



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, January 12, 2015
7:00 P.M.
District Office

Minutes

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

1. Call to Order
Board President William Campbell called the meeting to order at 7:00 P.M.
2. Minutes
On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board voted to approve the minutes of the December, 2014 meeting.
3. Bank Statement and Bills
Larry Anderson presented the Bank Statement to the Board for approval. On a motion by Larry Anderson, seconded by Philip Ketterhagen, the bank statement from December was approved as presented.

On a motion by Larry Anderson, seconded by Jim Bousman, the Board voted unanimously to pay the bills from December.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT DECEMBER 2014

TOTAL OF BEGINNING CASH ON HAND	<u>\$486,779.35</u>
Revenues/Deposits	
Transfers From Local Government Investment Pool & Savings	\$7,000,000.00
District Office Deposits	\$14,083.84
School Deposits	\$16,849.33
RevTrak On-line Deposits for Registration Fees & Food Service	\$33,941.40
Community Education Deposits	\$8,836.00

ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$232.00
Miscellaneous	<u>\$0.00</u>
Total Deposits	<u>\$7,073,942.57</u>
Total Available Cash on Hand	<u>\$7,560,721.92</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,168,506.58
Payroll Deduction Expenditures	-\$92,940.50
Wisconsin Retirement Automatic Withdrawl	-\$270,464.76
State Payroll Taxes	-\$77,975.51
Federal Payroll Taxes	-\$434,785.39
General Expenditures (Ck#232976 to Ck#233292)	--\$1,645,475.88
BASD Credit Card Automatic Withdrawl	-\$6,042.47
RevTrak On-line Credit Card Fees	-\$894.41
Community Ed On-line Credit Card Fees	-\$136.28
NSF Checks Returned by the Bank	-\$341.00
Voided Checks	\$8,420.92
Transfer to Money Market Savings	-\$3,500,000.00
Banking Supplies and Fees	<u>\$0.00</u>
Total Withdrawals	<u>-\$7,189,141.86</u>
Total of Ending Cash on Hand	<u>\$371,580.06</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$796,865.22
Deposits in Transit	\$0.00
Outstanding Checks	-\$425,285.16

Adjusted Bank Statement Balance	<u>\$371,580.06</u>
Variance	<u>\$0.00</u>

4. Resignation/Retirements/Termination

The following resignation, retirements and termination were presented to the full Board for approval:

Retirements

- Rae Guth – Teacher/Advisor for Project Active Citizen (PAC House) as well as Teacher of the Deaf or Hard-of-Hearing – effective June 10, 2015
- Ronold Gebel – 4 Hour Custodian – Karcher Middle School – retirement effective June 10, 2015

Resignation

- Heidi Zuppan Hines – part time Special Education Aide – Waller Elementary School – effective December 20, 2014

Termination

- Pam Thorsen – Special Education Teaching Assistant – PAC House – effective December 19, 2014

On a motion by Roger Koldeway, seconded by Rosanne Hahn, the resignation, retirements and termination were approved as presented.

5. Appointments

The following appointments were presented to the full Board for approval:

- Kari Koldeway – Part-time Special Education Aide – Waller School – effective January 5, 2015
- Amy Kreuger – Part-time Special Education Aide – Dyer Intermediate School – effective January 5, 2015
- Melonie Williams – 4 Hour Custodian – Waller Elementary School – effective January 5, 2015

Extra Curricular Assignment

- Matt Kuckenbecker – 7th Grade Basketball – 2014-15 school year

On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the Board voted as follows to approve the appointments as presented:

6 Yes
1 Abstain from voting – R. Koldeway

The motion carried.

6. Donations

- Burlington High School
 - The following donations were made to WBSD to help maintain programming:
 - Brickyard BBQ & Tavern - \$500
 - Richter Foods - \$250
 - Anderson Chiropractic - \$250
 - Black Circle Records - \$50
 - Burlington Auto Clinic - \$250
 - Los Compadres, Bertha Benitez - \$50
 - Thrivent, Scott Hermann - \$500
 - The following donations were used for the High School A Cappella Choir's Washington D.C. Tree Lighting Trip expenses:
 - Rotary International - \$2,000

- Paul and Rhonda Sullivan - \$500
- Sally Miller – donation of \$500 to the Burlington High School Athletic Department

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

- Waller School
 - PPG Industries and Dale Marson
 - \$1,000 for Character Awards
 - \$521 for Kathy Schaal’s class to go on a field trip to the zoo
 - \$995 for First Grade Field Trip

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

- Winkler School
 - Photography by Kathy – donation of \$436 from picture sale
 - Domino’s Pizza
 - \$65.66 for October’s Dough Night
 - \$62.25 for November’s Dough Night
 - \$32.52 for December’s Dough Night
 - Wal Mart – Alecia Rangel - \$50 gift card and bag of teacher “goodies” for each of the 21 staff members

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

- Elementary Schools
 - American Institute of Architects – donation of 4 books to be donated to the elementary school libraries. Book entitled “Simply Wright – A Journey Into The Ideas of Frank Lloyd Wright”

On a motion by Rosanne Hahn, seconded by Larry Anderson, the Board voted to accept the donation as presented.

7. Field Trips

- Burlington High School Key Club – District Leadership Conference – Green Bay, Wisconsin – March 13-15, 2015 – Jennifer Reuchlen, Advisor
- Burlington High School Softball Team – Louisville, Kentucky – April 1-4, 2015 – Gary Caliva, Advisor
- Burlington High School Poms – WACPC Regional Dance Competition in Watertown, Wisconsin – January 30-31, 2015 – Ashley Easterwood, Advisor

On a motion by Roger Koldeway and seconded by Jim Bousman, the Board voted to approve the field trips as presented.

8. Open Enrollment

Open Enrollment space for the 2015-16 school year was discussed. After questions and discussion, the Board voted unanimously to approve the Open Enrollment space available for the 2015-16 school year.

9. Draw for Ballot Order – Spring Election – 2015

Board Clerk Rosanne Hahn drew names for ballot order for the 2015 Spring Election. The results were as follows:

1. Phil Ketterhagen
2. Jim Berndt
3. Barry Schmaling

4. Kevin Bird

10. School Calendar – 2015-16

Superintendent Smet explained the proposed calendar for 2015-16. Questions were asked and concerns raised. On a motion by Rosanne Hahn, seconded by Larry Anderson, the Board voted 6-1 to approve the calendar for the 2015-16 school year.

11. WASB Resolutions

The WASB Convention will be held in Milwaukee the week of January 19th. Rosanne Hahn is the Board representative to the Delegate Assembly at this convention. On a motion by Larry Anderson, seconded by Jim Bousman, the Board voted to give Rosanne Hahn the authority to vote her conscience on the various resolutions being presented. Board members were asked to provide her with their opinions and input on the different resolutions being presented. The motion passed on a vote of 6-1.

12. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Education – nothing to report
- Curriculum Committee
 - Agenda/Minutes – December 15, 2014 – **Board action required for the following: Course Proposals for Phy. Ed. – Burlington High School**
 - **A motion was made by Rosanne Hahn and seconded by Philip Ketterhagen to approve the courses as presented. Roger Koldeway raised concerns. The motion passed on a vote of 6-1 to approve the courses as presented.**
- Finance Committee – nothing to report
- Personnel Committee
 - Agenda/Minutes – December 8, 2014 – closed session – **No Board action required**
 - Agenda/Minutes – December 8, 2014 – open session – **No Board action required**
 - Agenda/Minutes – December 15, 2014 – **Board action required for the following:**
 - **Handbook Revisions – 2014-15 – pp. 1-110 and pp. 126-140.**
 - **On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board voted to approve the handbook changes as presented.**
- Policy Committee
 - Agenda/Minutes – January 5, 2015 – **Board action required for the following:**
 - **Policy #890 – Advertising Activities – 1st Reading (no vote required)**
 - **Policy #891 – Sponsorship Activities – 1st Reading (no vote required)**
- Other Meetings
 - Board Meeting – Agenda/Minutes – January 5, 2015 – **No Board action required**

13. Superintendent's Report

- Superintendent Smet congratulated all of those who chose to become candidates for the Spring Election and informed them that if they had questions, they should feel free to contact him.
- Announced that the WASB Convention in Milwaukee will be held next week. Superintendent Smet will be attending. If anyone else would like to attend, please contact this office so reservations can be made.
- The Strategic Planning Committee will meet on Wednesday, January 14 in the Burlington High School Library at 7:00 P.M.

14. Announcements

Rosanne Hahn commented on the success of the Outdoor Education Program for Karcher Middle School.

15. Adjourn

On a motion by Larry Anderson, seconded by Roger Koldeway, the Board voted to adjourn at 7:30 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk