

BOARD MINUTES

BURLINGTON AREA SCHOOL DISTRICT

David Thompson	President
William Campbell	Vice President
Scott Barrett	Treasurer
Susan Kessler	Clerk
Rosanne Hahn	
John Anderson	
Larry Anderson	

Board of Education meeting held on October 10, 2011.

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, Susan Kessler, Rosanne Hahn, John Anderson, Larry Anderson, administrators David Moyer, Peter Smet, Connie Zinnen and Board secretary Priscilla Crowley.
2. Minutes  
On a motion by John Anderson, seconded by William Campbell, the minutes of the September 12, 2011 meeting were unanimously approved as presented.
3. On a motion by Rosanne Hahn, seconded by Scott Barrett, the Board voted unanimously to approve the bank statements from August and September and to authorize the payment of bills for September.

SCHOOL BOARD BANK STATEMENT  
RECONCILIATION REPORT  
AUGUST 2011

<b>Total of Beginning Cash on Hand</b>	\$347,435.83
<b>Revenues/Deposits</b>	
Local Government Investment Pool Transfers	\$1,500,000.00
Interest Earned	\$222.35
District Office Deposits	\$6,014,550.11
School Deposits	\$138,383.00
Food Service Deposits	\$9,209.30
Community Education Deposits	\$20,992.00
ACH Returns From Payroll Direct Deposits	\$0.00

Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
<b>Total Revenues/Deposits</b>	<b><u>\$7,683,356.76</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$8,030,792.59</u></b>
<b>Expenditures/Withdrawals</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,197,722.82
Payroll Deduction Expenditures	-\$106,005.46
Wisconsin Retirement Automatic Withdrawl	-\$186,833.63
State Payroll Taxes	-\$95,005.70
Federal Payroll Taxes	-\$444,948.95
General Expenditures (CK #219536 to CK #220049)	-\$1,232,883.29
BASD Credit Card Automatic Withdrawl	-\$1,150.97
Food Service Online Credit Card Fees	-\$21.86
Community Ed Online Credit Card Fees	-\$239.21
NSF Checks Returned by the Bank	-\$882.00
Voided Checks	\$425,202.78
Banking Supplies and Fees	<u>\$0.00</u>
<b>Total Expenditures/Withdrawals</b>	<b><u>-\$2,840,491.11</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$5,190,301.48</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$6,377,019.60
Deposits in Transit	\$0.00
Outstanding Checks	-\$1,186,718.12
<b>Adjusted Bank Statement Balance</b>	<b><u>\$5,190,301.48</u></b>
<b>Variance</b>	\$0.00

**SCHOOL BOARD BANK STATEMENT  
RECONCILIATION REPORT  
SEPTEMBER 2011**

<b>Total of Beginning Cash on Hand</b>	\$5,190,301.48
<b>Revenues/Deposits:</b>	
Local Government Investment Pool Transfers	\$0.00
Interest Earned	\$348.37
District Office Deposits (Includes 2011-12 Cash Flow Borrowing Receipt)	\$6,410,797.59
School Deposits	\$27,438.55
Food Service Deposits	\$75,749.34
Community Education Deposits	\$10,667.00
ACH Returns From Payroll Direct Deposits	\$1,226.00
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$5.55</u>
<b>Total Revenues/Deposits</b>	<b><u>\$6,526,232.40</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$11,716,533.88</u></b>
<b>Expenditures/Withdrawals</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,115,427.08
Payroll Deduction Expenditures	-\$73,213.73
Wisconsin Retirement Automatic Withdrawl	-\$180,247.09
State Payroll Taxes	-\$86,242.69
Federal Payroll Taxes	-\$396,672.45
General Expenditures (CK#219816 to CK#220387)	-\$2,120,886.10
BASD Credit Card Automatic Withdrawl	-\$7,512.25
Food Service Online Credit Card Fees	-\$199.38
Community Ed Online Credit Card Fees	-\$186.86

NSF Checks Returned by the Bank	-\$1,093.75
Voided Checks	\$420.00
Banking Supplies and Fees	-\$131.88
Payment of 2010-2011 Cash Flow Borrowing	-\$6,900,690.00
Cash Deposit Debit ADJ	<u>-\$1.30</u>
<b>Total Expenditures/Withdrawals</b>	<b><u>-\$10,882,084.56</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$834,449.32</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$1,680,714.28
Deposits in Transit	
Outstanding Checks	-\$846,264.96
<b>Adjusted Bank Statement Balance</b>	<b><u>\$834,449.37</u></b>
Variance	\$0.00

4. Recognition of Guests and District Residents (Limit of 3 minutes for each comment)  
The following citizens requested time to address the Board:
- Larry Anderson – Provided information regarding health insurance premiums being paid by the District as compared to other Districts in this area.
  - Julie Koldeway – Presented a “Special Meeting Petition” from a number of qualified electors of the Burlington Area School District regarding the approval of a tax levy for the ensuing year.
  - Roger Koldeway – Discussed the proposed 7 Period Day for Burlington High School and the impact he believes this will have on the number of employees necessary to adequately staff the high school when this schedule takes effect. He also expressed his opinion and questioned the number of credits required for graduation.
5. Resignations  
The Personnel Committee presented the following resignations to the Board for approval:
- Extra Curricular Assignments
- Leslie Lahodik – Safety Patrol – Winkler School – effective 2011-12 school year

- Sharon Kelley – Key Club Advisor – resignation from 50% of the advisor position for the 2011-12 school year – resignation from 100% of the advisor position effective 2012-13 school year
  - Chadd Nelson – Girls Head Soccer coach – effective immediately
  - Chuck Runge – Swim Coach – Burlington High School – effective immediately
- On a motion by William Campbell, seconded by Susan Kessler, the Board voted to accept the resignations as presented.

6. Appointments

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

Teacher Aide

- April Carr – Special Education Aide – 3.25 Hrs. – Burlington High School – effective 2011-12 school year

Change in Schedule

- Debby Levans – 2 ½ Hr. Instructional Aide duties added to present position of Lunchroom Supervisor – 1 ½ Hrs. – total hours to equal 4 hours

Extra Curricular Assignments

- Leslie Moritz/Kate Dooley – Safety Patrol Advisors – Winkler School – shared position – 2011-12 school year
- Key Club Advisor – Sharon Kelley – 50% advisor, Jennifer Reuchlen/Bonnie Larsen to share 50% of the position for the 2011-12 school year – for the 2012-13 school Jennifer Reuchlen/Bonnie Larsen will share 100% of the advisor position for this club
- Homecoming (Pep Club) Advisor – Jodi Peterson/Shelley Anderson – effective 2011-12 school year
- Robin Siehoff – Volunteer for JV Intra-Squad Coach for Tennis – (non-staff)

Substitute Teachers

- Danielle Cottor
- Ashlyn Gibeaut
- Ami Kastor
- Jennifer Nelson
- Lisa Nevitt-Austin
- Kristen Van Remmen
- Matthew Armstrong

Substitute Teacher Aide

- Kathryn Jost

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

7. Parent Bus Contracts

Peter Smet discussed the Parent Bus Contracts with the Board of Education and explained the criteria involved. On a motion by Scott Barrett, seconded by Rosanne Hahn, the Board voted unanimously to approve the contracts as they were presented.

8. Donations

- Burlington High School

- Bob & Natalie Lee – donation of \$200 for the Burlington High School Girls Swimming program
- Ann Hallada – donation of 15 books to the Burlington High School Library
- Jake Jaramillo – donation of computer technology to Burlington High School

On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted to accept the donations as they were presented.

- Waller School
  - Ann Hallada/Gale Hegeman – donation of videos and books to the Waller School Library

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the donations as they were presented.

- Karcher Middle School
  - O’Neill Family Foundation – donation of \$8,000 to purchase workstations and lockers for the Tech Ed Department at Karcher Middle School
  - Jim Shannon – S& S Worldwide – donation of 581 shirts to the students of Karcher Middle School to be used in conjunction with their Character Building Program and for future Spirit Days
  - Burlington Women’s Garden Club – donation of several hours of labor for the upkeep of the Karcher Courtyard

On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted to accept the donations as they were presented.

- Winkler School
  - Ann Hallada – donation of videos and books to the Winkler School Library

On a motion by Susan Kessler, seconded by Rosanne Hahn, the Board voted to accept the donation as it was presented.

- Dyer School
  - Donations from the following businesses for Dyer fundraiser for a Dyer student:
    - Traxside Skating
    - Subway (Milwaukee Ave.)
    - Flippy’s
    - Culvers
    - Domino’s
    - Pizza Hut
    - Dairy Queen
    - Lakes Area Gymnastics
    - Towne and Country Lanes
    - Plaza Theatre
    - Runzheimer’s

On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted to accept the donations as they were presented.

9. Committee Reports

- Committee of the Whole
  - Meeting of October 3, 2011 – **No Board action required**

- Finance Committee
  - Meeting of September 12, 2011 – **No Board action required**
- Long Range Planning – nothing to report
- Policy Committee
  - Meeting of October 3, 2011
    - **Board action required for the following:**
      - **1<sup>st</sup> Reading for the following:**
        - **Weighted Grading Policy – Policy #345.1**
        - **Graduation Requirements – Class of 2016 – Policy #345.6**
      - **2<sup>nd</sup> Reading for the following policies:**
        - **Equal Employment Opportunity – Policy #551**
        - **Visitors to Buildings – Policy #860**

On a motion by Susan Kessler, seconded by Scott Barrett, the Board voted to adopt policies 551 and 860 after their second reading.

Also discussed at the October 3 meeting were Policy #781 – Energy Management, Policy #423.2 – Homeschoolers and Policy #353.1 – School Volunteers – **No Board action is required at this time.**

- Personnel Committee
  - Meeting of September 12, 2011 – **No Board action required**
  - Meeting of October 10, 2011
    - **Board action required for the following:**
      - **Sign Language Interpreter – Cost of Living wage adjustment for the 2011-12 school year**

On a motion by William Campbell, seconded by Scott Barrett, the Board voted to approve a cost of living wage of 1.68% for the Sign Language Interpreter for the 2011-12 school year
  - Buildings/Grounds/Transportation –nothing to report
  - Community Education – nothing to report
  - Curriculum Committee
    - Meeting of September 19, 2011 – **No Board action required**
  - Other Meetings – nothing to report

10. Superintendent's Report

The following items were reported on to the Board of Education:

- Board Development Follow-Up
  - Dr. Moyer requested feedback from the Board regarding their Board Development meeting held in September. The Board had a mixed response to the presenter and the information provided at the meeting. It was decided to hold a follow up meeting and to be more specific in their request for additional information.
- Management Team Agenda – The first Management Team Meeting will be held on Wednesday, October 12<sup>th</sup>.
- Enrollment Report - Peter Smet presented the Enrollment Report for the 3<sup>rd</sup> Friday of September, 2011
- Teacher Effectiveness Update

- WASB Legal Conference - Report given by Peter Smet and Connie Zinnen
- CESA 2 Update - Report given by Connie Zinnen
- Waller Technology Update - Report given by Scott Christensen, Connie Zinnen and Victoria Libbey regarding the use of Federal Title I monies for technology at Waller School.

11. Adjourn

On a motion by Scott Barrett, seconded by William Campbell, the meeting was adjourned at 8:25 P.M.

Sincerely,

Susan Kessler, Clerk