



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, January 11, 2016
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members Jim Bousman, President, William Campbell, Rosanne Hahn, Kevin Bird, Philip Ketterhagen, Todd Terry, Barry Schmaling, administrators Peter Smet, Connie Zinnen, Ruth Schenning, Eric Burling, Jill Oelslager, Scott Schimmel, Christine Anderson, Sue Mosher, Jackey Syens and Gail Spitzenberger.

1. Call to Order
Board President Jim Bousman called the meeting to order at 7:04 P.M.
2. Board Minutes
On a motion by Philip Ketterhagen, seconded by Rosanne Hahn, the Board voted to approve the minutes as presented.
3. Bank Statement and Bills
On a motion by Kevin Bird, seconded by Todd Terry, the bank statement from December was approved as presented.

On a motion by Kevin Bird, seconded by Rosanne Hahn, the payment of bills for the month of December was approved.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT DECEMBER 2015

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| TOTAL OF BEGINNING CASH ON HAND | <u>\$323,709.64</u> |
| <u>REVENUES/DEPOSITS</u> | |
| Transfers From Local Government Investment Pool & Savings | \$6,600,000.00 |
| District Office Deposits | \$19,383.87 |
| School Deposits | \$15,569.74 |
| REVTRAK Online Deposits for Registration Fees and Food Service | \$31,882.11 |

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|--|-------------------------------|
| Community Education Deposits | \$13,169.44 |
| ACH Returns From Payroll Direct Deposits | \$0.00 |
| Collected NSF Checks | \$0.00 |
| Miscellaneous | \$0.00 |
| Total Deposits | <u>\$6,680,005.16</u> |
| Total Available Cash on Hand | <u>\$7,003,714.80</u> |
| <u>EXPENDITURES/WITHDRAWLS</u> | |
| Employee Payroll Withdrawals (Direct Deposits) | -\$1,189,913.01 |
| Payroll Deduction Expenditures | -\$104,179.27 |
| Wisconsin Retirement Automatic Withdrawl | -\$236,634.48 |
| State Payroll Taxes | -\$79,872.17 |
| Federal Payroll Taxes | -\$217,857.99 |
| General Expenditures 9Ck#236756 to Ck#237032) | -\$1,507,265.19 |
| BASD Credit Card Automatic Withdrawl | -\$15,696.45 |
| REVTRAK Online Credit Card Fees | -\$1,102.79 |
| Community Ed Online Credit Card Fees | -\$215.30 |
| NSF Checks Returned by the Bank | -\$603.00 |
| Voided Checks | \$4,163.48 |
| Transfer to Money Market Savings | -\$2,900,000.00 |
| Banking Supplies and Fees | -\$125.00 |
| Total Withdrawals | <u>-\$6,249,301.17</u> |
| Total of Ending Cash on Hand | <u>\$754,413.63</u> |
| <u>BANK STATEMENT INFORMATION</u> | |
| Bank Statement Balance – End of Month | \$1,041,796.96 |

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|---|----------------------------|
| Deposits in Transit | \$0.00 |
| Outstanding Checks | -\$287,383.33 |
| Adjusted Bank Statement of Balance | <u>\$754,413.63</u> |
| Variance | \$0.00 |

5. Recognition of Staff, Students and Programs

- The Board recognized Andrea Donegan, School Counselor from Dyer Intermediate School for been named as the Wisconsin State Representative for the American School Counselor Association for 2016.

6. Resignations/Retirement

The following resignations and retirement were presented to the Board by the Personnel Committee:

Resignations

- David Miller – 4 Hr. Custodian – Waller School – resignation effective January 15, 2016

Extra Curricular Activities

- Rick Koceja – Assistant Track Coach – Burlington High School – effective immediately

Retirement

- Darlene Considine – Reading Teacher – Waller Elementary School – effective at the completion of the 2015-16 school
On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the resignations and retirement as presented.

7. Appointment

- Status Change
 - Jim Schaal – movement from custodian/maintenance to Building Engineer – effective January 7, 2016
- On a motion by William Campbell, seconded by Todd Terry, the Board voted to approve the appointment as presented.

8. Donations

- Burlington High School
 - Grand Geneva Resort - \$150 – Burlington High School Orchestra Club
 - Ron Kahl - \$1500 – Burlington Boys Basketball to help offset program costs
 - Miller Motor Employees - \$500 to the Burlington High School Athletic Program in honor of Chris Miller
 - Donations to WBSD Radio Station for Programming
 - Brickyard BBQ & Tavern - \$500
 - Lynch Motor Vehicle Group, Inc. - \$500
 - Los Compadres Restaurant - \$200
 - Donations to Koral Klub
 - The Marcus Corporation- \$300

- Runzheimer International LTD - \$2,000
- Donations to the Drama Club
 - Thrivent Community Shoreline - \$50 Gift Certificate
 - Woodland Wonder Foundation, Inc. - \$100
 - Amanda Pflug - \$20
 - Kay Ransom – donation of numerous costumes

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

- Dyer Intermediate School
 - Wal Mart Community Foundation - \$1,000 – to be used to implement Dyer’s Positive Behavior System

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

- Lyons Elementary School
 - Box Tops for Education - \$123.50
 - Lyons Township Historical Society - \$500

On a motion by Kevin Bird, seconded by Barry Schmaling, the Board voted to accept the donations as presented.

9. Field Trip

- FFA – Burlington High School – State FFA Camp – June 20-June 23, 2016 – Katie Hagemann, advisor

On a motion by Phil Ketterhagen, seconded by William Campbell, the Board voted to approve the field trip as presented.

10. 2016-17 School Calendar

On a motion by Phil Ketterhagen, seconded by Kevin Bird, the Board voted to approve the School Calendar for 2016-17.

11. Open Enrollment for 2016-17

Open Enrollment information for 2016-17 was presented to the Board for approval. On a motion by William Campbell, seconded by Rosanne Hahn, the Open Enrollment numbers for 2016-17 were approved.

12. Draw for Ballot Order for the Spring Election

Board Clerk Rosanne Hahn drew names for ballot order for the 2016 Spring Election. The ballot order will be as follows:

1. Barry Schmaling
2. Jim Bousman

13. WASB Resolutions

Resolutions to be voted on at the WASB Convention were presented to Board members by delegate Rosanne Hahn. Resolutions were discussed and direction was given for approval or disapproval of the proposed resolutions.

14. Committee Reports

- Buildings/Grounds & Transportation
 - Agenda/Minutes – January 4, 2016 – **Board action required for the following:**

- **Land Sale for McCanna Parkway Extension to Hwy. 142 – 1/10 of an acre** - On a motion by Kevin Bird, seconded by William Campbell, the Board voted to approve the land sale as presented.
- Long Range Planning – nothing to report
- Community Relations - nothing to report – should be noted that this committee is still technically the Community Education Committee – changes will need to be made to the name and functionality of this committee.
- Curriculum Committee
 - Agenda/Minutes – January 4, 2016 – **Board action required for the following:**
 - **Course Options Resulting in College Credit** – a motion was made by Rosanne Hahn and seconded by William Campbell to budget the sum of \$50,000 in the 2016-17 budget for course options with the understanding that any student who does not pass a course would be required to reimburse the district.

Discussion took place. Phil Ketterhagen proposed the following amendment to the motion, “I move to amend the Wisconsin Course Options to allow payment not to exceed the actual amount paid in the prior budget year plus 10% contingency. If more reimbursement is required than the amount budgeted the students will be prorated to this budget amount.” After discussion the amended motion was voted on and failed on a vote of 6-1.

The original motion was then voted on and failed on a vote of 7-0.

- Finance Committee – nothing to report
- Personnel Committee
 - Agenda/Minutes – December 14, 2015 – **no Board action required**
- Policy Committee
 - Agenda/Minutes December 7, 2015 – **Board action required for the following: 2nd Reading for the following policies**
 - **Policy #423.0 – Open Enrollment Program** - On a motion by Philip Ketterhagen, seconded by Todd Terry, the Board voted to approve the second reading of Policy #423.0
 - **Policy #345.6 – Graduation Requirements** – On a motion by Philip Ketterhagen, seconded by Todd Terry, the Board voted to approve the second reading of Policy #345.6.
 - **Policy #940 – Naming Right** – a motion was made by Philip Ketterhagen and seconded by Kevin Bird to approve the “Naming Rights” policy as presented. Discussion took place with pros and cons presented. The motion passed.
- Other Meetings – nothing to report

15. Superintendent’s Report

Superintendent Smet presented information on the following:

- Character Education
- Facility Study – presentation on February 1st regarding the costs of suggested facility improvements
- Strategic Plan Update

- Grant Information
- Reminder that the WASB Convention in Milwaukee will be held January 27-29, 2016. Anyone wishing to attend should contact Priscilla to make reservations.

16. Adjourn

On a motion by Kevin Bird, seconded by William Campbell, the meeting was adjourned at 8:25 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk