



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
MAY 13, 2013
7:00 P.M.
BURLINGTON HIGH SCHOOL LIBRARY

Present at this meeting were Board members David Thompson, William Campbell, Larry Anderson, Rosanne Hahn, Phil Ketterhagen, Roger Koldway, Jim Bousman, administrators Peter Smet, Ruth Schenning, Connie Zinnen and Board secretary Priscilla Crowley. Staff members and citizens were also present.

1. Call to Order
Board President David Thompson called the meeting to order at 7:09 P.M.
2. Change in Agenda Order
On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board voted unanimously to move item #6 on the agenda (Recognition of Staff, Students and Programs) to item #4 on the agenda.
3. Recognition of Staff, Students and Programs
The Board recognized the following students, programs and staff members:
 - Dominick DeRosier – Semi-Finalist – 2013 Wisconsin National Geographic Bee
 - Burlington High School Art Department – Visual Arts Classic State Competition – Students Kelsey Combs and Taylor Cramer and teacher Wayne Herrick
 - Burlington High School Forensics Team – State competition – 2013 – “Excellence in Speech Award” – students and Robbie Twohig and Matt Nie, advisorsThe Board congratulates students and staff advisors on their outstanding accomplishments.
4. Board Minutes
On a motion by Rosanne Hahn, seconded by Roger Koldeway, the minutes of the April 2013 meeting were approved as presented.

5. Bank Statement and Payment of Bills
On a motion by Larry Anderson, seconded by William Campbell, the board voted unanimously to approve the bank statement and authorize the payment of bills for April.

**BURLINGTON AREA SCHOOL DISTRICT
BANK STATEMENT RECONCILIATION REPORT
APRIL 2013**

TOTAL OF BEGINNING CASH ON HAND	\$502,796.43
Revenues/Deposits	
Local Government Investment Pool Transfers	\$2,900,000.00
Interest Earned	\$0.00
District Office Deposits	\$341,493.36
School Deposits	\$7,271.76
Food Service Deposits	\$42,365.00
Community Education Deposits	\$1,384.00
ACH Returns From Payroll Direct Deposits	\$1,275.25
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
Total Deposits	<u>\$3,293,789.37</u>
Total Available Cash on Hand	<u>\$3,796,585.80</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,045,242.33
Payroll Deduction Expenditures	-\$106,169.83
Wisconsin Retirement Automatic Withdrawl	-\$210,049.88
State Payroll Taxes	-\$79,259.41
Federal Payroll Taxes	-\$402,885.91
General Expenditures (Ck#226501 to Ck#226859)	-\$1,232,322.39
BASD Credit Card Automatic Withdrawl	-\$5,396.73

Food Service Online Credit Card Fees	-\$803.77
Community Ed Online Credit Card Fees	-\$130.27
NSF Checks Returned by the Bank	-\$140.00
Voided Checks	\$8,615.55
Banking Supplies and Fees	\$0.00
Total Withdrawals	<u>-\$3,073,784.97</u>
Total of Ending Cash on Hand	<u>\$722,800.83</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,312,628.39
Deposits in Transit	\$0.00
Outstanding Checks	-\$589,827.56
Adjusted Bank Statement Balance	<u>\$722,800.83</u>
Variance	\$0.00

6. Recognition of Guests/Districts
Twelve citizens requested to speak before the School Board. Eleven of the comments addressed the bus transportation contract issue. One comment was given in support of the Music Program and additional staffing for the 2013-14 school year.
7. Resignations
The Personnel Committee presented the following resignations to the full Board for approval:
- Gordon Nikolic – Head Girls Basketball Coach – Burlington High School – effective end of the 2013-14 school year
 - Kathy Karsten – Music Teacher – Dyer and Winkler Schools – effective June 7, 2013
- On a motion by William Campbell, seconded by Roger Koldeway, the resignations were unanimously approved.
8. Appointments
The Personnel Committee of the Board of Education presented the following appointments to the Board for approval:
- Ashley Easterwood – Special Education Teacher – Burlington High School – 100% contract – 2013-14 school year

Assignment Change

- Lucy Vorpapel – from 7 hour Instructional Aide to 4 hours as a Dyer office secretary and 3 hours as English Language Learner instructional support

Extra Curricular Activities

Building Leadership Team – Karcher Middle School – 2013-14

- Andrea Hancock – Onyx House
- Barb Berezowitz – Diamond House
- Kurt Rummler – Hive House
- Stephanie Rummler – Silver House
- Dawn Salbreiter & Marilee Hoffman – Elective Area Representative
- Bronwyn Knapp – Special Education
- Patti Tenhagen – Rtl/Reading
- Steven Berezowitz – Advisory/Guidance (1/2)

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

9. Foreign Exchange Students – 2013-14 School Year

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to allow up to 5 AFS students to be placed at Burlington High School for the 2013-14 school year.

10. Field Trips

The following field trips were presented by the Board for approval:

- Burlington High School – B*JAZZled – El Paso Gridley High School – February 14 – February 16, 2014
- Burlington High School – A Cappella Choir – Chicago – Sing Strong A Cappella Festival and Competition – April 4 – April 6, 2014
- Burlington High School – Choir- Branson, Missouri – April 16 – April 19, 2014

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board voted unanimously to approve the field trips as presented.

The following field trip was presented to the Board for approval:

- Burlington High School KEY Club – International Convention – Washington D.C. – 1 student – June 30 – July 7, 2013 – Sharon Kelley, Advisor

On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to approve the field trip as presented.

11. Donations

The following donations were presented to the Board for acceptance:

- Burlington High School
 - Doug Helnore – donation of the Yerf-Dog ATV – Burlington High School Athletic Department
 - Gladys Robinson – donation of digital camera technology to Burlington High School
 - Mark Bigelow – Bigelow Appliance – donation of an electric oven to the Technology Education Department
 - Kerry Clausen – Clausen Farms – donation of an Auto-Balancing Laser Level to the ACE Academy
 - Bill Swantz – donation of 2 microscopes, 8 boxes of slides and glass lab ware
 - Sally Miller – donation of \$2,000 to the Athletic Department
- On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the donations as presented.

- Cooper Elementary School
 - Gail Spitzenberger – donation of several chapter books to Cooper Library
 - Kohls Cares Field Trip Grant Money – paid for the following field trips for 2013-14:
 - The Milwaukee Art Museum
 - The Milwaukee Zoo

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

- Lyons Elementary School
 - Lyons PTO - \$1,339 for all-school field trip to the Plaza Theater as an end-of-year reward for the students
- On a motion by Philip Ketterhagen, seconded by Roger Koldeway, the Board voted unanimously to accept the donation as presented.

12. Committee Reports

- Buildings/Grounds/Transportation
 - Agenda/Minutes – May 6, 2013
 - **Board action required for the following:**
Bus Transportation Contract
Committee Chairman Jim Bousman brought forth the motion from the May 6, 2013 committee meeting:
The motion before the Board states that the Board should bid out the transportation contract for

comparables per the existing contract in force. This motion was seconded by Roger Koldeway.

Phil Ketterhagen asked to amend the original motion as follows: Amend the motion to bid out the transportation contract for comparables per existing contract in force by inserting the words: upon non-renewal time lines subject to mutual consent between parties per paragraph #17, with Thomas Bus given right of first refusal. This motion was seconded by Roger Koldeway. Extensive discussion took place. The vote was as follows regarding the amendment:

<u>Yes to the Amendment</u>	<u>No to the Amendment</u>
Roger Koldeway	David Thompson
Philip Ketterhagen	William Campbell
	Rosanne Hahn
	Larry Anderson
	Jim Bousman

The motion failed on a 5-2 vote.

William Campbell asked that the following amendment be considered by the Board: That the Board waive Policy 672 which requires that purchases or contracts in excess of \$10,000 for any single item or single group of items be let for competitive bids or quotes and that the Board approve the contract from Thomas Bus dated April 24, 2013. After much discussion, Board President David Thompson requested that William Campbell withdraw his amendment to the proposal. Mr. Campbell complied with this request.

The original motion was then called forward for a vote: Bid out the transportation contract for comparables per existing contract in force. The vote was as follows:

<u>Yes to Motion</u>	<u>No to Motion</u>
Roger Koldeway	David Thompson
Philip Ketterhagen	William Campbell
	Larry Anderson
	Rosanne Hahn
	Jim Bousman

The motion failed on a 5-2 vote.

Board member Jim Bousman put forth a motion to extend the contract negotiation period deadline to help

alleviate the imminent timeline for contract renewal. This motion was seconded by Philip Ketterhagen. It was queried as to what date would be chosen for the deadline and Mr. Bousman asked to extend the deadline and amend his motion by using August 1, 2013 as the new deadline. Discussion took place, the pros and cons were discussed and if the deadline could be extended to August 1, 2013. A vote was called for as follows:

Yes to Motion

**Jim Bousman
Philip Ketterhagen
Roger Koldeway**

No to Motion

**David Thompson
William Campbell
Rosanne Hahn
Larry Anderson**

The motion failed on a 4-3 voted.

William Campbell brought forth the following motion: That the Board accept and renew the transportation contract with Thomas Bus Company per the contract submitted to the Board on April 24, 2013. The parameters are the same as set forth in the 2012-13 contract. The contract would be of a five year duration rather than of a 3-year duration with the clause enabling either party to terminate the contract with a 2 year notice of intent. The motion also included the waiving of Policy #672 that would require the letting of the contract for bids on anything totaling more than \$10,000. Discussion and requests for clarification took place.

Jim Bousman requested the following amendment to the motion: That the Board legitimize the process through a Policy Committee review of Policy #672. He asked that the Policy Committee come up with guidelines for preferred vendors who would not be required to submit their contracts for bids on contracts or items totaling over \$10,000 in costs and that Thomas Bus Company become one of these preferred vendors. Being listed as a preferred vendor would not require them to submit competitive bids but would require that contracts be issued to them only after the School Board had done their due diligence for anything over the \$10,000 limit. Discussion and questions took place regarding the relevancy of the requested

amendment to the motion. Board President Thompson ruled the amendment was relevant and could move forward. The vote was as follows:

Yes to the Amendment

**David Thompson
William Campbell
Larry Anderson
Rosanne Hahn
Jim Bousman**

No to the Motion

**Philip Ketterhagen
Roger Koldeway**

The amendment passed on a 5 to 2 vote.

A vote was then called for on the original motion, including the requested amendment: That the Board accept and renew the transportation contract with Thomas Bus Company per the contract submitted to the Board on April 24, 2013. The parameters are the same as set forth in the 2012-13 contract. The contract would be of a five year duration rather than of a 3-year duration including a clause enabling either party to terminate the contract with a 2 year notice of intent. The motion also included the waiving of Policy #672 that would require the letting of the contract for bids on anything totaling more than \$10,000. That the Board legitimize the process through a Policy Committee review of Policy #672. That the Policy Committee come up with guidelines for preferred vendors who would not be required to submit their contracts for bids on contracts or items totaling over \$10,000 in costs and that Thomas Bus Company become one of these preferred vendors. Being listed as a preferred vendor would not require them to submit competitive bids but would require that contracts be issued to them only after the School Board had done their due diligence for anything over the \$10,000 limit.

The vote on this amended motion was 7-0. The motion passed.

- Community Education – nothing to report
- Curriculum Committee
 - **Board action required for the following:**
 - **Youth Options, approval of courses for the fall of 2013-14 school year**

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board approved Youth Options courses for the fall of 2013-14 school year

- Finance Committee
 - Agenda/Minutes – April 22, 2013
 - **No Board action required**
- Long Range Planning- nothing to report
- Personnel Committee
 - Agenda/Minutes – April 8, 2013 – **no Board action required**
 - Agenda/Minutes – April 22, 2013 – **no further Board action required**
 - Agenda/Minutes May 6, 2013 – **no Board action required**
 - Agenda – May 13, 2013 – **no Board action was required for Staff Health/Dental Insurance or for Final notice of non renewal.**
- Policy Committee – nothing to report
- Other Meetings
 - Board Reorganization Meeting – April 22, 2013 – **no Board action required**
 - Board Meeting – April 22, 2013 – **no Board action required**

13. Superintendent's Report

Superintendent Smet reported on the Dyer Energy Expo to the Board.

14. Announcements

There were no announcements.

15. Adjourn

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Rosanne Hahn, Secretary