



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
MONDAY, NOVEMBER 11, 2013
7:00 P.M.
DISTRICT OFFICE

Minutes

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

1. Call to Order
Board President David Thompson called the meeting to order at 7:18 P.M.
2. Adjustment to Board Agenda
On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted to move item #7 on the agenda (Recognition of Staff, Students and Programs) to item #4 (Approval of Minutes). The Board recognized the Burlington High School Tennis Team and Coach Rose Dolatowski for being winners at the WIAA Sectionals and moving on to state competition.
3. Board Minutes
On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board voted unanimously to approve the minutes from the October 14, 2013 Board meeting
4. Bank Statement and Bills
On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted unanimously to approve the bank statement and authorize the payment of bills for October.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT OCTOBER 2013

Total of Beginning Cash on Hand	\$735,437.05
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Revenues/Deposits	
Local Government Investment Pool/Money Market Transfers	\$2,800,000.00
Interest Earned	\$0.00
District Office Deposits	\$51,418.19
School Deposits	\$29,419.67
Food Service Deposits	\$59,060.61
Community Education Deposits	\$9,162.00
ACH Returns from Payroll Direct Deposits	\$484.07
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
Total Deposits	<u>\$2,949,544.54</u>
Total Available Cash on Hand	<u>\$3,684,981.59</u>
Expenditures/Withdrawals	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,115,279.92
Payroll Deduction Expenditures	-\$94,477.69
Wisconsin Retirement Automatic Withdrawl	-\$205,909.40
State Payroll Taxes	-\$85,018.56
Federal Payroll Taxes	-\$425,185.98
General Expenditures (CK#228242 to CK#228958)	-\$1,114,661.96
BASD Credit Card Automatic Withdrawl	-\$3,906.25
Food Service Online Credit Card Fees	-\$1,133.02
Community Ed Online Credit Card Fees	-\$228.35
NSF Checks Returned by the Bank	-\$753.50

Voided Checks	\$1,038.67
Long Term Debt Payments	\$0.00
Banking Supplies and Fees	\$0.00
Total Withdrawals	<u>-\$3,045,515.96</u>
Total Available Cash on Hand	<u>\$639,465.63</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,087,502.51
Deposits in Transit	\$0.00
Outstanding Checks	-\$448,036.88
Adjusted Bank Statement Balance	<u>\$639,465.63</u>
Variance	\$0.00

5. Recognition of Guests and District Residents
Food Director Joel Orwig introduced himself to the Board members and invited them to partake of lunch at the schools when they are able.

6. Resignations
The following resignations were presented to the full Board for approval:
 - Bob Miller – Custodian – full-time – Cooper Elementary School – resignation effective October 16, 2013Citizen Representative
 - Bob Lemken – Buildings/Grounds/Transportation Committee citizen representative – effective immediately
On a motion by Philip Ketterhagen, seconded by Jim Bousman, the Board voted unanimously to approve the resignations as presented.

7. Appointments
The following appointments were presented to the full Board for approval:
 - Rachel Frank – Special Education Bus Aide – 4 hrs. per day – effective October 14, 2013
 - Dalia Gonzalez – Special Education Bus Aide – 4 hrs. per day – effective October 14, 2013

- Karen Belau – Special Education Aide – 5.8 hrs. per day – Dyer Intermediate School – effective November 4, 2013
- Crystal Olson – 4 hour custodian, Burlington High School – effective October 2013
- Yvette Cramer – 4 hour custodian, Karcher Middle School – effective October 2013
- Laura Schenk – 4 hour custodian – Karcher Middle School – effective October 2013

Extra Curricular Activities

- Matt Behringer & Matt Nie – DRIVEN Community Service Learning – Level 8 – effective immediately for the 2013-14 school year

Substitute Custodian

- Mark Johnston

On a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted unanimously to approve the appointments as they were presented.

8. Donations

- Lyons Elementary School
 - Jim & Cathy Meinen – donation of school supplies for Lyons students
 - Lyons PTO
 - \$575.00 for “Reptomania” assembly
 - \$200 to buy recorders for the 3rd graders at Lyons
 - Chris Toledo – donation of fruit twice for the entire school for a healthy snack

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

9. Committee Reports

- Buildings/Grounds/Transportation
 - Agenda/Minutes – October 28, 2013
 - **No Board action required**
- Long Range Planning – nothing to report
- Community Education – nothing to report
- Curriculum Committee
 - Agenda/Minutes – November 4, 2013
 - **Board action required for the following:**
 - **Youth Options**
On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted unanimously to approve the Youth Options as presented.

- Finance Committee
 - Agenda/Minutes – October 28, 2013
 - **No Board action required**
- Personnel Committee
 - Agenda/Minutes – October 14, 2013
 - **No Board action required**
 - Agenda/Minutes – October 21, 2013
 - **Board action required for the following:**
 - **Employee Handbook – Changes/Revisions**
On a motion by Larry Anderson, seconded by Jim Bousman, the changes/revisions to the Employee Handbook were approved with the following changes: #5.01 – second sentence – make a separate number and the proration of APB will remain but will not become effective until 9/1/2014. The motion carried on a 5-1 vote with Roger Koldeway casting the dissenting vote.
 - Agenda – November 11, 2013
 - **Board action required for the following:**
 - **Teacher Contract – 2012-13**
On a motion by Larry Anderson, seconded by Jim Bousman, the Board voted to accept the 2012-13 Teacher Contract on a vote of 5-1. Roger Koldeway cast the dissenting vote.
 - **Pay Increase for Administration, Secretary/Aides, Confidential Secretaries and Building Engineers**
On a motion by Larry Anderson, seconded by Jim Bousman, the Board voted unanimously to approve the wage increases for Administration, Secretary/Aides, Confidential Secretaries and Building Engineers for 2012-13.
- Policy Committee
 - Agenda/Minutes – October 7, 2013
 - **Board action required for the following:**
 - **2nd Reading – Policy #672 – Purchasing Policy**
On a motion by Roger Koldeway, seconded by Jim Bousman, the Policy was approved unanimously.
 - Agenda/Minutes – November 4, 2013
 - **Board action required for the following:**
 - **1st Reading – Policy #185.2 – Citizen Members on Standing Committees**

- Other Meetings
 - Agenda/Minutes – October 28, 2013
 - **No Board action required**

- 10. Superintendent's Report
 - WASB Convention – Milwaukee – January 22-24. Early Bird registration available until December 1, 2013.
 - 2013 NSBA Annual Conference – New Orleans, LA – April 5-7
 - Wisconsin Historical Society – District Office has been nominated to be part of the Kane Street Historic District.

- 11. Announcements

Rosanne Hahn discussed Veteran's Day and how important it is.

- 12. Adjourn

On a motion by Jim Bousman, seconded by Rosanne Hahn, the meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk