



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, December 14, 2015
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members Jim Bousman, William Campbell, Rosanne Hahn, Philip Ketterhagen, Todd Terry, Kevin Bird and incoming Board member Barry Schmaling, administrators Peter Smet, Ruth Schenning, Jill Oelslager, Christine Anderson, Jackey Syens and Board secretary Priscilla Crowley.

1. Call to Order

Board President Jim Bousman called the meeting to order at 7:00 P.M.

2. New Board Member – Oath of Office

Board Clerk Rosanne Hahn administered the Oath of Office to incoming Board member Barry Schmaling.

Nominations then took place for the position of Board Treasurer. On a motion by William Campbell and seconded by Todd Terry, Kevin Bird was nominated for the position of Board Treasurer. There being no other nominations, on a motion by Rosanne Hahn, seconded by Todd Terry, the nominations were closed.

The Board voted unanimously to appoint Kevin Bird as the Board Treasurer.

Committee Assignments are as follows:

- Buildings and Grounds
 - Barry Schmaling – Chairman
 - William Campbell
 - Philip Ketterhagen
- Community Relations
 - Jim Bousman, Chairman
 - William Campbell
 - Kevin Bird
- Curriculum
 - Rosanne Hahn, Chairman
 - Jim Bousman
 - Philip Ketterhagen
- Finance
 - Kevin Bird, Chairman
 - Jim Bousman

- Todd Terry
- Long Range Planning
 - Todd Terry, Chairman
 - Barry Schmaling
 - Rosanne Hahn
- Personnel
 - William Campbell, Chairman
 - Rosanne Hahn
 - Todd Terry
- Policy
 - Philip Ketterhagen – Chairman
 - Barry Schmaling
 - Kevin Bird

3. Board Minutes

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

4. Bank Statement and Bills

On a motion by William Campbell, seconded by Rosanne Hahn, the bank statement was approved as presented.

On a motion by Philip Ketterhagen, seconded by William Campbell, the payment of bills for month of November was approved.

**BURLINGTON AREA SCHOOL DISTRICT
BANK STATEMENT RECONCILIATION REPORT
NOVEMBER 2015**

TOTAL OF BEGINNING CASH ON HAND	\$546,559.38
REVENUE/DEPOSITS	
Transfers from Local Government Investment Pool & Savings	\$2,900,000.00
District Office Deposits	\$32,700.94
School Deposits	\$28,027.44
REVTRAK Online Deposits For Registration Fees & Food Service	\$31,657.81
Food Service Deposits	\$12,221.43
Community Education Deposits	\$2,020.68
ACH Returns From Payroll Direct Deposits	\$1,072.08
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
TOTAL DEPOSITS	<u>\$3,007,700.38</u>
TOTAL AVAILABLE CASH ON HAND	<u>\$3,554,259.76</u>
EXPENDITURES/WITHDRAWLS:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,201,636.56

Payroll Deduction Expenditures	-\$106,898.42
Wisconsin Retirement Automatic Withdrawl	-\$245,498.08
State Payroll Taxes	-\$81,293.29
Federal Payroll Taxes	-\$452,281.07
General Expenditures (Ck#236471 to Ck#236470)	-\$1,124,015.41
BASD Credit Card Automatic Withdrawl	-\$16,783.77
Food Service (REVTRAK) Online Credit Card Fees	-\$1,232.92
Community Ed Online Credit Card Fees	-\$346.60
NSF Checks Returned by the Bank	\$564.00
Voided Checks	\$0.00
Banking Supplies and Fees	\$0.00
TOTAL WITHDRAWALS	<u>-\$3,230,550.12</u>
TOTAL OF ENDING CASH ON HAND	<u>\$323,709.64</u>
BANK STATEMENT INFORMATION	
Bank Statement Balance – End of Month	\$790,260.89
Deposits in Transit	
Outstanding Checks	-\$466,551.25
ADJUSTED BANK STATEMTN BALANCE	<u>\$323,709.64</u>
VARIANCE	\$0.00

5. Recognition of Guests and District Residents

- Rose Dolatowski thanked the Board and Administration for their trust and support throughout the years.
- Burlington Area Schools was award the 6th Annual College Board AP Honor Roll Certificate.

6. Retirements/Resignations

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

- Crystal Hart – part-time Special Education Aide – Cooper Elementary School – effective October 22, 2015
- Kerry Trampe – District Network Administration – resignation effective December 4, 2015
- Karen Jannene – Library Aide – Burlington High School – resignation effective January 31, 2015

On a motion by William Campbell, seconded by Kevin Bird, the Board voted to accept the resignations as presented.

7. Appointments

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

- Substitute Teacher Aides
 - Emilie Bowen
 - Barri Bahr

- Jenna Swanson

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

8. Donations

- Burlington High School
 - Burlington Coffee House – donation \$100 to the BHS String Ensemble for their performance on October 26th
 - Anonymous Donor – donation of used treadmill to the Burlington High School Track Program
 - Anne & Brian Carville – donation of 4 Texas Instrument TI 30 and 2 TI 84 plus calculators to Burlington High School
- Donations to help maintain programming for WBSD radio station:
 - ASDA Enterprises - \$500
 - Richter Foods - \$250
 - Bahr & Kadlec - \$250
 - Black Circle Records - \$50
 - Burlington Auto Clinic - \$350

- The Coffee House at Chestnut & Pine - \$100 for the BHS Orchestra Club

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

- Dyer Intermediate School
 - Burlington McDonald's – Mike Heck, Manager – donation of 22 free cone certificates and 25 free small fries certificates

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

- Winkler Elementary School
 - Photography by Kathy - \$382
 - Domino's Pizza Dough Night for November - \$43.86

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

- Lyons Elementary School
 - Wal Mart – Community Grant Team - \$2,000 Grant for use at the Elementary Schools

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

- District-Wide
 - Music Matters
 - \$1,700 to provide Opera for the Young at all four elementary schools
 - \$6,000 to purchase/replace saxophones
 - \$1,500 toward travel expenses for the Spring 2016 "Sing Strong" trip to Washington, D.C.
 - \$1,500 toward Solo & Ensemble fees/medals for student participation

On a motion by Kevin Bird and seconded by Rosanne Hahn, the Board voted to accept the donations as presented.

9. Field Trips

- FFA – Burlington High School – Half-Time Leadership Conference – Stevens Point, WI – January 8-9 – Katie Hagemann, Advisor
- BHS Demon Ice Team – Jim Hanson Memorial Tournament – January 15-17, 2016 – Ashland, WI – Trent Tonn & Ben Hendricks, Advisors

On a motion by Philip Ketterhagen, seconded by Rosanne Hahn, the Board voted to approve the field trips as presented.

10. Committee Reports

- Buildings/Grounds/Transportation
 - Agenda/Minutes – December 7, 2015 – **no Board action required**
- Long Range Planning
 - Agenda/Minutes – November 16, 2015 – **no Board action required**
- Community Education – nothing to report
- Curriculum Committee
 - Agenda/Minutes – November 30, 2015 – **Board action required for the following:**
 - **Proposed new AP course at Burlington High School**
On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to approve the AP class entitled, “United States Government & Politics” for the upcoming school year
- Finance Committee – nothing to report
- Personnel Committee
 - Agenda/Minutes – November 9, 2015 - **No Board action required**
 - Agenda – December 14, 2015 – **No Board action required**
- Policy Committee
 - Agenda/Minutes – December 7, 2015 – **Board action required for the following:**
 - **Open Enrollment Policy – Policy #423.0 – 1st Reading**
 - **Graduation Requirements for Civics Exam – Policy #345.6 – 1st Reading**
 - **Naming Rights – Policy #940 – 1st Reading**
- Other Meetings
 - Board Meeting
 - Agenda/Minutes – November 16, 2015 – **no Board action required**

11. Superintendent’s Report

- Strategic Plan Update – Overview
- Information regarding schools from Public Policy Forum

12. Announcements

- Rosanne Hahn praised students involved in the DRIVEN program who have volunteered as bell ringers for the Christmas season. She also praised the musical groups from the high school on their excellent performances.

13. Adjourn

On a motion by William Campbell, seconded by Philip Ketterhagen, the meetings was adjourned at 7:33 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk