



# **BURLINGTON AREA SCHOOL DISTRICT**

BOARD OF EDUCATION  
MONDAY, JULY 11, 2016  
7:00 P.M.  
KARCHER MIDDLE SCHOOL LIBRARY

## MINUTES

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

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 Rosanne Hahn, seconded by William Campbell, the Board voted unanimously to approve the minutes of the June 13<sup>th</sup> meeting.
3. Bank Statement  
Board Treasurer Kevin Bird presented the bank statement for June 2016. On a motion by Kevin Bird, seconded by Philip Ketterhagen, the Board voted unanimously to approve the bank statement as presented.

On a motion by Kevin Bird, seconded by Philip Ketterhagen, the Board voted to authorize the payment of bills from June.

### **BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT JUNE 2016**

<b>Total of Beginning Cash on Hand</b>	\$432,774.04
<b>Revenue/Deposits</b>	
Transfers From Local Government Investment Pool & Savings	\$2,900,000.00
District Office Deposits	\$89,379.57
School Deposits	\$12,978.40
Food Service Deposits	\$5,669.78
REVTRAK Online Deposits for Registration Fees & Food Service	\$10,306.07

Community Education Deposits	\$35,157.50
ACH Returns from Payroll Direct Deposits	\$0.00
<b>Total Deposits</b>	<b><u>\$3,053,491.32</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$3,486,265.36</u></b>
<b>Expenditures/Withdrawals</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,200,403.56
Payroll Deduction Expenditures	-\$109,257.63
Wisconsin Retirement Automatic Withdrawl	-\$232,350.42
State Payroll Taxes	-\$81,589.90
Federal Payroll Taxes	-\$456,529.07
General Expenditures (Ck#238513 to CK#238801)	-\$1,150,448.70
BASD Credit Card Automatic Withdrawl	-\$17,044.17
REVTRAK Online Credit Card Fees	-\$913.58
Community Ed Online Credit Card Fees	-\$557.82
NSF Checks Returned by the Bank	-\$87.50
Transfer to Savings	-\$0.00
Voided Checks	\$1,088.44
Banking Supplies and Fees	\$0.00
<b>Total Withdrawals</b>	<b><u>-\$3,248,093.91</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$238,171.45</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$736,088.24
Deposits in Transit	\$0.00
Outstanding Checks	\$497,916.79
<b>Adjusted Bank Statement Balance</b>	<b><u>\$238,171.46</u></b>
<b>Variance</b>	\$0.00

4. Recognition of Staff, Students and Programs

- The School Board recognized Dr. Mervin Langley for his many hours of service and support to the Burlington Area School District and the Burlington Community.

5. Retirements/Resignations

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

- Sarah Strasser – Special Education Bus Aide – effective June 11, 2016
- Colin Galitz – Musical Pit Band Director – resignation effective immediately
- Catherine Zlevor – Teacher – resignation from 2016-17 100% contract

On a motion by William Campbell, seconded by Rosanne Hahn, the Board approved the resignations as presented.

6. Appointments

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

- Karl Richter – School Counselor – Burlington High School – 100% contract – effective 2016-17 school year
- Kelly Fulton – 7<sup>th</sup> Grade Special Education Teacher – Karcher Middle School – effective 2016-17 school year
- Yaritza Gonzales – Special Education Aide – part-time – Karcher Middle School – effective 2016-17 school year
- Catherine Zlevor – Teacher – appointment to 50% position – 2016-17 contract
- Crystal Potter – Teacher Aide – 4.25 Hrs. per Day – Lyons Center School – 2016-17 school year
- Summer School Positions – 2016
  - Dana Friend - 4K
  - Kris Fischer – 4K
  - Jamie Cook – Kindergarten
  - Amanda Deephouse – Kindergarten
  - Helen Poole – Grade 1
  - Yvette Hansen – Grade 2
  - Charissa Considine – Grade 2
  - Cherie Wiley-Deal – Grade 3
  - Sue Bekken – Grade 3
  - Amanda Thate – Grade 4
  - Deb Hill – Grade 5
  - Kailee Longoria – Grades 7/8
- Teacher Aides for Summer School
  - Donna Keown
  - Ruth Bertelson
  - Yaritza Gonzales
  - Griffin McLaughlin
  - Sarah Henningsen
  - Kristen Brody
  - Riley Hornickle
  - Kimmy Gaal
  - Dawn Umnus
  - Jimalee Binn
  - Amanda Meiers
  - Susan McQuillan

- Extra Curricular Activities
  - Mike Jones – Head Coach – Boys Volleyball – effective 2016-17 school year
- Change in Contract
  - Katie Jost – Special Education Aide – Cooper School – to 7.33 Hrs. per day
  - Kristianne Kopchinski – Special Education Aide – Cooper School – to 7.33 Hrs. per day
  - Trina Tully – Library Aide – Lyons Center – to 5.75 Hrs. Per day
- On a motion by William Campbell, seconded by Rosanne Hahn, the appointments and changes in contract were approved as presented.
- Additional Contract Change
  - Rachel Vorpagel – F/CE Teacher – Burlington High School – contract adjustment – 2016-17 school year

On a motion by William Campbell and seconded by Rosanne Hahn, the motion passed on a vote of 5-1.

7. BASD Student Fee Schedule for 2016-17 School Year

On a motion by William Campbell and seconded by Philip Ketterhagen, the Student Fee Schedule for 2016-17 was approved as presented.

8. Academic Standards in Place for 2016-17 School Year

On a motion by Rosanne Hahn, seconded by William Campbell, the Academic Standards for 2016-17 school year were approved as presented.

9. Set Date/Time/Place for the 2016 Annual Meeting

Superintendent Smet presented the Administrative recommendation for the date, time and place for the 2016 Annual Meeting.

On a motion by William Campbell, seconded by Barry Schmaling, the Board voted unanimously to approve the following:

Annual Meeting	Date: August 22, 2016
	Time: 7:00 P.M.
	Place: Burlington High School Auditorium

10. Donations

- Burlington High School
  - Donations for WBSD Programming
    - Schuette-Daniels, Inc. - \$250
    - R.K.W. Redi Mix Concrete, Inc. - \$350
    - H & P Enterprises for Bigelow Appliance - \$350
  - Donations for the DRIVEN Program
    - Rotary International, Burlington - \$750
    - Runzheimer International, Ltd. - \$3,000
  - Donations for Future Business Leaders
    - Runzheimer International, Ltd. - \$1,000
    - Mays Insurance Agency - \$100
    - Visicomm Industries LLC - \$100

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

- Dyer Intermediate School
  - Target Take Charge of Education - \$28.12  
On a motion by Philip Ketterhagen and seconded by Kevin Bird, the Board voted to accept the donation as presented.
- Cooper Elementary School
  - General Electric – donation of office chairs to Cooper School  
On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted to accept the donation as presented.

11. Committee Reports

- Buildings/Grounds/Transportation – Agenda – July 11, 2016 – **Board action required for the following:**
  - **Approval of Joint Facility Study: County/District/City**
  - **On a motion by Barry Schmaling, seconded by William Campbell, the Board approved moving forward with a Joint Facility Study**
- Long Range Planning – nothing to report
- Community Relations – nothing to report
- Curriculum Committee – Agenda/Minutes – June 20, 2016 – **no Board action required**
- Finance Committee – nothing to report
- Personnel Committee
  - Agenda/Minutes – June 13, 2016 – **no Board action required**
  - Agenda/Minutes – June 27, 2016 – **no Board action required**
  - Agenda – July 11, 2016 – **no Board action required**
- Policy Committee – Kevin Bird suggested that alternates be appointed to various committees to cover when committee members are absent from meetings. This will be discussed at a future meeting.
- Other Meetings – nothing to report

12. Superintendent’s Report

- Informed Board of invitation to the Chamber of Commerce Welcome Lunch – asked anyone who wished to attend to contact the District Office to make reservations for August 23<sup>rd</sup>.

13. Announcements

There were no announcements.

14. Adjourn

On a motion by William Campbell and seconded by Rosanne Hahn, the meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk