



**BURLINGTON AREA SCHOOL  
DISTRICT**

BOARD OF EDUCATION  
OCTOBER 8, 2012  
7:00 P.M.  
DISTRICT OFFICE

David Thompson	President
William Campbell	Vice-President
Scott Barrett	Treasurer
Rosanne Hahn	Clerk
Larry Anderson	
Phillip Ketterhagen	
Roger Koldeway	

Board of Education meeting held on October 8, 2012.

1. Call to Order

Board President David Thompson called the meeting to order at 7:21 P.M. Present at this meeting were board members David Thompson, William Campbell, Scott Barrett, Larry Anderson, Phillip Ketterhagen, Roger Koldeway, administrators Peter Smet, Connie Zinnen, Ruth Schenning and Board Secretary Priscilla Crowley.

2. Board Minutes

On a motion by Roger Koldeway, seconded by William Campbell, the minutes of the September meeting were approved as presented.

3. Bank Statement and Bills

On a motion by Scott Barrett, seconded by William Campbell, the Board voted unanimously to approve the bank statement and authorize the payment of bills for September 2012.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
SEPTEMBER 2012**

<b>TOTAL OF BEGINNING CASH ON HAND</b>	\$5,407,743.80
<b>Revenues/Deposits</b>	
Local Government Investment Pool Transfers	\$0.00
Interest Earned	\$375.64

District Office Deposits	\$0.00
School Deposits	\$35,795.43
Food Service Deposits	\$64,232.59
Community Education Deposits	\$12,534.55
ACH Returns From Payroll Direct Deposits	\$1,466.28
Collected NSF Checks	\$0.00
Proceeds of 2012-13 Cash Flow Borrowing	\$5,300,000.00
<b>Total Deposits</b>	<b><u>\$5,414,404.49</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$10,822,148.29</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,050,858.58
Payroll Deduction Expenditures	-\$97,719.06
Wisconsin Retirement Automatic Withdrawal	-\$174,046.10
State Payroll Taxes	-\$80,314.70
Federal Payroll Taxes	-\$372,090.19
General Expenditures (CK #224088 to CK #224557)	-\$1,565,282.68
BASD Credit Card Automatic Withdrawal	-\$4,473.44
Food Service Online Credit Card Fees	-\$150.97
Community Ed Online Credit Card Fees	-\$84.01
NSF Checks Returned by the Bank	-\$343.75
Voided Checks	\$12,719.02
Banking Supplies and Fees	\$0.00
Repayment of 2011-12 Cash Flow Borrowing	-\$6,398,895.00
Cash Deposit Debit ADJ.	\$0.00
<b>TOTAL WITHDRAWALS</b>	<b><u>-\$9,731,539.46</u></b>
<b>TOTAL OF ENDING CASH ON HAND</b>	<b><u>\$1,090,608.83</u></b>
<b>BANK STATEMENT INFORMATION</b>	
Bank Statement Balance – End of Month	\$2,397,051.63
Deposits in Transit	\$0.00
Outstanding Checks	-\$1,306,442.80
	\$0.00
<b>Adjusted Bank Statement Balance</b>	<b><u>\$1,090,608.83</u></b>
<b>Variance</b>	<b>\$0.00</b>

4. Recognition of Guests and District Residents

- Norma Miller informed the Board about “walking quorums” for committees.

5. Resignations

The Personnel Committee presented the following resignation and Separation from Employment to the full Board for approval:

- Teresa Trawitzke – resignation from Elementary Science Committee – effective immediately

Separation from Employment

- Kenda Norden – Special Education Aide – Waller Elementary School – effective September 27, 2012

On a motion by William Campbell, seconded by Larry Anderson, the Board voted unanimously to approve the resignation and separation from employment as they were presented.

6. Appointments

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

- Heather Gyenes – Kindergarten Teacher – Waller Elementary School – 100% position – effective September 13, 2012
- Amy Phillips – 8<sup>th</sup> Grade Teacher – Karcher Middle School – 100% position – effective October 1, 2012
- Michelle Larson – Special Education Aide – Waller Elementary School – 6 hours per day – effective September 10, 2012

Substitutes

- Jean Barry ( Teacher)
- Dean Kandler (Custodian)

Extra Curricular Activities

- Nicole Boldt – Elementary Science Team – effective immediately
- Tim Burd – Assistant Wrestling Coach – Burlington High School – effective 2012-13 school year

On a motion by William Campbell, seconded by Scott Barrett, the Board voted to approve the appointments with a vote of 4 Yes and Board members David Thompson and Roger Koldeway abstaining from voting the motion.

7. Donations

- Cooper School
  - \$200 donation from Cooper PTO – towards a portable sound system
  - \$50 donation from Cooper PTO – Kindergarten orientation breakfast

- \$200 donation from an anonymous parent towards a portable sound system
- \$375 donation from Target-Take Charge in Education Program
- Schneider Family Dentistry, Vorpapel Service Inc., Towne & County Lanes, and Fox River State Bank for donation of “The Little People’s Guide to The Big World” book for all Cooper Kindergarten students
- Gift certificates from Wendy’s, Domino’s and Traxside to use as incentives with students throughout the year

On a motion by William Campbell, seconded by Roger Koldeway, the Board voted unanimously to accept the gifts as presented.

- Burlington High School
  - Matt Crist – Tractor Supply Company – donation of 1,000’s of fasteners and a storage system for the fasteners to the Technology Department
  - Lavelle Industries – Rhonda and Paul Sullivan and Tech Support Morgan Sisson – donation of Korky Universal Toilet kits for use by the students in the ACE Academy for the plumbing unit
  - Edstrom Industries – donation of a panel saw to the ACE Academy
  - Lakes Brick and Block – Mark Polyock – donation of 75 blocks and 575 bricks for use by the ACE Academy in their Principals of Building Trades Course in their masonry unit

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

#### 8. Field Trips

- Burlington High School Drama – State High School Theatre Festival – Friday, November 16 – Saturday, November 17, 2012 – Carrie Fidler , Advisor
- Burlington High School – National FFA Convention – Wednesday, October 24 – Saturday, October 27, 2012 – Jodi Rogahn – Advisor

On a motion by Scott Barrett, seconded by Philip Ketterhagen, the Board voted unanimously to approve the field trips as presented.

#### 9. Committee Reports

- Buildings/Grounds/Transportation
    - October 1, 2012
      - **Board action required for the following:**
      - **Forklift purchase**
- On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board approved the purchase of a**

**2006 Caterpillar forklift from Wisconsin Lift Truck  
in the amount of \$17,500 after trade-in.**

- Community Education – nothing to report
- Curriculum Committee
  - Meetings held on:
    - September 17, 2012
    - September 24, 2012
    - October 1, 2012
  - No Board action required**
- Finance Committee
  - September 10, 2012
    - **No further Board action required**
- Long Range Planning – nothing to report
- Personnel Committee
  - September 10, 2012 – Closed session
    - **No further Board action required**
  - October 1, 2012
    - **Board action required for the following:**
    - **Employee Handbook Changes**  
**On a motion by William Campbell, seconded by Scott Barrett, the changes to the Employee Handbook were approved as presented.**
  - October 8, 2012
    - **Board action required for the following:**
    - **Appointment of Citizen Representatives to Committees**  
**On a motion by William Campbell, seconded by Scott Barrett the following names were presented for appointment as Citizen Representatives to Board Committees:**
      - **Buildings/Grounds/Transportation – Norma Miller**
      - **Policy Committee – Susan Kessler**
      - **Curriculum Committee – Mark Sheldon**
    - Discussion took place – an amended motion was proposed – on a motion by Roger Koldeway, seconded by Phillip Ketterhagen the name of Bonnie Ketterhagen was submitted to be appointed as a member of the Curriculum Committee. The Board vote was as follows:**
      - **Roger Koldeway Yes**
      - **Philip Ketterhagen Yes**
      - **Larry Anderson No**

- **David Thompson** No
  - **William Campbell** No
  - **Scott Barrett** No
- Vote was 4-2 against – motion failed.**

**A vote was then taken on the original motion:**

- **Philip Ketterhagen** No
- **Roger Koldeway** No
- **Larry Anderson** Yes
- **David Thompson** Yes
- **William Campbell** Yes
- **Scott Barrett** Yes

**Vote was 4-2 in favor – motion passed.**

- Policy Committee – nothing to report
- Other meetings – nothing to report

#### 10. Superintendent's Report

Superintendent Smet recognized the following groups for their accomplishments:

- Burlington Area Garden Club – recognition for their work in the Courtyard at Karcher Middle School
- Burlington High School Trap Shooting Team – 2012 SCTP National Championship and 2012 Overall High Championship, also part of a program to be televised on the Outdoor Channel highlighting the SCTP National Championships held in Sparta, IL in July
- It was also noted that District sports teams are doing very well in competition this year – many are headed for state and sectional competitions
- David Thompson commended the staff and students of Waller Elementary School for their hard work and dedication that earned them the distinction of being named as a Wisconsin School of Recognition

#### 11. Announcements

There were no announcements.

#### 12. Adjourn

On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted to adjourn at 7:48 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk