



**BURLINGTON AREA SCHOOL  
DISTRICT**

BOARD OF EDUCATION  
MONDAY, MAY 12, 2014  
7:00 P.M.  
DISTRICT OFFICE

Minutes

Present at this meeting were Board members William Campbell , 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 President William Campbell called the meeting to order at 7:03 P.M.
2. Minutes  
On a motion by Rosanne Hahn, seconded by Todd Terry the Board voted to approve the minutes of the previous meeting.
3. Bank Statement and Bills  
On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board voted to approve the bank statement for April as it was presented.

On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board voted to approve the payment of bills for the month of April.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
APRIL 2014**

<b>Total of Beginning Cash on Hand</b>	\$359,653.77
<b>Revenues/Deposits</b>	
Transfers From High Yield Savings	\$2,700,000.00

Interest Earned	\$0.00
District Office Deposits	\$377,774.76
School Deposits	\$65,957.86
Food Service Deposits	\$51,585.65
Community Education Deposits	\$11,021.00
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
<b>Total Deposits</b>	<b><u>\$3,206,339.27</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$3,565,993.04</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawls (Direct Deposits)	-\$1,093,255.48
Payroll Deduction Expenditures	-\$98,019.82
Wisconsin Retirement Automatic Withdrawl	-\$227,261.38
State Payroll Taxes	-\$73,838.54
Federal Payroll Taxes	-\$414,928.44
General Expenditures (Ck# 226502 to Ck# 226859)	-\$1,047,599.12
BASD Credit Card Automatic Withdrawl	-\$4,674.76
Food Service Online Credit Card Fees	-\$757.92
Community Ed Online Credit Card Fees	-\$120.28
NSF Checks Returned by the Bank	-\$181.00
Voided Checks	\$182.53
Banking Supplies and Fees	\$0.00
<b>Total Withdrawals</b>	<b><u>-\$2,960,454.21</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$605,538.83</u></b>

<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$991,871.44
Deposits in Transit	\$0.00
Outstanding Checks	-\$386,332.61
<b>Adjusted Bank Statement Balance</b>	<b><u>\$605,538.83</u></b>
<b>Variance</b>	\$0.00

4. Recognition of Guests and District Residents

The following people expressed their opinion to the Board regarding staff benefits: Josh Dow, Jeremy Fitch, Normandie Byrne and Greg Zeman.

5. Recognition of Staff, Students and Programs

Board President William Campbell presented plaques to the following teams:

- Girls Bowling Team – Burlington High School – State Champions
- Wrestling Team – Burlington High School – State Semi Finalists

6. Retirements/Resignations

The following resignations were presented to the Board for approval:

- Paul Ivkovich – effective at the completion of the 2013-14 school year
- Carol Wasley – 4 hour custodian – Burlington High School – effective April 21, 2014
- Michaela Habberley – Special Education Aide – Waller Elementary School – effective May 2, 2014
- Casey Miller – Tech Ed Teacher – Burlington High School – effective at the completion of the 2013-14 school year

Extra Curricular

- Shelley Andersson – Literacy Team – effective at the completion of the 2013-14 school year
- Matt Behringer – Girls’ 8<sup>th</sup> Grade Basketball Coach – effective April 25, 2014
- Casey Miller – Wrestling Coach – effective at the completion of the 2013-14 school year

On a motion by Jim Bousman, seconded by Todd Terry, the resignations were approved as presented.

7. Appointments

The following appointments were presented to the Board for approval:

- Brandon Viliunas – Karcher Band Director – effective for the 2014-15 school year
- Michelle Konczak – Early Childhood teacher – Cooper Elementary School – effective 2014-15 school year

Job Share

- Jennifer Libbey and Jamie Cook – job share for next year was approved – location not yet determined

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

8. Donations

- Waller School
    - Music Matters - \$3,915.00 to pay for drums and percussion items – 24 student package
    - Music Matters - \$1,763.00 for purchase of up to 3 B-Calm GP units for use by special needs students
- On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to accept the donations as presented.

- Burlington High School
  - Educator’s Credit Union - \$50 to the High School Driven Program
  - Chad Kirkeeng - \$25 donation to Burlington High School class of 2016
  - Northwestern Mutual Foundation, Jackie Fitch - \$500 to Burlington High School Band Program
  - Brickyard BBQ & Tavern - \$500 to Burlington High School Band Program
  - Performance Tire & Auto - \$350 donation to Burlington High School – WBSD to maintain programming
  - Robert and Jennifer Grandi - \$100 Burlington High School National Honor Society Variety Show for the Transitional Living Center
  - Wisconsin Upper Michigan Key Club - \$200 to the Burlington High School Key Club for the service project, “Adopt A Family”
  - Carol Chaffee - \$50 National Honor Society Variety Show for the Transitional Living Center

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

9. CESA Contract – 2014-15

On a motion by Roger Koldeway, seconded by Todd Terry, the Board voted to approve the CESA Contract for the 2014-15 school year.

10. Field Trips

- State FFA Camp – JAG Lake – Woodruff, WI – August 14-18, 2014 – Katie Hagemann – advisor

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the field trip was approved as presented.

11. Open Enrollment – 2014-15

Open Enrollment will be discussed at a future meeting.

12. Committee Reports

- Buildings, Grounds and Transportation
  - Agenda/Minutes – April 28, 2014 – **Board action required for the following:**
  - **Facility Planning to be determined by Long Range Planning Committee – On a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted to move facility planning to the Long Range Planning Committee**
- Long Range Planning – nothing to report
- Community Education – nothing to report
- Curriculum Committee
  - Agenda/Minutes – April 21, 2014 – **Board action required for the following:**
  - **4K Community Providers**
    - **CATHE Center – no committee recommendation at this time – no vote taken**
    - **Plymouth Children’s Center – On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to accept Plymouth Center as a 4K Provider**
    - **Noah’s Ark – On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to accept Noah’s Ark as a 4K provider with the proper security in place.**
    - **CATHE Center – The administration recommended to the whole Board that the CATHE Center be used as a 4K Provider – after discussion on a motion by Roger Koldeway, seconded by Philip Ketterhagen, it was passed on a vote of 6-1 to make the CATHE Center a 4K Provider**
  - **4K Contracts**
    - **A motion was made by Rosanne Hahn that all 4K teachers would be part of BASD District Employees**

**with a 1 year contract and the motion was seconded by Jim Bousman. The motion passed.**

**Two contracts are proposed: 1 for District Supplies Employees and 1 for Provider Supplies Employees. Roger Koldeway proposed a motion to make the contract a 3 year contract with a 2 year non-renewal clause, the motion was seconded by Philip Ketterhagen and failed to pass on a vote of 5-2.**

**Noah's Ark would be a 4K Provider who supplies employees. On a motion by Larry Anderson, seconded by Todd Terry the Board voted to authorize their contract and the motion passed on a vote of 6-1.**

- **Agenda/Minutes – April 28, 2014 – Board action required for the following:**
- **Allow KMS math courses and courses taken at BHS or equivalents be allowed for high school graduation credits and direct the administration to amend the policies to allow this change and recommend this change to the Policy Committee.**  
**On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the motion was approved as presented.**
- Finance Committee
  - **Agenda/Minutes – May 5, 2014 (closed session)– no Board action required**
  - **Agenda/Minutes – May 5, 2014 (open session) – Board action required for the following:**
  - **Student Fees – 2014-15 school year – On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted to approve the student fees as presented.**
  - **Employee Health Insurance Plans for 2014-15 – On a motion by Larry Anderson, seconded by Todd Terry, the Board voted on the 3 recommended plans for health, funding of these plans would be discussed at a future date. Todd Terry seconded the motion. Discussion took place. The motion passed on a 5-2 vote.**
  - **Employee Dental Insurance Plan for 2014-15 – On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board on a 5-2 vote agreed that the District would**

**absorb the additional premium cost for dental insurance for 2014-15.**

- Personnel Committee
  - Agenda/Minutes – April 14, 2014 – **no Board action required**
- Policy Committee – nothing to report
- Other Meetings
  - Committee of the Whole
    - Agenda/Minutes – April 21, 2014 – **Board action required for the following:**
    - **Approval of Communication Audit – On a motion by Jim Bousman, seconded by Rosanne Hahn, the motion passed on a vote of 5-2.**
  - Ad Hoc Policy Sub Committee
  - **No Board action required for meetings held on April 15, 23 or 30.**
  - Board Reorganization Committee
  - Agenda/Minutes – April 28, 2014 – **no Board action required**

13. Superintendent's Report

- Walworth/Lakeland Elks Lodge – donating dictionaries for each 3<sup>rd</sup> grader in the District as part of a nationwide program.
- Trent Tonn has been named as the “Environmental Educator of the Year”. The Board requests that a letter of congratulations be sent to him.

14. Announcements

- Rosanne Hahn remarked on the large number of activities that go on at Burlington High School

15. Adjourn

On a motion by Jim Bousman, seconded by Rosanne Hahn, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk