



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION BOARD MINUTES

David Thompson	President
William Campbell	Vice-President
Scott Barrett	Treasurer
Rosanne Hahn	Clerk
Larry Anderson	
Philip Ketterhagen	
Roger Koldeway	

Board of Education Meeting held on July 9, 2012.

1. Call to Order

Board President David Thompson called the meeting to order at 7:00 P.M. Present at this meeting were Board members David Thompson, William Campbell, Scott Barrett, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Roger Koldeway, administrators Peter Smet, Connie Zinnen, Ruth Schenning and Board secretary Priscilla Crowley.

2. Board Minutes

On a motion by Rosanne Hahn, seconded by William Campbell, the minutes from the June 11, 2012 meeting were approved as presented.

3. Bank Statement/Bills

Roger Koldeway stated that he was dissatisfied that the Board had not received the Bank Statement and listing of bills until minutes before the Board meeting was called to order. It was explained that this is not the normal procedure but due to the unusual circumstances of having a holiday fall in the middle of the previous week and the change over of our finance software it had not been possible to distribute these items any sooner. Next month everything will be back to the regular schedule.

On a motion by Scott Barrett, seconded by William Campbell, the Board voted to approve the bank statement and authorize the payment of bills for June 2012.

**BURLINGTON AREA SCHOOL DISTRICT
BANK STATEMENT RECONCILIATION REPORT
JUNE 2012**

Total of Beginning Cash on Hand	\$710,672.61
Revenues/Deposits	
Local Government Investment Pool Transfers	\$2,500,000.00
Interest Earned	\$95.86
District Office Deposits	\$172,375.84
School Deposits	\$9,609.92
Food Service Deposits	\$13,280.22
Community Education Deposits	\$57,486.62
ACH Returns From Payroll Direct Deposits	\$56.18
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
Total Deposits	<u>\$2,752,904.64</u>
Total Available Cash on Hand	<u>\$3,463,577.25</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,167,777.61
Payroll Deduction Expenditures	-\$78,905.55
Wisconsin Retirement Automatic Withdrawl	-\$196,354.36
State Payroll Taxes	-\$88,004.28
Federal Payroll Taxes	-\$410,192.17
General Expenditures (Ck#222982 to Ck #22359)	-\$792,800.07
BASD Credit Card Automatic Withdrawl	-\$3,643.40
Food Service Online Credit Card Fees	-\$668.05
Community Ed Online Credit Card Fees	-\$1,334.88
NSF Checks Returned by the Bank	-\$143.00
Voided Checks	\$1,868.78

Banking Supplies and Fees	<u>\$0.00</u>
Total Withdrawals	<u>-\$2,737,954.59</u>
Total of Ending Cash on Hand	<u>\$725,622.66</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,313,131.71
Deposits in Transit	
Outstanding Checks	-\$587,509.05
Adjusted Bank Statement Balance	<u>\$725,622.66</u>
Variance	\$0.00

4. Recognition of Staff, Students, Programs

Three district residents asked to address the Board. Julie Koldeway expressed her opinion of recent Board behaviors. Pat Hoffman suggested moving the Board meetings to a larger location to allow for a larger audience to attend Board meetings. Jordan Debbink expressed his approval of the projected 0% tax levy increase and reminded everyone that everyone is accountable for their individual actions.

5. Recognition of Staff, Students and Programs

- Construction Quest Winners – 2011-12 – Associated General Contractors of Wisconsin – Burlington High School ACE program awarded 2nd and 3rd Place
- Sam Jagodzinski – 2 years in a row awarded high honors from the Future Business Leaders of America
- Rosanne Hahn wanted to remind everyone of the many positive elements in our district including radio station WBSD and including staff members who are involved in coaching our youth in baseball and soccer, serving on the Board of Directors of Love, Inc., and other civic organizations in our community, active in church groups, tutoring students, mentoring students and teaching classes so others can learn.

6. Resignations, Retirements

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

- Anna Fliess – Summer Cleaning help – termination effective immediately

- Theresa Leach – resignation from 50% of a full time teaching position – effective starting with the 2012-13 school year
- Ben Johnson – Music/Band Teacher – Burlington High School – resignation effective at the completion of the 2011-12 school year
- Sarah Wendorf – Librarian – resignation effective immediately

Extra Curricular Activities

- Kelly Brutlag – Dyer Team Leader – effective at the completion of the 2011-12 school year
- Jennifer Obertin – Assistant Girl’s Tennis Coach – effective at the completion of the 2011-12 school year

Retirement

- Nancy Ester – Music Teacher – Dyer Intermediate School – effective at the completion of the 2011-12 school year

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

7. Appointments

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

- Marty Rubach – Summer Cleaning help – effective immediately
- Megan Cambell-Behringer - 50% teaching position – effective at the start of the 2012-13 school year

Contract Amendment

- Melinda Hoffman – from 80% contract to 100% contract – effective 2012-13 school year

Summer School Teachers

- Helen Poole- 1st Grade
- Danielle Cottor – 2nd Grade
- Steve Bartlett – 4th Grade
- Charissa Considine – 2nd Grade
- Jerod Boyd – 6/7 Grade – Math

Summer School Teacher Aides

- Dawn Umnus
- Kathy Wiesend
- Katie Jost

Dyer Team Leaders – 2012-13

- Ellen Johnson
- Carrie Heck
- Jackie Bladow
- Michelle Glisch
- Andrea Donegan
- Mary Pritzl

Karcher Building Leadership Team

- Scott Turk – Onyx House
- Barb Berezowitz – Diamond House
- Kurt Rummmler – Hive House
- Stephanie Rummmler – Silver House
- Dawn Salbreiter/Marilee Hoffman – Elective Area Representatives
- Bronwyn Knapp – Special Education
- Patti Tenhagen – Rti/Reading
- Donna Sturdevant/Steve Berezowitz – Interventions/Advisory

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

8. Date, Time and Place for the Annual Meeting

Peter Smet explained that traditionally the annual meeting has been held on the fourth Monday of August at 8:00 P.M. at Burlington High School.

On a motion by Scott Barrett, seconded by Rosanne Hahn, the Board voted unanimously to schedule the Burlington Area School District's Annual Meeting for August 27, 2012 at 8:00 P.M. at Burlington High School.

9. Donations

- Cooper School
 - Burlington Police Department – donation of \$200 to defray the cost of the safety patrol year-end field trip to the water park

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

10. Field Trips

- Girls Volleyball Team – West Bend Sprawl Tournament – September 21-22, 2012 – Coaches: Teri Leach and Dan Lynch
- Girls Tennis Team – Tournament in Green Bay – August 30 – September 1, 2012 – Rose Dolatowski, Coach

On a motion by Scott Barrett, seconded by Roger Koldeway, the Board voted unanimously to approve the field trips as presented.

11. Discussion and Possible Action Concerning comments Made by Philip Ketterhagen at the June 2012 Curriculum Committee Meeting

David Thompson explained that he had requested that this item be added to the Board agenda. Based on the reaction of other Board members and comments made by members of the public he felt that this was an issue that should be directly addressed by the Board. He asked Mr. Ketterhagen if he would be willing to apologize for his remarks, Mr. Ketterhagen distributed a written statement that he had posted on his blog shortly after the curriculum meeting and stated that he felt this covered the

issue of any remarks he had made at that meeting and he felt that no further apology was necessary. He also read the statement out loud and Jennifer Eisenbart remarked that this statement had been printed in the previous edition of the Standard Press in its entirety. David Thompson then asked William Campbell to preside over the meeting and made a motion to censure Mr. Ketterhagen for his remarks. The motion was as follows: Whereas, at a public meeting of the Curriculum Committee held on June 18, 2012 school board member Mr. Ketterhagen made specific derogatory comments toward administrative and teaching staff of the Burlington Area School District; and Whereas, Mr. Ketterhagen implied that school personnel were like cattle and should be struck with a two-by-four so as to get their attention, and Whereas, the Burlington Area School District Board of Education finds this behavior inappropriate and reprehensible; and Whereas, such conduct is detrimental to the organization; Now therefore Be It Resolved that Mr. Ketterhagen be and is hereby censured. Scott Barrett seconded this motion. William Campbell called for comments from other Board members. After all comments were made William Campbell called for an open voted. Phil Ketterhagen requested a ballot vote and was informed that according to legal advice from the WASB an open voted was in order. The vote for censure was as follows:

- David Thompson Yes
- Roger Koldeway No
- Scott Barrett Yes
- William Campbell Yes
- Rosanne Hahn Yes
- Larry Anderson Yes

Vote was 5 – 1 in favor of censure. William Campbell returned the running of the meeting to David Thompson.

12. Committee Reports

- Long Range Planning – nothing to report
- Policy Committee
 - **Board action required for the following:**
 - **2nd Reading for the following policies**
 - **Policy # 112 – On a motion by Roger Koldeway, seconded by Scott Barrett, the Board voted unanimously to approve Policy # 112 – Nondiscrimination**
 - **Policy #692 – On a motion by Roger Koldeway, seconded by Scott Barrett, the Board voted unanimously to approve Policy #692 – Post Issuance Compliance Policy**
 - **Policy #693 – On a motion by Roger Koldeway, seconded by Larry Anderson,**

**the Board voted unanimously to approve
Policy #693 – Fund Balance Policy**

- Personnel Committee
 - June 11, 2012 – closed session – **No Board action required**
 - June 11, 2012 – open session – **Board action required for the following:**
 - **Vacation Schedule for Secretaries/Aides/Custodians**
 - On a motion by William Campbell, seconded by Larry Anderson, the Board voted unanimously to approve allowing employees who have met the criteria for the old vacation schedule to remain with that schedule and to grandfather in the 5th week of vacation pay for those who are currently qualified and to maintain it at a fixed rate that would not be changed. Any employees who have not met the old criteria are to be scheduled under the new vacation schedule.
 - **Board action required for the following items:**
 - **Changes to the employee handbook regarding the health plan.**
 - On a motion by William Campbell, seconded by Scott Barrett the Board voted as follows to approve the changes to the employee handbook regarding the health plan.

David Thompson	Yes
William Campbell	Yes
Scott Barrett	Yes
Rosanne Hahn	Yes
Larry Anderson	Yes
Philip Ketterhagen	No
Roger Koldeway	No

Vote: 5 -2 in favor of changes

- **Payment in lieu of health insurance in the amount of \$3,864.00**

On a motion by William Campbell, seconded by Larry Anderson the Board voted as follows to approve payment in lieu of health insurance in the amount of \$3,864.00.

David Thompson	Yes
William Campbell	Yes
Scott Barrett	Yes
Rosanne Hahn	Yes
Larry Anderson	Yes
Roger Koldeway	Yes
Philip Ketterhagen	No

Voted 6-1 in favor of payment in lieu of health insurance in the amount of \$3,864.00

- July 2, 2012 – closed session – **No Board action needed**
- Buildings/Grounds Transportation
 - June 18, 2012 – **Board action required for the following:**
 - **Proposal for reducing the size of the hill and re-landscaping Dyer’s north property line**
 - A motion was made by Larry Anderson to accept the proposal for reducing the size of the hill and re-landscape Dyer’s north property line. Rosanne Hahn seconded this motion. Roger Koldeway commented that the contractor had slightly altered the plan in regard to the excavation and the planting of trees, he inquired if the Board would like this proposal to go back to committee for action. Larry Anderson asked Board members if they had concerns regarding the slight alterations made to the original plan. As no one on the Board had objections; he amended the original motion to include the alterations made to the original plan that included slightly less excavation and the planting of trees. The amended motion was passed unanimously.
- Community Education – nothing to report
- Curriculum Committee
 - June 18, 2012 – **No Board action required**
- Finance Committee – nothing to report
- Other Meetings
 - Committee of the Whole – **No Board action required**

13. Superintendent’s Report

- Waiver for the State of Wisconsin of “No Child Left Behind” – what it will mean
- WASB – sponsoring an Educator Effectiveness program in Madison in August

14. Announcements

- WBSD is sponsoring a concert next Thursday at Veteran’s Terrace featuring Pat McCurdy and Stewart Davis. Half price admission for all BASD employees.

15. Adjourn

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to adjourn at 8:05 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk