



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, August 12, 2013
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members David Thompson, William Campbell, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Roger Koldeway, Jim Bousman, administrators Peter Smet, Ruth Schenning, Connie Zinnen and Board Secretary Priscilla Crowley.

1. Call to Order

Board President David Thompson called the meeting to order at 7:01 P.M.

2. Board Minutes

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the minutes of the July 8, 2013 meeting were approved as presented.

3. Bank Statement and Bills

On a motion by Larry Anderson, seconded by William Campbell, the Board approved the bank statement as presented. On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted to authorize the payment of bills for July.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT JULY 2013

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|--|---------------------|
| Total of Beginning Cash on Hand | \$702,965.52 |
| Revenues/Deposits: | |
| Local Government Investment Pool Transfers | \$1,700,000.00 |
| Interest Earned | \$0.00 |

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|---|-------------------------------|
| District Office Deposits | \$241,442.96 |
| School Deposits | \$562.96 |
| Food Service Deposits | \$21.25 |
| Community Education Deposits | \$10,566.00 |
| ACH Returns From Payroll Direct Deposits | \$158.84 |
| Collected NSF Checks | \$0.00 |
| Miscellaneous | \$0.00 |
| Total Deposits | <u>\$1,952,752.01</u> |
| Total Available Cash On Hand | <u>\$2,655,717.53</u> |
| Expenditures/Withdrawals: | |
| Employee Payroll Withdrawl (Direct Deposits) | -\$951,910.45 |
| Payroll Deduction Expenditures | -\$92,991.94 |
| Wisconsin Retirement Automatic Withdrawl | -\$214,363.54 |
| State Payroll Taxes | -\$73,990.85 |
| Federal Payroll Taxes | -\$370,547.01 |
| General Expenditures (CK#227698 to CK#227797) | -\$1,697,439.67 |
| BASD Credit Card Automatic Withdrawl | -\$2,449.01 |
| Food Service Online Credit Card Fees | --\$112.68 |
| Community Ed Online Credit Card Fees | -\$777.09 |
| NSF Checks Returned by the Bank | -\$25.00 |
| Voided Checks (#227460) | \$115.00 |
| Banking Supplies and Fees | \$ - |
| Total Withdrawals | <u>-\$3,404,492.04</u> |
| Total of Ending Cash on Hand | <u>-\$748,774.51</u> |
| Bank Statement Information | |

| | |
|--|-----------------------------|
| Bank Statement Balance – End of Month | \$438,187.92 |
| Deposits in Transit | \$0.00 |
| Outstanding Checks | -\$1,186,962.43 |
| Adjusted Bank Statement Balance | <u>-\$748,774.51</u> |
| Variance | \$0.00 |

4. Resignations

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

- Janet McGrath – Reading Specialist - Cooper Elementary School – effective immediately
- Extra Curricular Activities
- Jade Gribble – 9th Grade Head Baseball Coach – effective 2013-14 school year
 - Matt Block – Assistant Football Coach – Freshmen (co position) – effective 2013-14 school year (non staff)
 - Jerod Boyd – Girls JV Head Basketball Coach – effective 2013-14 school year

On a motion by William Campbell, seconded by Rosanne Hahn, the Board unanimously to approve the resignations as presented.

5. Appointments

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

- Dawn Wenzel-Helnore – transfer from classroom teacher to position of Title I Reading Teacher - Cooper Elementary School – effective 2013-14 school year
- Mackenzie Ferstenou – English Teacher – Burlington High School – 100% position – effective 2013-14 school year
- Michelle Jessup – Reading Specialist – Winkler, St. Charles and St. Johns schools - 100% position – effective 2013-14 school year
- Michelle Simecek – Reading Specialist – Cooper Elementary School – 100% position – effective 2013-14 school year
- Katherine (Larson) Mennecke – Grade 4 Teacher – Cooper Elementary School – 100% contract
- Jenny Torretta – Reading Intervention Teacher – Waller Elementary School – 100% contract – effective 2013-14 school year
- Natalie Gradinjan – Category II Aide – 5.55 hrs. per day – Burlington High School - effective 2013-14 school year

- Alexis Ward – Category II Aide – 5.8 hrs. per day - Cooper Elementary School – effective 2013-14 school year
- Erin Uttke – Category II Aide – 5.0 hrs. per day – Cooper Elementary School – effective 2013-14 school year
- Jennifer Kempf – Special Education Aide – Waller Elementary School – 5.0 hrs. per day – effective 2013-14 school year

Extra Curricular Activity

- Kim Armstrong – Assistant Boys Volleyball Coach – Burlington High School – effective 2013-14 school year
- Tammy Albrecht – Class Advisor – Freshman Class – effective 2013-14 school year
- Department Chairs – Burlington High School
 - Carrie McCanna – Art & Design
 - Jade Gribble – Business Education
 - Carrie Fidler – English
 - Eric Ellingham – Math
 - Dave Caldwell – Modern Language
 - Deb Steager/Jerod Boyd – Special Education
 - Penny Yanke – Music
 - Valerie Ausetz – Wellness
 - Troy Everson – Science
 - Jeremy Fitch – Social Studies
 - Casey Miller – Technical Education & Engineering
 - Ken France – Counseling Services

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

6. Donations

- Burlington Area School District
 - “Scherrer Construction Company Cares for Kids” – donation of \$1,000 for School Safety Upgrades
 - Music Matters Grant cycle intends to make the following restricted gifts to the Burlington Area School District:
 - \$6,000 to support artist-in-residence program “Drumming Up Character” to be shared among Winkler, Lyons, Waller, Cooper and Dyer School per the grant application by music staff Sally Carlson and Jamie Ellingstad.
 - \$780.00 to support “Opera for the Young” for Waller School per the grant application by Jamie Ellingstad.

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

- Burlington Cross Country Ski Team – donation to the School Forest – 2 8” baseboard heaters installed under the windows on the north wall and the other under the windows on the south wall; 2 4” baseboard heaters will be installed on the west wall under the windows – one on each side of the door; 1 thermostat will be mounted on the east wall. Location to be determined. All conduit, wire, breakers and any miscellaneous parts needed to complete this project are included. Kuckenbecker Electric will be doing the installation
- Burlington Cross Country Ski Team – donation to the School Forest – 1999 Ski-doo Skandic snowmobile to be used for grooming Cross Country Trails in the School Forest
On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the donations as presented.
- Burlington High School
 - Racine County Agricultural Society - \$1,000 to the Burlington High School Football program
On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted to accept the donation as presented.

7. Field Trips

- Burlington High School Volleyball – Athletic Competition – West Bend, WI – Friday, Sept. 27-28 – Dan Lynch, Teri Leach – coaches
- Burlington High School Girls Tennis Team – Green Bay, WI – overnight field trip – Sept. 6-7 – Rosemary Dolatowski – coach
On a motion by Larry Anderson, seconded by William Campbell, the Board voted to approve the field trips as they were presented.

8. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Community Education – nothing to report
- Curriculum Committee – nothing to report
- Finance Committee
 - Agenda/Minutes – August 29, 2013
 - **No further board action required**
- Long Range planning – nothing to report
- Personnel Committee
 - Agenda/Minutes – July 8, 2013
 - **No further Board action required**
 - Agenda/Minutes – July 29, 2013
 - **No further Board action required**

- Agenda – August 12, 2013
 - **Board action required for the following:**
 - **Approval of School Board Resolution regarding contract negotiations with the Custodians Collective Bargaining unit for the 2011-12 school year**

On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted to approve the resolution as presented.

- Policy Committee
 - Agenda/Minutes – June 24, 2013
 - **Board action required for the 2nd reading of the changes/updates to the following policies:**
 - **#112 – Non-Discrimination**
 - **#300 – Instructional Goals**
 - **#346.1 – Non-discriminating Testing**
 - **#361.1 – Selection of Library/Media Materials**
 - **#361.2 – Selection of Library/Media Materials**
 - **#364 – Guidance Program**
 - **#370 – Extra Curricular Activities**
 - **#410 – Statement of Guiding Principals**
 - **#411.1 – Sexual Harassment of/by Students**
 - **#421 – Entrance/Admission Requirement**
 - **#443 – Maintenance of Orderly Conduct**
 - **#447.3 – Suspension**
 - **#447.31 – Expulsion**
 - **#460 – Honors and Awards**
 - **#460.1 – Student Scholarships**
 - **#511.1 – Equal Opportunity Employment**
 - **#512 – Harassment**

On a motion by Roger Koldeway, seconded by Jim Bousman, the Board approved the 2nd reading of the above named policies.

- Agenda/Minutes – July 1, 2013
 - **Board action required for the 2nd reading of the changes/updates to the following policies:**
 - **#171.2 – Agenda Preparation & Dissemination**
 - **#422.1 – Foreign Exchange Students**
 - **#495 – Harassment of/by Students**

On a motion by Roger Koldeway, seconded by Jim Bousman, the Board approved the 2nd reading of the above named policies

▪ **Board action required for the 2nd reading of the changes updates to the following policies:**

- **#458 – District Wellness Policy**
- **#527 – Staff Complaints and Grievances**

On a motion by Roger Koldeway, seconded by Jim Bousman, the Board voted as follows regarding the named policies:

6 Yes Votes to approve the 2nd reading of the two policies and 1 No Vote to not approve the two policies as presented. Roger Koldeway cast the dissenting vote.

- Other Meetings
 - Action Meeting – July 29, 2013 – **No Board action required**
 - Board Meeting – August 5, 2013 – Correction to minutes requested. On a motion by Philip Ketterhagen, seconded by Jim Bousman a correction to the minutes of August 5, 2013 meeting will be corrected as follows:
A hand vote was taken to approve the budget changes recommended. The vote was 4 yes to approve the changes as presented and 3 no votes to not approve the changes as presented. The minutes have been corrected.

9. Superintendent’s Report

The Superintendent reported on the following items:

- WASB Fall Regional Meetings
- Trap Shooting Team – successful season
- Thank you note sent from a Scout Troop who used the School Forest for their “Court of Honor”

10. Announcements

There were no announcements.

11. Adjourn

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the meeting was adjourned at 7:23 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk