



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
MONDAY, October 13, 2015
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members Jim Bousman, William Campbell, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Todd Terry, Kevin Bird, administrators Peter Smet, Connie Zinnen, Ruth Schenning, Jackey Syens, Gary Olsen, Scott Schimmel, Jill Oelslager, Eric Burling and Board secretary Priscilla Crowley.

1. Call to Order
Board President Jim Bousman called the meeting to order at 7:00 pm.
2. Board Minutes
On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted to approve the minutes as presented.
3. Bank Statement/Bills
On a motion by Larry Anderson, seconded by William Campbell, the Board voted to approve the bank statement for September as presented.

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

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT SEPTEMBER 2015

Total of Beginning Cash on Hand	\$743,398.51
Revenues/Deposits	
Transfers From Local Government Investment Pool & Savings	\$6,400,000.00
Annual Cash Flow Borrowing Proceeds	\$5,218,252.00
District Office Deposits	\$33,557.01
School Deposits	\$22,233.02
REVTRAK Online Deposits For Registration Fees & Food Service	\$29,406.81

Food Service Department Deposits	\$14,760.73
Community Education Deposits	\$13,359.86
ACH Returns From Payroll Direct Deposits	\$214.95
Collected NSF Checks	\$0.00
Total Deposits	<u>\$11,731,784.38</u>
Total Available Cash on Hand	<u>\$12,475,182.89</u>
Expenditures/Withdrawals	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,099,361.19
Payroll Deduction Expenditures	-\$104,952.25
Wisconsin Retirement Automatic Withdrawl	-\$201,744.28
State Payroll Taxes	-\$77,041.03
Federal Payroll Taxes	-\$420,130.30
General Expenditures (CK#235691 to CK#23641)	-\$1,213,686.30
BASD Credit Card Automatic Withdrawl	-\$12,582.51
REVTRAK Online Credit Card Fees	-\$6,299.73
Community Ed Online Credit Card Fees	-\$267.13
NSF Checks Returned by the Bank	-\$892.00
Voided Checks	-\$102.50
Banking Supplies and Fees	\$0.00
Transfer to Savings	-\$3,400,000.00
Repayment of Prior Year Cash Flow Borrowing	-\$5,343,634.71
Long Term Debt Payments	-\$35,917.37
Total Withdrawals	<u>-\$11,916,406.30</u>
Total of Ending Cash on Hand	<u>\$558,776.59</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,557,008.46
Deposits in Transit	\$0.00
Outstanding Checks	-\$998,231.87
Adjusted Bank Statement Balance	<u>\$558,776.59</u>
Variance	\$0.00

4. Retirements/Resignations

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

Retirement

- Diane Cecelia – Special Education Aide – retirement effective October 2, 2015

Resignations

- Mitch Vyhanek – 4 hour custodian – Burlington High School – resignation effective September 14, 2015
- Mike Hensel – 4 hour custodian – Cooper Elementary School – resignation effective September 21, 2015
- Chuck Runge – Special Education Aide – Karcher Middle School – effective October 6, 2015
- Beth Hutson – Special Education Aide – part-time – Waller Elementary School – resignation effective September 18, 2015
- Leah Krawchuk – Special Education Aide – 5.75 hrs. per day – Waller Elementary School – effective September 23, 2015

On a motion by William Campbell, seconded by Kevin Bird, the retirement and resignations were approved as presented.

5. Appointments

The following appointments were presented to the Board for approval:

- Tammy Satter – Special Education Aide – Waller Elementary School – 5.75 hrs. per day
- Martin Cordova – 4 hr. custodian – Cooper Elementary School – effective September 10, 2015
- Gloria Blodgett – 4 hr. custodian – Waller Elementary School – effective September 15, 2015
- Michael Hensel – 4 hr. custodian – Cooper Elementary School – effective September 20, 2015
- Leah Krawchuk – Special Education Aide – 5.75 hrs. per day – Waller Elementary School – effective September 10, 2015

On a motion by William Campbell, seconded by Kevin Bird, the Board voted to approve the appointments as presented

6. Donations

- Burlington High School
 - Donations to WBSD Radio Station
 - Black Circle Records - \$100
 - Arcade Driver's School - \$500
 - Perfection Auto Body, Inc. - \$500
 - Runzheimer International, LTD - \$2000
 - South East Recycling - \$500
 - Donations to Foreign Exchange Program
 - Rhonda and Paul Sullivan - \$50
 - Runzheimer, International - \$200
 - Danish Sisterhood of America - \$200
 - Uhen Family - \$100 – donation for the Gay/Straight Student Alliance for expenses for the group

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

- Elementary Schools
 - Elk's Club - Donation of dictionaries for all 3rd grade students in the District

On a motion by Kevin Bird, seconded by William Campbell, the Board voted to accept the donation of dictionaries for all 3rd grade students in the District.

- Lyons Center
 - Kohl's – donation of a \$1,000 grant for an all school field trip to the Milwaukee Zoo.
 - Pine Brook Pointe (Assisted Living) – donation of a child sized wheel chair
 - Donation of Pumpkins and bags of fresh fruit for the entire student body

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

7. Parent Transportation Contracts

On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted to approve the Parent Transportation Contracts for the 2015-16 school year as presented.

8. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Education – nothing to report
- Curriculum Committee – nothing to report
- Finance Committee
 - Agenda/Minutes – September 14, 2015 – **no Board action was required**
- Personnel Committee
 - Agenda/Minutes – September 14, 2015 – **no Board action was required**
 - Agenda – October 12, 2015 – **Board action required for the following:**
 - **BEA Contract Settlement**
 - A motion was made by William Campbell and seconded by Todd Terry that requested approval for an increase of 1.62% (CPI) TO BASE SALARY (\$179,758.74), plus a supplemental increase of .51% of base salary (\$56,047.26), which total 1.62% of actual salary (\$235,806). Increase to be distributed as an addition 1.62% per cell from the 2014-15 salary schedule. The motion carried.
 - **Individual Pay Adjustments**
 - On a motion by William Campbell, seconded by Todd Terry, the Board voted to approve the individual pay adjustments as presented
 - **Non Represented Employees Pay Adjustments**
 - On a motion by William Campbell, seconded by Todd Terry, the Board voted to approve the pay adjustments for the non represented employees as presented
- Policy Committee – nothing to report
- Other Meetings – nothing to report

9. Superintendent's Report

Superintendent Smet reported on the following items:

- Karen Tolle – received the Wisconsin Music Community Service Award for her involvement and dedication through Music Matters
- Burlington Area Schools was awarded a certificate honoring them for their Employer Support of Guard/Reserve Personnel from the Secretary of Defense. The District was nominated for this award by Andrew Sireno – teacher at Burlington High School
- October 4-10 was designated as School Board Appreciation Week. The Board was thanked for their dedication and service to the Burlington Area School District
- Update was given on the Strategic Plan
- The Board was informed of the passing of Evan Wiechmann former Business Manager for Burlington Area Schools

- Reminded the Board of the WASB Fall Regional Meeting to be held in Elkhorn on October 28th.

10. Announcements

- President Bousman announced that he had received a letter of resignation from Larry Anderson who is retiring from his position as School Board member in November. Larry has been a Burlington School District Board member for the last 18 years. He will be very much missed.
- Superintendent Smet provided the Board members with materials regarding protocol for the replacement of a Board member who resigns in mid-term. The Board will be discussing this procedure at an upcoming meeting.
- Rosanne Hahn reported on the value of a conference she recently attended which covered information on fund balance, teacher pay, facility referendum and the impact of Voucher and Charter schools

11. Adjourn

On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted to adjourn at 7:30 pm.

Respectfully submitted,

Rosanne Hahn, Clerk