

BURLINGTON AREA SCHOOL DISTRICT



BOARD OF EDUCATION

Monday, May 11, 2015

7:00 P.M.

District Office

Minutes

Present at this meeting were Board members: William Campbell, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Todd Terry, Kevin Bird, administrators Peter Smet, Connie Zinnen, Ruth Schenning, Gail Spitzenberger, Jackey Syens, Sue Mosher, Eric Burling, Keith Nerby and Board secretary Priscilla Crowley. Jim Bousman absent at roll call arrived late.

1. Call to Order

Board Vice President William Campbell called the meeting to order at 7:00 p.m.

Rosanne Hahn made a motion to move Staff and Student Recognition to Item #4 on the Agenda, Seconded by Todd Terry, unanimously approved.

2. Pledge of Allegiance

3. Roll Call

4. Recognition of Staff, Students and Programs

Burlington High School students from the wrestling and gymnastics teams who represented BHS at the State Tournaments were recognized and presented a plaque from the School Board.

5. Minutes

On a motion by Rosanne Hahn, seconded by Kevin Bird, the minutes from the previous meeting were unanimously approved as presented.

6. Bank Statement/Bills

Larry Anderson presented the bank statement and bills to the Board for approval. On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board approved the bank statement and bills as presented.

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

| | |
|--|-------------------------------|
| TOTAL OF BEGINNING CASH ON HAND | \$448,578.77 |
| Revenues/Deposits | |
| Transfers From Local Government Investment Pool & Savings | \$2,700,000.00 |
| District Office Deposits | \$421,112.93 |
| School Deposits | \$6,898.62 |
| RevTrak Online Deposits For Registration Fees & Food Service | \$39,141.68 |
| Community Education Deposits | \$6,783.00 |
| ACH returns From Payroll Direct Deposits | \$451.05 |
| Collected NSF Checks | \$0.00 |
| Miscellaneous | \$0.00 |
| Total Deposits | <u>\$3,174,387.28</u> |
| Total Available Cash on Hand | |
| | <u>\$3,622,966.05</u> |
| Expenditures/Withdrawals | |
| Employee Payroll Withdrawals (Direct Deposits) | -\$1,157,648.00 |
| Payroll Deduction Expenditures | -\$98,846.09 |
| Wisconsin Retirement Automatic Withdrawl | -\$248,679.88 |
| State Payroll Taxes | -\$77,899.63 |
| Federal Payroll Taxes | -\$435,953.92 |
| General Expenditures (Ck#234238 to Ck#234535) | -\$1,135,014.18 |
| Bank Errors | -\$374.99 |
| BASD Credit Card Automatic Withdrawl | -\$10,603.42 |
| RevTrak Online Credit Card Fees | -\$1,185.79 |
| Community Ed Online Credit Card Fees | -\$151.76 |
| NSF Checks Returned by the Bank | -\$30.00 |
| Voided Checks | \$532.26 |
| Banking Supplies and Fees | -\$128.00 |
| Total Withdrawals | <u>-\$3,165,983.40</u> |
| Total of Ending Cash on Hand | |
| | <u>\$456,982.65</u> |

| | |
|--|---------------------|
| Bank Statement Information | |
| Bank Statement Balance – End of Month | \$948,857.01 |
| Deposits in Transit | |
| Outstanding Checking | -\$491,874.36 |
| Adjusted Bank Statement Balance | <u>\$456,982.65</u> |
| Variance | \$0.00 |

7. Recognition of Guests and District Residents

None

8. Resignations/Retirements

The following resignations were presented to the Board for approval:

- Rachel Crawford – 4K Kindergarten teacher - resignation effective at the completion of the 2014-15 school year
- Janet Carriveau – Burlington High School - Administrative Assistant – resignation effective August 10, 2015
- Bill Berkholtz – Burlington High School Social Studies Teacher – retirement effective June 20, 2015
- Mark Hegemann – Full time custodian – Cooper Elementary School – resignation effective May 1, 2015
- Carl Guziewski – Social Studies Teacher – Burlington High School – effective June 10, 2015

Extra-Curricular Activities

- Bill Berkholtz – resignation as Golf Coach – Burlington High School – effective at the completion of the 2014-15 school year
- Diane Biedrzycki – Head Gymnastics Coach – Burlington High School – effective at the completion of the 2014-15 school year
- Lindsay Grant – Assistant Gymnastics Coach – Burlington High School – effective at completion of the 2014-15 season
- Philip Molitor – Head Boys Varsity Soccer Coach – Burlington High School – effective May 1, 2015

On a motion by Todd Terry seconded by Rosanne Hahn, the Board voted unanimously to accept the resignations and retirements as presented.

9. Appointments

The following appointments were presented to the Board for approval:

- Scott Schimmel - appointment as Dyer Intermediate School Principal – effective 2015-16 school year
- Courtney Burris – Special Education Aide – 5.83 hrs. per day – Waller Elementary School – effective April 20, 2015
- Leah Jagodzinski – School Counselor – Burlington High School – effective 2015-16 school year
- Tiffany Shike – Special Education Teacher – Winkler Elementary School – effective 2015-16 school year
- Stephanie Schmitt – Speech/Language Pathologist – Lyons, Karcher, BHS, effective 2015-16 school year

On a motion by Todd Terry seconded by Rosanne Hahn, the Board voted unanimously to accept the appointments as presented. Jim Bousman arrived at 7:16 PM.

10. Final Notice of Partial Non-Renewal

On a motion by William Campbell, seconded by Todd Terry, the Board voted unanimously to approve final notice of partial non-renewal as presented for Jennifer Pelnar.

11. Donations

- Burlington High School
 - The following donations are to WBSD Radio Station to maintain programming:
 - Burlington Area Chamber of Commerce - \$500
 - Los Compadres Restaurant - \$150
 - Midwest Dental Care - \$500
 - Burlington RV Superstore - \$50
 - Defensive Driving Specialists - \$350
 - The following donations were made to the Burlington High School Driven Leadership Program to help defray costs for the Burlington Community Easter Egg Hunt:
 - Runzheimer International - \$250
 - Doug Schwochert Auto Service - \$50
 - Keith & Tracy Zwiebel - \$50
 - BASD - \$100
 - Rotary International – money to pay for prizes and advertisement for the Burlington High School Film Festival Event - \$2,000
 - Sally Miller – donation to Burlington High School Koral Klub to help defray expenses for the Disney Florida trip - \$500
 - Burlington RV Superstore – donation to the Burlington Class of 2016 to help with prom expenses - \$50
 - Sherry Fettig - \$500 to the Burlington High School Track Program to help offset costs for the program
 - Runzheimer, International – donation of \$300 to the Class of 2016 to defray Prom expenses
 - The following donations are to WBSD Radio Station to maintain programming:
 - Fred's Parkview, Inc. - \$350
 - Performance Tires & Auto - \$500
 - IDE Jewelry - \$250
 - H & P Enterprises - \$350
 - Burlington Rotary International – donation of \$1,000 for the Burlington High School DRIVEN Program to be used for 2015 scholarship recipients

On a motion by Jim Bousman seconded by Rosanne Hahn, the Board voted unanimously to accept the BHS donations as presented.
- BASD Special Education Program
 - Runzheimer Foundation - \$1,000 – for the Racine County Special Needs Resource Fair

On a motion by Rosanne Hahn seconded by Kevin Bird, the Board voted unanimously to accept the Special Education donation as presented.

- Lyons Elementary School
 - Lyons PTO - \$1,000 – to Lyons Elementary School
 - Kris Toledo – donation of fresh fruit for the students
 - Box Tops for Education - \$177.50
- On a motion by Todd Terry seconded by Jim Bousman, the Board voted unanimously to accept the Lyons School donations as presented.

12. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – April 15, 2015 – **no Board action required**
 - Agenda/Minutes – May 4, 2015 – **Board action required for the following:**
 - **Approval of Strategic Planning Learning Targets with the suggested revisions**
Present Learning Target V.1. - Removed
By September 1, 2015 explore the idea of implementing a district-wide open house designed to educate community members about district programs.
Proposed Learning Target V.1. - Added
By November 1, 2015 develop a district wide communications plan to inform the community of positive things happening in the school district.

On a motion by Todd Terry seconded by Jim Bousman, the Board voted 6-0 to accept the Stakeholder Based Strategic Plan as modified. Phillip Ketterhagen abstained.

- Community Education – nothing to report
- Curriculum Committee
 - Agenda/Minutes – April 13, 2015 – **no Board action required**
- Finance Committee
 - Agenda/Minutes – April 20, 2015 – **no Board action required**
 - Agenda/Minutes – May 4, 2015 – **Board action required for the following:**
 - **Student Fee Schedule – 2015-16**

On a motion by Larry Anderson seconded by Todd Terry, the Board voted unanimously to accept the student fee schedule as presented.

- **Changes to Staff Dental Insurance**

On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board voted unanimously to accept the changes to staff dental insurance as presented.

- Personnel Committee
 - Agenda/Minutes – April 13, 2015 – **no Board action required**
 - Agenda/Minutes – April 20, 2015 – **no Board action required**
 - Agenda – May 11, 2015 – **Board action required for the following:**
 - **Individual salary revision**

On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted unanimously to accept the individual salary revision as presented.

- Policy Committee – nothing to report
- Other Meetings

- Board Meeting – April 20, 2015 – **no Board action required**
- Board Reorganization Meeting – April 27, 2015 – **no Board action required**

13. Superintendent's Report

- BHS Honor Banquet Wednesday 6:00 PM Board to notify if attending.
- Thursday Gateway Board meeting.
- Friday 4:00-7:00 PM Special Needs Resource Fair
- Next Wednesday Athletic Banquet
- Friday/Saturday "Almost Maine" play at BHS
- Kiwanis Art Contest tonight

14. Announcements

Expulsion hearing starts at 8:00 PM

15. Adjourn

On a motion by Rosanne Hahn, seconded by Jim Bousman, voted unanimously the meeting was adjourned at 7:39 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk

H:\Curriculum\Board of Education\Official Minutes Board 5-11-2015.doc 6/2/2015