



# **BURLINGTON AREA SCHOOL DISTRICT**

BOARD OF EDUCATION  
Monday, November 10, 2014  
7:00 P.M.  
District Office

## Minutes

Present at this meeting were Board members Jim Bousman, Larry Anderson, Rosanne Hahn, Philip Ketterhagen, Roger Koldeway, Todd Terry, administrators Peter Smet, Connie Zinnen, Ruth Schenning and Board secretary Priscilla Crowley.

1. Call to Order  
Board Vice-President Jim Bousman called the meeting to order at 7:05 P.M.
2. Agenda Order  
On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to change the agenda order moving item number 7 to item number 3.
3. Recognition of Staff, Students and Programs  
The School Board recognized Karcher Middle School student Jacob Smith for being appointed as a 2014 Muscular Dystrophy Association Ambassador for 2014.
4. Minutes  
On a motion by Roger Koldeway, seconded by Rosanne Hahn, the Board voted to approve the minutes of the October meeting.
5. Bank Statement and Bills  
Larry Anderson presented the bank statement for approval. On a motion by Larry Anderson, seconded by Todd Terry, the Board voted to approve the bank statement as presented.

On a motion by Larry Anderson, seconded by Todd Terry, the Board voted unanimously to approve the payment of bills from October.

### **BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT OCTOBER 2014**

|   |                |
|---|----------------|
| <b>Total of Beginning Cash on Hand</b>                    | \$371,974.75   |
| <b>Revenues/Deposits:</b>                                 |                |
| Transfers from Local Government Investment Pool & Savings | \$5,500,000.00 |

|  |                               |
|--|-------------------------------|
| District Office Deposits                                     | \$56,022.46                   |
| School Deposits  | \$36,464.55                   |
| RevTrak Online Deposits for Registration Fees & Food Service | \$33,583.16                   |
| Food Service Deposits  | \$21,330.24                   |
| Community Education Deposits                                 | \$10,401.85                   |
| All Returns from Payroll Direct Deposits                     | \$0.00                        |
| Collected NSF Checks   | \$0.00                        |
| Miscellaneous  | \$0.00                        |
| <b>Total Deposits</b>  | <b><u>\$5,657,802.26</u></b>  |
| <b>Total Available Cash on Hand</b>                          | <b><u>\$6,029,777.01</u></b>  |
| <b>Expenditures/Withdrawals:</b>                             |                               |
| Employee Payroll Withdrawals (Direct Deposits)               | -\$1,474,265.92               |
| Payroll Deduction Expenditures                               | -\$93,507.86                  |
| Wisconsin Retirement Automatic Withdrawl                     | -\$223,573.46                 |
| State Payroll Taxes  | -\$90,156.49                  |
| Federal Payroll Taxes  | -\$534,432.95                 |
| General Expenditures (CK# 232333 to CK# 232721)              | -\$1,269,124.88               |
| BASD Credit Card Automatic Withdrawl                         | -\$4,519.64                   |
| Food Service Online Credit Card Fees                         | -\$889.06                     |
| Community Ed Online Credit Card Fees                         | -\$358.44                     |
| NSF Checks Returned by the Bank                              | -\$383.00                     |
| Voided Checks  | \$275.50                      |
| Transfer to Savings  | -\$2,000,000.00               |
| Banking Supplies and Fees                                    | -\$128.00                     |
| <b>Total Withdrawals</b>                                     | <b><u>-\$5,691,064.20</u></b> |
| <b>Total of Ending Cash on Hand</b>                          | <b><u>\$338,712.81</u></b>    |
| <b>Bank Statement Information</b>                            |                               |
| Bank Statement Balance – End of Month                        | \$867,081.06                  |
| Deposits in Transit  |                               |
| Outstanding Checks   | <u>-\$528,368.25</u>          |
| <b>Adjusted Bank Statement Balance</b>                       | <b><u>\$338,712.81</u></b>    |
| <b>Variance</b>  | <b>\$0.00</b>                 |

6. Recognition of Guests and District Residents

Two District residents addressed the School Board regarding the implementation of a Women’s Resource Shelter across the street from Cooper Elementary School. They expressed concerns over the safety of students if rezoning should be permitted to allow the WRS sponsored shelter to open in this location.

7. Resignations

The following resignations were presented to the full Board for approval:

- Barbara Marshall – Bus Aide – part-time – resignation effective immediately
- Diane Quanbeck – Special Education Aide – resignation effective as of January 2, 2015

- Paula Lovrine – Teacher Aide – part-time – resignation effective November 7, 2014
- Jennifer Biro – Teacher Aide – part-time – resignation effective October 30, 2014
- Shaun O’Dea – Custodian – part-time – Burlington High School – effective November 13, 2014

On a motion by Todd Terry, seconded by Larry Anderson, the Board voted unanimously to approve the resignations as presented.

8. Appointments

The following appointments were presented to the full Board for approval:

- Kristen Brody – part-time secretary/aide – Dyer Intermediate School – effective immediately
- Tina Palmer – Special Education Aide – 5.75 Hrs. per day – Waller Elementary – effective October 27, 2014
- Extra Curricular Assignments
  - Chad Hinze – Head Boys Swim Coach – 2014-15 school year (non-staff)
  - Nancy Shepherd – Literacy Team – effective 2014-15 school year
  - Tasha Konz – Math Leadership Team – effective 2014-15 school year

On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to accept the appointments as presented.

9. Donations

- Burlington Area School District
  - Packaging Corporation of America – donation of \$2,250 to the Burlington Area School District

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

- Dyer Intermediate School
  - Tony Guinn – donation of travel and time – spoke on the topic of leadership to Dyer’s Peer Tutors
  - Market Day - \$50.81 – Dyer’s share of proceeds from June – September 2014

- Dyer Intermediate/Karcher Middle School/BHS
    - Music Matters – donation of \$3,400 to provide funding for Artist-in-Residence Christian Howe’s program at BHS, Karcher and Dyer
- On a motion by Todd Terry and seconded by Rosanne Hahn, the Board voted to accept the donations as presented.

- Burlington High School
  - Summer Donations
    - George Marks Promotion - \$250 to WBSD to help maintain programming
    - FCF Metal Salvage – L. Weyrauch - \$500 to WBSD to help maintain programming
    - Black Circle Records, Timothy Townsend - \$50 to WBSD to help maintain programming
    - Thomas and Mary LaBelle - \$83 to the BHS Class of 2015 to be used toward the senior class gift
    - Arcade Driving School - \$500 to WBSD to help maintain programming

- September Donations
  - Black Circle Records – Timothy Townsend - \$50 to WBSD to help maintain programming
  - Perfection Auto Body – Clayton Cruse - \$500 to WBSD to help maintain programming
- October Donations
  - Lynch Motor - \$150 to the Burlington High School Driven Program to be used for programming
  - The following donations are to WBSD Radio:
    - ASDA Enterprising - \$500
    - Black Circle Records \$50
    - Lucky Star - \$500
    - Miller Ford - \$250
    - Coffee House – Carly Hurley - \$500
- Burlington High School Athletic Department
  - Burlington High School Athletic Association – donation of \$6,574.74 to the Burlington High School Athletic Department to be used to add to infield mix to the JV and Varsity softball diamonds as well as complete grading/field work on the JV field at Burlington High School

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

10. Field Trips

- Burlington High School Varsity Baseball Team – Louisville, Kentucky – April 1, 2015 through April 4, 2015 – Scott Staude, Advisor
  - On a motion by Roger Koldeway, seconded by Todd Terry, the Board voted to approve the field trip as it was presented.

11. Committee Meetings

- Buildings/Grounds/Transportation
  - October 27, 2014 – **no Board action required**
  - November 3, 2014 – **Board action required for the following:**
    - **Possible Purchase of Property - On a motion by Jim Bousman, seconded by Philip Ketterhagen, the Board voted unanimously to respectfully decline the opportunity to purchase property from Grace Church.**
- Long Range Planning - nothing to report
- Community Education
  - October 27, 2014 – **no Board action required**
- Curriculum Committee
  - October 20, 2014 – **no Board action required**
- Finance Committee
  - October 27, 2014 – **no Board action required**
  - November 10, 2014 – **Board action required for the following:**
    - **Copy Center Machine Lease - On a motion by Larry Anderson, seconded by Todd Terry, the Board voted to approve the recommendation of administration to renew the Xerox proposal in the amount of \$26,900.84 for a 36 month lease.**
- Personnel Committee
  - October 13, 2014 – **no Board action required**

- October 21, 2014 – **Board action required for the following:**
  - **Custodial Contracts – 2013-14 and 2014-15 – on a motion by Todd Terry, seconded by Larry Anderson, the Board voted to approve the implementation of .17 per hour increase for 2013-14 and a .25 per hour increase for 2014-15.**
- Policy Committee
  - November 3, 2014 – **no Board action required**
- Other Meetings
  - Committee of the Whole – October 27, 2014 – **no Board action required**
  - Board Meeting – October 27, 2014 – **no Board action required**
  - Board Meeting – November 3, 2014 – **no Board action required**

12. Superintendent's Report

Mr. Smet reported on the following items:

- WASB Stakeholders Strategic Planning Process will begin in mid-January
- Veteran's Program held at Dyer Intermediate School

13. Announcements

Rosanne Hahn urge everyone to take the time to visit the Veteran's Home and also commented that she was very impressed with the FFA at Burlington High School – Board members and administration received thank you cards thanking them for approving the recent trip that was taken.

14. Adjourn

On a motion by Rosanne Hahn, seconded by Todd Terry, the meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk