



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, February 8, 2016
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members Jim Bousman, William Campbell, Rosanne Hahn, Kevin Bird, Philip Ketterhagen, Todd Terry, Barry Schmaling, administrators Peter Smet, Ruth Schenning, Connie Zinnen, Scott Schimmel, Matt Behringer, Jill Oelslager, Sue Mosher, Jackey Syens, and Jessica Polcyn.

1. Call to Order
Board President Jim Bousman called the meeting to order at 7:00 P.M.
2. Board Minutes
On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted to approve the minutes as presented.
3. Bank Statement and Bills
Board Treasurer Kevin Bird presented the bank statement for the month of January to the Board for approval. On a motion by Philip Ketterhagen, seconded by William Campbell, the bank statement was approved as read.

Kevin Bird presented the payment of bills for the month of January to the Board for approval. On a motion by Todd Terry and seconded by Rosanne Hahn, the Board voted to approve the payment of bills for the month of January.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT JANUARY 2016

TOTAL OF BEGINNING CASH ON HAND	<u>\$754,413.63</u>
<u>REVENUES/DEPOSITS</u>	
Transfers From Local Government Investment Pool & Savings	\$900,000.00
District Office Deposits	\$9,350,084.78
School Deposits	\$7,322.27
REVTRAK Online Deposits For Registration Fees & Food Service	\$43,125.02

Community Education Deposits	\$5,110.99
ACH Returns From Payroll Direct Deposits	\$1,425.44
TOTAL DEPOSITS	<u>\$10,307,068.50</u>
TOTAL AVAILABLE CASH ON HAND	<u>\$11,061,482.13</u>
<u>EXPENDITURES/WITHDRAWLS:</u>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,144,084.32
Payroll Deduction Expenditures	-\$108,834.99
Wisconsin Retirement Automatic Withdrawl	-\$235,538.22
State Payroll Taxes	-\$77,616.74
Federal Payroll Taxes	-\$659,770.45
General Expenditures (Ck#237033 to CK#237301)	-\$1,055,902.55
BASD Credit Card Automatic Withdrawl	-\$7,297.27
REVTRAK Online Credit Card Fee	-\$709.38
Community Ed Online Credit Card Fees	-\$192.50
NSF Checks Returned by the Bank	-\$20.00
Voided Checks	\$703.60
Transfer to Money Market Savings	-\$6,900,000.00
Banking Supplies nad Fees	-\$46.00
TOTAL WITHDRAWLS	<u>-\$10,189,308.82</u>
TOTAL OF ENDING CASH ON HAND	<u>\$872,173.31</u>
<u>BANK STATEMENT INFORMATION</u>	
Bank Statement Balance – End of Month	\$1,298,598.21
Deposits in Transit	\$0.00
Outstanding Checks	-\$426,424.90
ADJUSTED BANK STATEMENT BALANCE	<u>\$872,173.31</u>
VARIANCE	\$0.00

4. Recognition of Staff, Students and Programs

The Board recognized staff members for their many years of service to the District.

5. Retirement/Resignations

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

Resignations

- Frank Brooks – 4 Hour Custodian – resignation effective January 7, 2016
- Andrew Storey – 4 Hour Custodian – resignation effective January 22, 2016

Retirement

- Julie Taylor – Social Worker – retirement effective June 9, 2016

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the resignations and retirement as they were presented.

6. Appointments

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

- Sue Weiger – Library Aide – Burlington High School – effective January 28, 2016

Sub Aide List

- Pat Peterson
- Jackie Daams McCourt

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

7. Field Trips

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

- Burlington Softball Program – Burlington High School – overnight field trip to Memphis, TN Tournament – March 24 – April 1, 2016 – Gary Caliva, Advisor
- Key Club – Burlington High School – District Convention – Green Bay, Wisconsin – March 11 – 13, 2016 – Jennifer Reuchlen, Advisor
- Burlington Demons Ice Fishing Team – Burlington High School – WIFA State Tournament on Shawano Lake – February 19-20, 2016 – Trent Tonn/Ben Hendricks – Advisor
- A Cappella Choir and Treble Chorale – Port Washington High School – April 8-9, 2016 – Penny Yanke, Advisor
- BHS Choir and Band – New York City, New York – March 24-29, 2017 – Penny Yanke, Colin Galitz, Advisors

On a motion by William Campbell, seconded by Kevin Bird, the Board voted to approve the field trips as they were presented.

8. Donations

The following donations were presented to the Board for acceptance/approval:

- District
 - Project CAPE, Inc. - \$17,000 – to support efforts to improve literacy instruction K-12 in the Burlington Area School District

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

- BHS Special Education Department
 - Chris Roanhaus Memorial Scholarship Funds – Kent Zahn presented background information and the reasoning behind the donation of the balance of funds to the Special Education Department of Burlington High School. Mr. and Mrs. Bill Roanhaus presented the Board with a check for the balance of the funds remaining to be used in support of the Special Education Program at Burlington High School. The money is to be used over the course of several years.

- Burlington High School
 - \$100 donation to help offset costs for the upcoming trip to Tennessee for the Burlington High School Softball Program
 - Culver's - \$182.10 – Burlington High School Cheerleading – served meals at Culver's on January 19th.
 - Kohl's Department Store - \$500 to Burlington High School poms program
 - Donations to WBSD Burlington High School Radio Stations for programming:
 - Anderson Chiropractic – \$250
 - Scott Hermann - \$500
 - Burlington Area Chamber of Commerce - \$500
 - Black Circle Records - \$100
 - Perfection Auto Body, Inc. – \$250
 - Donations for Burlington High School Drama Club
 - John Tolle – Materials & Labor for additional shelving in Costume/Prop/Set Storage room
 - Ron Kahl - \$500
 - Donations for Burlington High School Koral Club
 - Fox River State Bank - \$400
 - Rhonda & Paul Sullivan – \$500
 - Marcus Hotels & Resorts - \$150

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

- Dyer Intermediate School
 - BASD Band Boosters/Lorie Spiewak- \$774.63 – donation to the Burlington School District band program.

On a motion by Philip Ketterhagen, seconded by Todd Terry, the Board voted to accept the donation as presented.

9. Report on WASB Delegate Assembly – Rosanne Hahn

Rosanne reported to the Board on the WASB Delegate Assembly and the outcome of the voting on various resolutions presented.

10. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Relations – nothing to report
- Curriculum Committee
 - Agenda/Minutes – February 1, 2016 – **Board action required for the following:**
Board signature to apply to DPI for Science equivalent option of Agriculture classes – On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted to approve the Science equivalent for Agriculture classes.
- Finance Committee
 - Agenda/Minutes – February 1, 2016 – **Board action required for the following:**

Continue contract with Wegner CPA for fiscal years ending June 30, 2016, June 30, 2017 and June 30, 2018 at a cost of \$15,500 per year

On a motion by Kevin Bird, seconded by William Campbell, the Board voted to approve the contract with Wegner CPA for the next 3 fiscal years.

- Personnel Committee
 - Agenda/Minutes – January 11, 2016 – no action required
 - Agenda/Minutes – January 18, 2016 –no action required
 - Agenda – February 8, 2016 – no action required
- Policy Committee
 - Agenda/Minutes – February 1, 2016 – **Board action required for the following: First Reading for Policy #185 – Standing Committees and Policy #453.1 – Health Policy**
- Other Meetings
 - Agenda/Minutes – Board Meeting – January 25, 2016 – no Board action required
 - Agenda/Minutes – Board Meeting – February 1, 2016 – no Board action required

11. Superintendent's Report

- Future Business Leaders of America at Burlington High School attended the Regional Conference – 15 students qualified for State competition and Burlington was named the best chapter out of 22 in the state
- Special Olympics Basketball Tournament was held at Burlington High School over the week-end – 29 teams participated
- Poms Team participate in competition in LaCrosse
- Forensics Team competed in Union Grove
- Wrestling – 3 students named as Conference Champs for Southern Lakes Conference

12. Announcements

Rosanne Hahn had several announcements:

- Andrea Donegan went to Washington D.C. to receive her award.
- Bill Campbell was recognized at the WASB Convention for his 30 years of service as a school board member
- Troy Everson and students demonstrated some of the work they do with the EMT Program through Gateway Technical College at the WASB Convention

13. Adjourn

On a motion by William Campbell, seconded by Philip Ketterhagen, the meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk