

BURLINGTON AREA SCHOOL DISTRICT



BOARD OF EDUCATION
Monday, June 8, 2015
7:00 P.M.
Burlington High School Library

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, Gail Spitzenberger, Jackey Syens, Sue Mosher, Eric Burling, Keith Nerby

1. Call to Order

Board President Jim Bousman called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

4. Minutes – May 11, 2015

Motion by Rosanne Hahn, seconded by Todd Terry, the minutes from the previous meeting were approved 7-0 as presented.

Motion by Jim Bousman, to move Building and Grounds action after finance, seconded by Todd Terry, approved.

5. Bank Statement/Bills

Larry Anderson presented the bank statement to the Board for approval. On a motion by Larry Anderson, seconded by William Campbell, the Board approved 7-0 the bank statement as presented.

Larry Anderson presented the bills to the Board for approval. On a motion by Larry Anderson, seconded by Phil Ketterhagen, the Board approved 7-0 the bills as presented.

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

TOTAL OF BEGINNING CASH ON HAND	\$456,892.65
Revenues/Deposits	
Transfers From Local Government Investment Pool & Savings	\$7,400,000.00
District Office Deposits	\$58,217.36
School Deposits	\$18,410.57
RevTrak Online Deposits For Registration Fees & Food Service	\$40,080.59
Community Education Deposits	\$13,209.50
ACH returns From Payroll Direct Deposits	\$666.88
Collected NSF Checks	\$0.00
Miscellaneous (BASD commercial credit card annual rebate)	\$1,711.06
Total Deposits	<u>\$7,532,295.96</u>
Total Available Cash on Hand	
	<u>\$7,989,278.61</u>
Expenditures/Withdrawals	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,197,160.48
Payroll Deduction Expenditures	-\$99,355.40
Wisconsin Retirement Automatic Withdrawl	-\$231,234.48
State Payroll Taxes	-\$80,187.96
Federal Payroll Taxes	-\$449,064.24
General Expenditures (Ck#234536 to Ck#234866)	-\$1,184,877.83
BASD Credit Card Automatic Withdrawl	-\$2,976.36
RevTrak Online Credit Card Fees	-\$835.37
Community Ed Online Credit Card Fees	-\$348.87
NSF Checks Returned by the Bank	-\$50.00
Voided Checks	\$649.00
Transfer to Savings	-\$4,400,000.00
Banking Supplies and Fees	\$0.00
Total Withdrawals	<u>-\$7,645,441.99</u>
Total of Ending Cash on Hand	
	<u>\$343,836.62</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$907,957.55

Deposits in Transit	
Outstanding Checking	-\$564,120.93
Adjusted Bank Statement Balance	<u><u>\$343,836.62</u></u>
Variance	\$0.00

6. Recognition of Guests and District Residents

None

7. Recognition of Staff, Students and Programs

None

8. Resignations/Retirements

Peter Smet presented the following resignations to the Board for approval:

- Kathy Middleton – resignation effective end of the 2014-2015 school year
- Amber Doleshal – resignation from the PAC House effective June 9, 2015
- Kelly Brutlag – resignation from Karcher Middle School as Business Education Teacher effective end of the 2014-2015 school year
- Steve Deering – resignation from BHS Counselor position effective June 30, 2015

Extra-Curricular

- Rick Koceja – resignation from JV2 Girls Basketball effective immediately.

Motion by William Campbell, seconded by Todd Terry, the Board voted 7-0 to accept the resignation as presented.

9. Appointments

Peter Smet presented the following appointments to the Board for approval:

- Matt Behringer - Middle Level Assistant Principal for Karcher Middle School and Dyer Intermediate School – effective 2015-16 school year
- Nick Brooks –BHS Social Studies Teacher – effective 2015-16 school year
- Suzanne Dunbar – 30% Librarian
- Calvin Irek – Summer Help Custodian
- Brittanie Gayhart – Summer Help Custodian
- Spencer Warner – Summer Help Custodian

Extra-Curricular Activities

- Ashley Pozel - Head Boys Volleyball position at BHS
- Joel Molitor - Head Boys Soccer position at BHS
- Steve Tenhagen – Speed & Strength – Level 6 – Spring Season
- Jeff Taff – Weight room Supervisor – Level 1 – 4th Term

Motion by William Campbell, seconded by Todd Terry, the Board voted 6-1 to accept the appointments as presented.

10. Donations

Christine Anderson presented the following donations were made to Cooper Elementary School

- Donation of bicycle helmets for every third and fourth grade students at Cooper from the Burlington Police Department
- \$142.00 from Chocolate Festival Committee
- \$148.00 from Interstate Studio
- \$200.00 from Cooper PTO for staff luncheon
- \$2,850.00 from Kohl's Grant Foundation (Outsource America Inc.) for field trips

Christine Anderson presented the following donations:

The following donation is on behalf of the elementary Safety Patrol students:

- \$700.00 from Burlington Police Department

The following donation is on behalf of the Elementary Montessori Program:

- \$180.00 from the Montessori Parent Group

Motion made by Rosanne Hahn, seconded by William Campbell, the Board voted 7-0 to accept all the donations to Cooper School, Safety Patrol and Montessori as presented.

Peter Smet presented the following donations to Dr. Edward G. Dyer Intermediate School:

- \$50.00 gift card from Wal-Mart, 1901 Milwaukee Ave., Burlington, WI 53105 to Mrs. Andrea Donegan, School Counselor for 100 Dresses Club Anti Bullying Program.
- \$50.00 gift card from Wal-Mart, 1901 Milwaukee Ave., Burlington, WI 53105 to Mrs. Andrea Donegan, School Counselor for Craft Club.
- \$42.32 from Market Day, March and April, Dyer's portion of sales.
- \$600.00 worth of products from Joy Bartelson, 1632 Lyondale Ct. Burlington, WI 53105 for Scrapbooking Club. The donation included photo albums, storage folders, scrapbook paper, scrapbooking tools, paper trimmers, stencils, page protectors and many miscellaneous items. Scrapbooking Club advisor is Ms. Christine Cooper.

Motion made by William Campbell, seconded by Kevin Bird, the Board voted 7-0 to accept the Dr. Edward G. Dyer Intermediate School donations as presented.

Jackey Syens presented the following donations to Winkler School:

- PTO donated \$244.65 to be used to purchase Learning Fair ribbons and medals.
- \$500 donation by Kohl's Care to purchase books for students.

Motion made by Rosanne Hahn, seconded by Kevin Bird, the Board voted 7-0 to accept the Winkler School donations as presented.

Eric Burling presented the following donations to Burlington High School

- \$500.00 donation from the Educator's Credit Union to the Burlington High School WBSD Department. The money will be used to maintain programming.
- \$1120.00 from the O'Neill Foundation to the Burlington High School Boundary Waters Club. The money will be used to replace equipment used on the trip.

Motion made by Kevin Bird, seconded by Phil Ketterhagen, the Board voted 7-0 to accept the Burlington High School donations as presented.

11. Field Trips

- FFA State Convention

Peter Smet presented the overnight field trip to the Board. Motion made by Kevin Bird, seconded by Rosanne Hahn, the Board voted 7-0 to approve the field trip as presented.

12. CESA 2 2015-2016 Contract

Phil Ketterhagen asked to clarify only three items as listed in the contract.

Motion made by William Campbell, seconded by Todd Terry, the Board voted 6-0 (Jim Bousman abstained) to approve the CESA 2 2015-2016 contract as presented.

13. Committee Reports

- Long Range Planning – no action required
- Community Education – no action required
- Curriculum Committee – no action required

- Buildings & Grounds/Transportation
 - Agenda/Minutes June 1, 2015
 - Board action required for the food service equipment bids.**
Low bid of \$54,561.20 from Stafford-Smith Inc. for dishwashers and low bid from Boelter, LLC for convention ovens at \$12,180.00
Motion made by Jim Bousman, seconded by Phil Ketterhagen, the Board voted 7-0 to approve the food service equipment bids.
 - Board action required for BHS gym floor repair and refinishing.**
Bid from Schmidt Custom Floors not to exceed \$52,250 actual bid, plus contingent board repairs up to \$4,800.
Motion made by Jim Bousman, seconded by Phil Ketterhagen, the Board voted 7-0 to approve gym floor repair and refinishing as presented.
 - Board action required for Transportation Contract for Thomas Bus Service**
Motion made by Jim Bousman, seconded by Rosanne Hahn the Board voted 5-2 to approve transportation contract as presented.
- Finance Committee
 - Agenda/Minutes May 18, 2015 - no Board action required
 - Agenda/Minutes June 1, 2015 – 2016 Budget
 - Board action required for 2015-2016 Budget**
Motion was made by Larry Anderson, seconded by Kevin Bird, the Board voted 6-1 to approve the budget as presented.
 - Board action required for 2014-2015 Budget Adjustments**
Motion was made by Larry Anderson, seconded by Todd Terry, the Board voted 7-0 to approve the 2014-2015 budget adjustments.
- Personnel Committee
 - Agenda/Minutes May 11, 2015 – no Board action required
 - Agenda/Minutes June 1, 2015
 - Board action required for Librarian Training**
Motion made by William Campbell, seconded by Todd Terry, to Board voted 6-1 to approve librarian training as presented.
- Policy Committee – nothing to report
- Other Meetings – School Board
 - Agenda/Minutes June 1, 2015 – no action required

14. Superintendent's Report

Peter Smet commented on BHS Graduation, Karcher and Dyer Intermediate School student recognition, end of the year field days held at the elementary schools. Also successful school year for 4K and staff retiring from the district will be missed.

15. Announcements

No announcements at this time.

16. Adjourn

On a motion by Rosanne Hahn, seconded by William Campbell, voted 7-0 the meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk

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