



## ***BURLINGTON AREA SCHOOL DISTRICT***

BOARD OF EDUCATION  
MONDAY, JANUARY 13, 2014  
7:00 P.M.  
District Office

### Minutes

Present at this meeting were Board members David Thompson, William Campbell, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Roger Koldeway, Jim Bousman, administrators Peter Smet, Connie Zinnen, Ruth Schenning and Board secretary Priscilla Crowley.

1. Call to Order  
Board President David Thompson called the meeting to order at 7:00 P.M.
2. Adjustment to Board Schedule  
On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to move "Recognition of Staff, Students and Programs" to item #3 on the Board Agenda.
3. Recognition of Staff, Students and Programs  
The Board of Education recognized the Burlington High School Drama Department for being awarded the "Critics Choice Award" for their performance of "The Laramie Project". They also received recognition for "Outstanding Ensemble" and "Outstanding Directing".
4. Minutes  
On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to approve the minutes of the previous meeting as presented.
5. Bank Statement and Bills  
On a motion by Larry Anderson, seconded by William Campbell, the Board voted unanimously to approve the bank statement as presented.

On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted unanimously to approve the payment of bills for the month of December.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
DECEMBER 2013**

<b>Total of Beginning Cash on Hand</b>	\$396,562.02
<b>Revenues/Deposits</b>	
Local Government Investment Pool/ Money Market Transfers	\$6,300,503.00
Interest Earned	\$0.00
District Office Deposits	\$0.00
School Deposits	\$14,117.93
Food Service Deposits	\$28,790.60
Community Education Deposits	\$6,481.00
ACH Returns From Payroll Direct Deposits	\$197.05
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
<b>Total Deposits</b>	<b><u>\$6,350,089.58</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$6,746,651.60</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,338,721.51
Payroll Deduction Expenditures	-\$97,021.34
Wisconsin Retirement Automatic Withdrawal	-\$231,064.68

State Payroll Taxes	-\$99,970.73
Federal Payroll Taxes	-\$517,526.81
General Expenditures (Ck#229055 to Ck# 229562)	-\$1,610,979.47
BASD Credit Card Automatic Withdrawl	-\$2,948.78
Food Service Online Credit Card Fees	-\$770.36
Community Ed Online Credit Card Fees	-\$1,396.21
NSF Checks Returned by the Bank	-\$60.00
Voided Checks	\$3,651.50
Transfer to Money Market Savings	<u>-\$2,500,000.00</u>
<b>Total Withdrawals</b>	<b><u>-\$6,396,808.39</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$349,843.21</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$694,660.95
Deposits in Transit	\$0.00
Outstanding Checks	-\$344,817.74
	\$0.00
<b>Adjusted Bank Statement Balance</b>	<b><u>\$349,843.21</u></b>
<b>Variance</b>	\$0.00

6. Resignations

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

- Kay Stinebrink – BASD Library Media Specialist/teacher – resignation effective at the end of the 2013-14 school year
- Mary Wagner – Dyer Intermediate School Counselor – resignation effective June 6, 2014

- James Koceja – Special Education Aide – Burlington High School – effective immediately

Extra Curricular Activities

- Hans Block – Head Varsity Football Coach – Burlington High School – resignation effective end of 2013-14 school year

On a motion by William Campbell, seconded by Larry Anderson, the Board voted unanimously to accept the resignations as presented.

7. Appointments

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

- Jessica Richie – Literacy Leadership Team – effective January 20, 2014

Extra Curricular

- Stacy Stoughton – Volleyball Coach – Karcher Middle School – Grades 7/8 – effective immediately

On a motion by William Campbell, seconded by Roger Koldeway, the Board voted unanimously to approve the appointments as presented.

8. Drawing of Lots for Ballot Order – Board Election 2014

Board President David Thompson drew names for ballot order for the Spring Board Election. Ballot order will be as follows:

- Jim Berndt
- William Campbell
- Catherine Thielen
- Bob Lemken
- Todd A. Terry
- Rosanne Hahn

9. Open Enrollment – 2014-15 Space Available

On a motion by William Campbell, seconded by Jim Bousman, the Board voted unanimously to approve Open Enrollment – Space Available for 2014-15.

10. Donations

- Burlington High School
  - Kohl's - Burlington High School Cross Country program - \$500 to offset costs for the program including, but not limited to, the cost of the post season banquet and awards
  - "Purchase with a Purpose" held at the Burlington Coffee House - \$60 donated to the Key Club for service activities

- Burlington Auto Clinic – Steve McCarthy - \$250 – donated to WBSD to be used to maintain programming
- Wells Fargo Educational Matching Gift Program (George Runjo) - \$70.00 donation to defray costs for students who need assistance in paying for AP or ACT tests
- Bahr & Kadlec Ltd. - \$150.00 to Burlington High School WBSD Radio Station to help maintain programming
- Los Compadres - \$200 to Burlington High School WBSD Radio Station to maintain programming
- Thrivent Financial for Lutherans – Scott Herman - \$500 to the Burlington High School Driven Leadership Program to support the Easter Egg Hunt

On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to accept the donations as presented.

- Dyer Intermediate School
  - Mike Barajas – Mike’s Quality Auto – donation of a 2013 Cygnus Bike to be used for an incentive to the “Let’s Move Campaign”
  - Tom Fitzpatrick – Mather Specialty – donation of a 2013 Cygnus Bike to be used for an incentive to the “Let’s Move Campaign”
  - Runzheimer Foundation - \$500 to “It’s Showtime” Theater Club
  - Plaza Theater – Shad Branen – 4 tickets for admission to the Plaza Theater for Dyer’s “Caught Being Good” incentives

On a motion by Philip Ketterhagen, seconded by Roger Koldeway, the board voted unanimously to accept the donations as presented.

- Winkler Elementary School
  - Photography by Kathy - \$489 – donation of a portion of the proceeds from her photography fees for Winkler School
  - PTO Dough Night – Dominos Pizza - \$79.49 for the benefit of Winkler School students

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

- Burlington Area School District
  - Music Matters Grants Cycle – 2013
    - \$1500 toward funding a new bass drum and/or timpani for use at BHS as requested by Colin Galitz
    - \$1300 toward a grade 5-12 strings event featuring guest clinician Christina Howe to be hosted at Dyer Intermediate School in April 2014 as requested by Darlene Rivest

On a motion by Jim Bousman, seconded by William Campbell, the Board voted unanimously to accept the grant donations as presented

11. Discussion WASB Resolutions

Rosanne Hahn presented the proposed WASB Resolutions to the full Board for comments and direction.

12. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Education Committee – nothing to report
- Curriculum Committee
  - Agenda/Minutes – December 16, 2013 - **No Board action necessary at this time**
- Finance Committee –nothing to report
- Personnel Committee
  - Agenda/Minutes – December 9, 2013 – **no Board action required**
  - Agenda – January 13, 2014 – **Board action required for the following:**
    - **School Calendar – 2014-15**
    - **On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to approve the calendar for 2014-15 and to send the Calendar Policy to the Policy Committee for review and possible revision.**
- Policy Committee
  - Agenda – January 6, 2014 – **Meeting cancelled – to be rescheduled**
  - Agenda/Minutes – December 2, 2013 – **Board action required for the following: 2<sup>nd</sup> Reading – Policy #345.6 – Graduation Requirements**
  - **On a motion by Roger Koldeway, seconded by Philip Ketterhagen, the Board voted unanimously to approve Policy #345.6 as presented.**
- Other Meetings
  - Board Meeting – Agenda – January 13, 2014 (closed session) – **no Board action required**

13. Superintendent's Report

- WASB Convention – Reminded Board members to let the office know if they would like to attend.
- Peter Smet congratulated all the candidates who have chosen to run for School Board.
- Congratulations to Andrea Donegan who has become nationally Board certified in education

14. Announcements

There were no announcements.

15. Adjourn

On a motion by Jim Bousman, seconded by Roger Koldeway, the meeting was adjourned at 8:03 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk