kessler, John Anderson, Larry Anderson, Rosanne Hahn, administrators David Moyer, Peter Smet, Connie Zinnen, and Board secretary Priscilla Crowley.
- Board Minutes  
On a motion by Rosanne Hahn, seconded by William Campbell, the Board unanimously approved the minutes from the February 12, 2012 meeting as presented.
- Bank Statement and Bills  
On a motion by Scott Barrett, seconded by John Anderson, the Board voted unanimously to approve the Bank Statement and authorize the payment of bills for February 2012.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILLATION REPORT  
FEBRUARY 2012**

<b>Total of Beginning Cash on Hand</b>	<b>\$6,956,038.24</b>
<b>Revenues/Deposits:</b>	
Local Government Investment Pool Transfers	\$0.00

Interest Earned	\$589.58
District Office Deposits	\$5,763,359.53
School Deposits	\$8,716.89
Food Service Deposits	\$59,213.59
Community Education Deposits	\$6,314.00
ACH Returns From Payroll Direct Deposits	\$149.54
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
<b>Total Deposits</b>	<b><u>\$5,838,343.13</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$12,794,381.37</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,197,717.52
Employee Payroll/Cashier's Check	-\$27.36
Payroll Deduction Expenditures	-\$75,172.60
Wisconsin Retirement Automatic Withdrawl	-\$190,197.30
State Payroll Taxes	-\$89,737.80
Federal Payroll Taxes	-\$415,940.73
General Expenditures (Ck #221555 to Ck #222146	-\$1,141,194.53
BASD Credit Card Automatic Withdrawl	-\$3,559.99
Food Service Online Credit Card Fees	-\$2,770.60
Community Ed Online Credit Card Fees	-\$216.48
NSF Checks Returned by the Bank	-\$1,344.00
Voided Checks	\$172.00
Banking Supplies and Fees	<u>-\$259.88</u>
<b>Total Withdrawals</b>	<b><u>-\$3,117,966.79</u></b>

<b>Total of Ending Cash on Hand</b>	<b><u>\$9,676,414.58</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance-End of Month	\$9,987,507.92
Deposits in Transit	
Outstanding Checks	-\$311,093.34
<b>Adjusted Bank Statement Balance</b>	<b><u>\$9,676,414.58</u></b>
<b>Variance</b>	\$0.00

4. Recognition of Guests and District Residents  
District citizens Catherine Turk and John Sibilski asked to address the Board. Both of the citizens spoke in support of the Board of Education and the Burlington Area School District.
5. Resignations  
The Personnel Committee presented the following resignations to the full Board for approval:
- Katrina Schweiger – part-time teacher aide – Burlington High School – effective immediately
  - Becky Melcher – part-time Special Education Aide – Waller Elementary School – effective immediately
- Extra Curricular Activities
- Linda Zeien – resignation from Literacy Committee – effective immediately
- Citizen Representative
- Paul Mantey – resignation from the Buildings/Grounds/Transportation Committee – effective immediately
- On a motion by William Campbell, seconded by Scott Barrett, the Board voted unanimously to accept the resignations as presented.
6. Appointments  
The Personnel Committee presented the following appointments to the full Board for approval:
- April Carr – moved from 3.75 hours to 6.25 hours – part-time teacher aide – Burlington High School – effective 2011-12 school year

- Donna Keown – moved from 3.75 hours to 6.25 hours – part-time teacher aide – Burlington High School – effective 2011-12 school year
- Pamela Hancock – moved from 3.75 hours to 6 hours – Special Education Aide – Waller Elementary School – effective 2011-12 school year

On a motion by William Campbell, seconded by Susan Kessler, the Board voted unanimously to approve the following appointments as they were presented.

7. Open Enrollment

Open Enrollment Coordinator Marty McGinley went through the procedures for Open Enrollment and presented the number of Regular and Special Education Open Enrollment spots available for the upcoming year.

On a motion by John Anderson, seconded by Scott Barrett, the Board unanimously approved the number of Open Enrollment spaces presented as available in the Burlington Area School District for 2012-13 school year.

8. Correction of School District Taxable Area

Peter Smet presented information on 1 parcel of land located in the Town of Rochester. This parcel has historically been considered a part of the Burlington Area School District but due to an audit by the Town of Rochester it was discovered that this land is in actuality a part of the Waterford School District. Because the people who live at this address bought the property with the understanding that it was part of the Burlington School District, Peter proposed that students presently living in this house would be permitted to open enroll into Burlington Area Schools and that this District would provide transportation for the student(s) living in this house. This would only affect the people who presently own this house; it would not carry over should anyone else purchase this house in the future.

On a motion by John Anderson, seconded by Scott Barrett, the Board voted unanimously to approve the proposal as it was presented with the qualification that this action is non-precedent setting and would apply to the present owners of the home only.

9. Donations

- Burlington High School – School Forest
  - United Way of Racine County from the "Youth as Resources" funding pool - \$996 for the BHS youth group's community service project "Redo School Tool Storage"
  - Runzheimer Foundations, Inc. - \$400 for the School Forest

On a motion by John Anderson, seconded by William Campbell, the Board voted to accept the donations as presented.

- Dyer International School
  - McDonald's Restaurant - \$921.00 from McTeacher Night including \$335.00 from the sale of McDonalds cookies

On a motion by Rosanne Hahn, seconded by Susan Kessler, the Board voted to accept the donation as presented.

- Winkler Elementary School
  - Dr. Kim Blaeser – Author-in-Residence – donation of services in the amount of \$800 to Winkler Elementary School

On a motion by Rosanne Hahn, seconded by John Anderson, the Board voted unanimously to accept the donation as presented.

- Waller Elementary School
  - Courtney Obuchowski – donation of a book entitled, "Project Mulberry" to the Waller School Library
  - Ann Hallada – donation of over 250 books to the Waller School Library

On a motion by John Anderson, seconded by Rosanne Hahn, the Board voted unanimously to accept the donations as presented.

10. Field Trip

- FBLA State Competition – overnight field trip April 2 and 3 – LaCrosse, WI – Dan Luneau – Business Education Instructor & Advisor

On a motion by William Campbell, seconded by John Anderson, the Board voted to approve the field trip as it was presented.

11. Committee Reports

- Buildings & Grounds – nothing to report
- Community Education – nothing to report
- Curriculum Committee
  - February 20, 2012 – **no Board action required**
- Finance Committee
  - February 20, 2012 – **Board action required for the following:**
    - **Approval of Board Refinancing/Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,400,000 General Obligation Refunding Bonds**

On a motion by Scott Barrett, seconded by John Anderson, the Board approved the Resolution as it was presented. The

David Thompson	Yes
William Campbell	Yes
Scott Barrett	Yes
Susan Kessler	Yes

Rosanne Hahn	Yes
John Anderson	Yes
Larry Anderson	Yes

- March 5, 2012 – **no Board action required**
- Long Range Planning – nothing to report
- Policy Committee
  - **Board action required for the following:**
    - **2<sup>nd</sup> Reading for the following policies:**
      - **Policy #454 – “Reporting of Suspected Abuse, Neglect or Sexual Assault of Children”**  
On a motion by Susan Kessler, seconded by Scott Barrett, the Board voted unanimously to approve the Policy as read.
      - **Policy #691 – “Suspension and Debarment Policy”**  
On a motion by Susan Kessler, seconded by Rosanne Hahn, the Board voted unanimously to approve the Policy as read.
- Personnel Committee
  - February 13, 2012 – closed session - **no Board action required**
  - February 13, 2012 – open session – **Board action required for the following**
    - **Approval of Employee Handbook – Parts I, II and III**  
On a motion by William Campbell, seconded by John Anderson, the Board voted unanimously to approve Parts I, II and III of the Employee Handbook
  - February 27, 2012 – **no Board action required**
  - March 5, 2012 – **Board action required for the following**
    - **Approval of Superintendent’s Resignation**  
On a motion by William Campbell, seconded by John Anderson, the Board voted unanimously to approve the resignation as it was presented.
  - March 12, 2012 – **no Board action required**
- Other Meetings
  - February 13, 2012 – Committee of the Whole – **no Board action required**

12. Superintendent’s Report

The Superintendent reported on the following items to the Board of Education:

- Letter received from parents regarding the value of Outdoor Education for their child.
- Article entitled, “The Myth of Runaway Health Spending”

- Assessment workshop scheduled for April 19, 2012 at Veteran's Terrace, sponsored by the Burlington Area School District and CESA II.
- A report on the progress of School Accountability

13. Adjourn

On a motion by William Campbell, seconded by Scott Barrett, the Board voted to adjourn at 8:04 P.M.

Respectfully submitted,

Susan Kessler, Clerk