

BOARD MINUTES

BURLINGTON AREA SCHOOL DISTRICT

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

Board of Education meeting held on November 14, 2011.

1. Call to Order

Board President David Thompson called the meeting to order at 7:02 P.M. Present at this meeting were Board members David Thompson, William Campbell, Scott Barrett, Susan Kessler, Rosanne Hahn, John Anderson, Larry Anderson, administrators David Moyer, Peter Smet and Board secretary Priscilla Crowley.

2. Minutes

On a motion by John Anderson, seconded by Rosanne Hahn, the minutes of the meetings for October 10, 2011, October 17, 2011 and October 31, 2011 were unanimously approved as read.

3. Bank Statement and Payment of Bills

On a motion by Scott Barrett, seconded by John Anderson, the Board voted to approve the bank statement for October and to authorize the payment of bills for October.

SCHOOL BOARD BANK STATEMENT
RECONCILIATION REPORT
OCTOBER 2011

Total Beginning Cash on Hand	\$834,449.32
Revenue/Deposits	
Local Government Investment Pool Transfers	\$3,000,000.00
Interest Earned	\$105.71

District Office Deposits	\$483,398.60
School Deposits	\$18,807.80
Food Service Deposits	\$57,842.43
Community Education Deposits	\$9,631.33
ACH Returns from Payroll Direct Deposits	\$610.00
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
Total Deposits	<u>\$3,570,395.87</u>
Total Available Cash on Hand	<u>\$4,404,845.19</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,182,217.52
Payroll Deduction Expenditures	-\$75,393.81
Wisconsin Retirement Automatic Withdrawl	-\$184,372.70
State Payroll Taxes	-\$89,021.59
Federal Payroll Taxes	-\$412,004.39
General Expenditures (Ck#219536 to Ck#220049)	-\$1,265,902.06
BASD Credit Card Automatic Withdrawl	-\$2,077.90
Food Service Online Credit Card Fees	-\$951.94
Community Ed Online Credit Card Fees	-\$203.12
Debt Service Interest Payment	-\$330,070.00
NSF Checks Returned by the Bank	-\$985.25
Voided Checks	\$40.00
Banking Supplies and Fees	
Total Withdrawals	<u>-\$3,543,160.23</u>
Total of Ending Cash on Hand	<u>\$861,684.91</u>
Bank Statement Information	
Bank Statement Balance-End of Month	\$1,326,392.27

Deposits in Transit	
Outstanding Checks	-\$464,707.36
Adjusted Bank Statement Balance	\$861,684.91
Variance	\$0.00

4. Recognition of Guests/District Residents

Citizens Roger Koldeway and Thomas Preusker questioned the advisability of Policy #832 – Weapons in Schools and the posting of signs on school property indicating that the carrying of firearms on school property is prohibited. The concern raised regarded the liability the school would be responsible for if injuries were to occur due to the use of firearms on school property. This policy is recommended by the WASB and has been approved by the School District’s attorney. Peter Smet will contact the district’s Liability Insurance carrier for further clarification of the District’s liability in this area.

5. Recognition of Staff, Students and Programs

Board President Dave Thompson presented a recognition plaque and a Proclamation honoring Donna Sturdevant as Wisconsin’s Middle School Teacher of the Year.

6. Resignations

The Personnel Committee presented the following resignations to the full Board for approval:

- Krista Dudones – Administrative Assistant – Athletic Department – Burlington High School – effective immediately

Extra Curricular Positions

- Patti Tenhagen – Girls Volleyball Coach – Grades 7 & 8 – effective immediately
- Tom Fitzpatrick – resignation as Assistant Wrestling Coach – effective November 3, 2011

On a motion by William Campbell, seconded by John Anderson, the Board voted unanimously to approve the resignations as they were presented.

7. Appointments

The Personnel Committee presented the following appointments to the full Board for approval:

- Math Leadership Team
 - Jamie Snyder
 - Teresa Forseth
 - Mary Larsen
 - Anne Thompson
 - Karen Turner

- Sara Koeppen
- Jeri Nettsheim
- Scott Turk
- Mike Jones
- Substitute Teachers
 - Jim Farnsworth
 - Marnie Luckenbill
- Extra Curricular Positions
 - Kate Dooley – Safety Patrol – Winkler School – shared position – effective 2011-12 school year
 - Leslie Moritz – Safety Patrol – Winkler School – shared position – 2011-12 school year
 - Kelly Dummer – Student Council – Winkler School – shared position – 2011-12 school year
 - Lorrie Wagner – Student Council – Winkler School – shared position – 2011-12 school year
 - Gary Caliva – Girls Varsity Softball Coach – Burlington High School – effective 2011-12 school year (non-staff)
 - Brad Ferstenou – Boys Basketball Varsity Assistant Coach – Burlington High School – effective 2011-12 school year
 - Denita Jones – Boys Head Swimming Coach – Burlington High School – effective 2011-12 school year (non-staff)
 - Kris Thomsen – Karcher Middle School Cheerleading Coach – effective 2011-12 school year
 - Lindsay Grant – Gymnastics Coach – Assistant – 50% position – 2011-12 school year – Burlington High School

On a motion by William Campbell, seconded by Scott Barrett, the Board voted unanimously to approve the appointments as presented.

8. Field Trip

- FFA Fall Leadership Conference – November 11th & 12th - overnight trip – Jodi Rogahn – advisor

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

9. 2012-13 School Calendar

- On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to approve the 2012-13 calendar as it was presented.

10. Donations

- Burlington High School
 - Music Matters
 - Tall, 4-drawer metal vertical file cabinet

- 2 drawer metal file cabinet
- Tall metal storage cabinet with doors and shelves
- Kenneth and Bonita Deavers
 - Donation of \$500 to the Burlington High School Girls Swimming Program
- Grey and Cindy Halstead, Salem Press Representatives
 - Donation of 5 books to the BHS Library
- Cindy and Jerry Robertson
 - Donation of 47 books for the Burlington High School Library
- David Glover
 - Donation of an Apple iPhone 8 GB to the Burlington High School Science Department

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

- Cooper, Waller, Winkler, Dyer and Burlington High School
 - Yvette Hanson – donation of yarn for knitting clubs and Art classes

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

- Winkler Elementary School
 - Winkler PTO – Book Fair profits - \$2,099.68 for books for individual students, \$989.38 to teachers for the purchase of classroom books, books for the Health Room and books to use as a give away for Bedtime Stories – Family Night
 - Josie Barnabee – donation of the book “The Magician: The Secrets of the Immortal Nicholas Flannel” for the Winkler Library

A motion was made by William Campbell and seconded by Rosanne Hahn to accept the donations from the Winkler PTO. This motion was amended to include the donation of a book from Josie Barnabee. The amended motion was passed unanimously by the Board.

- Waller Elementary School
 - JMP Burlington Petroleum
 - Donation of \$500 in the form of an ExxonMobil Educational Alliance grant

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

11. Committee Reports

- Finance Committee
 - Meeting of November 1, 2011 – no further Board action required, all action regarding this meeting was taken at the Action meeting held on November 1, 2011.

- Meeting of November 14, 2011
 - **Board action was required for the following:**
District copy machine lease
On a motion by Scott Barrett, seconded by William Campbell, the Board voted unanimously to approve a 36-month lease on 2 Xerox copy machines in the amount of \$27,034.00 inclusive of staples, unlimited copies and \$800 per machine per month summer shutdown credit and maintenance agreement
- Long Range Planning Committee – nothing to report
- Policy Committee
Board action required for the following:
2nd Reading of the following policies:
#345.1 – Weighted Grading
#345.6 – Graduation Requirements – Class of 2016
On a motion by Susan Kessler, seconded by Scott Barrett, the Board voted to approve these policies.
Board action required for the following:
1st Reading of the following policies:
#423.2 – Home Schoolers & Virtual School Students Taking classes within Burlington Area School District – administrative regulations only – no 1st reading required
#781 – Energy Management
#353.1 – School Volunteers
#494 – Animals in Schools
#832 – Weapons in Schools – due to questions regarding this policy – further investigation into liability responsibilities will be made prior to the 2nd reading
- Personnel Committee
October 10, 2011 – **no Board action required**
October 10, 2011 – **Board action required for the following:**
Employee handbook – acceptance of sections 1.01 – 3.09
On a motion by William Campbell, seconded by Scott Barrett, the Board voted to approve the named sections of the Employee Handbook
November 14, 2011 – **no Board action required**
- Buildings/Grounds/Transportation – nothing to report
- Community Education – nothing to report
- Curriculum Committee
October 17, 2011 – **Board action required for the following:**
Approval of Youth Options – Spring 2012
On a motion by Rosanne Hahn, seconded by Susan Kessler, the Board voted unanimously to approve Youth Options for the Spring of 2012
November 7, 2012 – **no Board action required**

- Other Meetings
Committee of the Whole – October 3, 2011 – **no Board action required**
Committee of the Whole – October 17, 2011 – **no Board action required**
Action Meeting – November 1, 2011 – **no Board action required**

12. Superintendent's Report

Superintendent Moyer reported on the following items;

- CESA Update
- 2011 Legislative Advocacy Conference – report given by Rosanne Hahn – held November 5th
- WASB Consultant Update - resulting from board input it was decided to table any further Board meetings with outside consultants. It was suggested that this is a possible topic for the Long Range Planning Committee

13. Adjourn

On a motion by Rosanne Hahn, seconded by William Campbell, the meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Susan Kessler, Clerk