



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
MONDAY, SEPTEMBER 9, 2013
7:00 P.M.
District Office

Minutes

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

1. Call to Order
Board President David Thompson called the meeting to order at 7:00 P.M.
2. Board Minutes
On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to approve the minutes from the August 12, 2013 Board meeting and the August 26, 2013 Annual Meeting.
3. Bank Statement and 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 August.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT AUGUST 2013

Total of Beginning Cash on Hand	-\$748,774.51
Revenues/Deposits	
Local Government Investment Pool Transfers	\$2,600,000.00
Interest Earned	\$0.00

District Office Deposits	\$6,031,606.26
School Deposits	\$163,012.22
Food Service Deposits	\$5,283.45
Community Education Deposits	\$33,966.50
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
Total Deposits	<u>\$8,833,868.43</u>
Total Available Cash on Hand	<u>\$8,085,093.92</u>
Expenditures/Withdrawals	
Employee Payroll Withdrawals (Direct Deposits)	-\$940,215.34
Payroll Deduction Expenditures	-\$97,947.94
Wisconsin Retirement Automatic Withdrawal	-\$190,678.82
State Payroll Taxes	-\$73,633.00
Federal Payroll Taxes	-\$367,079.79
General Expenditures (CK#227798 to CK#228100)	-\$961,263.57
BASD Credit Card Automatic Withdrawl	-\$1,535.22
Food Service Online Credit Card Fees	-\$1.88
Community Ed Online Credit Card Fees	-\$358.71
NSF Checks Returned by the Bank	-\$2,035.25
Voided Checks	\$14,058.05
Transfers to Money Market	-\$5,000,000.00

Banking Supplies and Fees	<u>\$0.00</u>
Total Withdrawals	<u>-\$7,620,691.47</u>
Total of Ending Cash on Hand	<u>\$464,402.25</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,010,376.02
Deposits in Transit	\$0.00
Outstanding Checks	-\$545,973.57
Adjusted Bank Statement Balance	<u>\$464,402.45</u>
Variance	\$0.00

4. Resignations

The Personnel Committee recommended the following resignations to the Board for approval:

- Dana Schmaling – Special Education Teacher – Karcher Middle School – resignation effective August 20, 2013
- Karen Schmidt – part-time Teacher Aide – Winkler School – effective August 22, 2013
- Heather Warren – part-time Special Education Aide – Karcher Middle School – effective August 28, 2013
- Dana Bower – part-time Special Education Aide – Winkler Elementary School – effective August 26, 2013
- Dmytro Petriv – 4 hour Custodian – Karcher Middle School – effective September 3, 2013

Extra Curricular Activities

- Bonnie Larsen – Key Club co-advisor – resignation effective 2013-14 school year
- Julie Gesteland – 7th Grade Girls Volleyball Coach – resignation effective 2013-14 school year

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

5. Appointments

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

- Samantha Thelen – part-time Special Education Aide – Waller Elementary School – effective 2013-14 school year

- Jacob Malewicki – Special Education Teacher – Karcher Middle School – effective 2013-14 school year
- Mary Alvarez – Category III Teacher Aide – 3.75 hrs. per day – Lyons Elementary School – effective September 4, 2013
- Heidi Burinda – Category II Teacher Aide – 3.75 hrs. per day – Winkler Elementary School – effective September 6, 2013

Extra Curricular Activities

- Ben Hendricks – Freshman Baseball Head Coach – effective 2013-14 school year
- Mike Pahl –Assistant Football Freshman coach – 50% position – effective 2013-14 school year
- Brent Grochowski – Assistant Football Freshman Coach – effective 2013-14 school year
- Jackie Bladow – Assistant Tennis Coach – 25% position – effective 2013-14 school year
- Jackie Schneider –Assistant Tennis coach – 75% position – effective 2013-14 school year (non-staff)
- Dave Milatz – Assistant Foot JV Coach – effective 2013-14 school year
- Dave Caldwell/Robbie Twohig – Department Chair – Modern Language – Burlington High School – change to shared position for the 2013-14 school year
- Ricardo Pompa – Soccer Volunteer – Burlington High School – 2013-14 school year - (non-staff)
- Kevin Schuerman – Soccer Volunteer – Burlington High School – 2013-14 school year – (non-staff)
- Tyler Gagnon – coaching volunteer – Burlington High School – 2013-14 school year – (non-staff)
- Ryan Cardinal – Soccer Volunteer –Burlington High School – 2013-14 school year – (non-staff)
- James Kocaja – Burlington Cross Country/Track & Field Volunteer – 2013-14 school year
- Matt Nie – Burlington Cross Country Coach volunteer – 2013-14 school year
- Rachel Vorpapel – co-advisor Key Club – effective 2013-14 school year
- MacKenzie Ferstenou – Assistant Girl’s Basketball (JV) coach – effective 2013-14 school year
- Michelle Jessup – District Literacy Team
- Jenny Torretta – District Literacy Team
- Michelle Simecek – District Literacy Team

Dyer Team Leader

- Sue Bekken – Special Education

- Michelle Glisch – Special Area Teachers & Galaxy House
- Sarah Kwiatkowski – Pod I
- Deb Hill – Pod 2
- Angie Mangold – Pod 3

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

6. Field Trips

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

- Kiwanis Key Club Leader Conference – Burlington High School – Jennifer Reuchlen – Advisor – September 20-22, 2013
- One Act Play – overnight trip to the Madison Area – November 22-23, 2013 – Carrie Fidler, Paul Ivkovich, Tammy Albrecht and Penny Yanke, advisors

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

7. Donations

- Burlington High School
 - Burlington High School Athletic Association
 - Donation of \$2,800 for purchase of the Hudl computer program for use by the athletic program
 - Runzheimer Foundation
 - Donation of \$4,000 to Burlington High School – STEM program

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

- Burlington School District
 - GE Healthcare – Ed Leuck
 - Donation of 38 office chairs to be used throughout the District

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

8. Gridiron Passes – 2013-14

On a motion by William Campbell, seconded by Jim Bousman, the Board voted unanimously to approve Gridiron passes for 2013-14.

9. Committee Reports

- Buildings/Grounds/Transportation/Long Range Planning – joint committee meeting
 - Agenda/Minutes – August 19, 2013

- **Board action required for the following:**
- **The Joint Committee recommends that the full Board accept the proposal from Scherrer/Nexus for the preliminary building analysis, looking “outside the box” at all district property with a report to be provided back to the full Board.**
- **On a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted unanimously to approve the proposal from Scherrer/Nexus.**
- Finance Committee
 - Agenda – September 9, 2013
 - **Board action required for the following:**
 - **“Resolution Authorizing Temporary Borrowing in Amount Not To Exceed \$5,700,000 Pursuant To Section 67.12(8)(a)1, WIS. STATS.**
 - **Larry Anderson made a motion to accept the low bid from US Bank for the short term borrowing of \$5,700,00 at an interest rate of 0.437% and was seconded by William Campbell. The Board vote was as 7-0 as listed below:**
 - **David Thompson Yes**
 - **William Campbell Yes**
 - **Larry Anderson Yes**
 - **Rosanne Hahn Yes**
 - **Philip Ketterhagen Yes**
 - **Roger Koldeway Yes**
 - **Jim Bousman Yes**
 - **Purchase of Playground Equipment appropriate for use by special needs students**
 - **Larry Anderson made a motion to accept the low bid from Lee Recreation of \$37,404 for equipment cost and \$4,900 material cost for a total of \$42,304.00 and was seconded by Rosanne Hahn. Roger Koldeway interjected and asked that the motion be amended to include up to \$3,000 for site preparation.**
 - **On a motion by Roger Koldeway, seconded by Larry Anderson, the Board voted unanimously to include the amendment for adding up to \$3,000 to the original motion for site preparation.**
 - **The Board then voted on the original motion, which now includes up to \$3,000 for site preparation. The motion passed unanimously.**
- Long Range Planning – nothing to report

- Personnel Committee
 - Agenda/Minutes – August 12, 2013
 - **No Board action required**
 - Agenda – September 9, 2013
 - **Board action required for the following:**
 - **Appointment of Citizen Representatives to standing committees for 2013-14 school year**
 - **On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted unanimously to “suspend the rules referencing appointment of Citizen Representatives, leaving the current citizen representatives temporarily in place until a Personnel Committee meeting can be scheduled and discussion can take place regarding this issue.”**
- Policy Committee – nothing to report
- Other Meetings
 - Annual Meeting – August 26, 2013
 - **No Board action required.**

10. Superintendent’s Report

The Superintendent reported on the following items to the Board:

- Karcher Middle School - \$250 award from DPI in cooperation with Wisconsin Health and Physical Education program through the “Movin’ and Munchin” School resource kit and award program
- Reminder to Board members that this area’s WASB Regional Meeting will be held in Elkhorn on October 23rd.
- The school year is off to a smooth start; everyone has done a good job.

11. Announcements

Jim Bousman reported that Scott Hoffman and Eric Plitzuweit are putting together a report on the allocation and use of athletic facilities in the District and they will be submitting it to the Board in the near future.

12. Adjourn

On a motion by Rosanne Hahn, seconded by Jim Bousman, the meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk