



# **BURLINGTON AREA SCHOOL DISTRICT**

BOARD OF EDUCATION  
Monday, September 14, 2015  
7:00 P.M.  
District Office

## Minutes

Present at this meeting were Board members Jim Bousman, William Campbell, Larry Anderson, Rosanne Hahn, Philip Ketterhagen, Todd Terry, Kevin Bird, administrators Peter Smet, Connie Zinnen, Ruth Schenning, Christine Anderson, Scott Schimmel, Sue Mosher, Eric Burling, Matt Behringer, Jackey Syens and Board secretary Priscilla Crowley.

1. Call to Order

Board President Jim Bousman called the meeting to order at 7:03 p.m.

2. Board Minutes

On a motion by Rosanne Hahn, seconded by William Campbell, the Board approved the minutes from the August meeting.

On a motion by Kevin Bird, seconded by Rosanne Hahn, the Board approved the minutes of the Annual Meeting.

3. Bank Statement and Bills

On a motion by Larry Anderson, seconded by Rosanne Hahn, the Board voted to approve the bank statement from the month of August.

On a motion by Larry Anderson, seconded by Todd Terry, the Board voted to approve the payment of bills from the month of August.

### **BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT AUGUST 2015**

<b>Total of Beginning Cash on Hand</b>	\$219,725.87
<b>Revenues/Deposits</b>	
Transfers From Savings	\$1,200,000.00
District Office Deposits, Including Aug. Tax Settlement	\$5,921,932.83
School Deposits	\$35,760.35

RevTrak Online Deposits for Registration Fees & Food Service	\$179,500.82
Food Service Department Deposits	\$1,353.00
Community Education Deposits	\$19,352.58
AGH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
<b>Total Deposits</b>	<u><b>\$7,357,899.58</b></u>
<b>Total Available Cash on Hand</b>	<u><b>\$7,577,625.45</b></u>
<b>Expenditures/Withdrawals</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$998,736.44
Payroll Deduction Expenditures	-\$107,636.44
Wisconsin Retirement Automatic Withdrawl	-\$205,339.26
State Payroll Taxes	-\$70,730.27
Federal Payroll Taxes	-\$386,017.01
General Expenditures (Ck#235437 to Ck#235690)	-\$853,646.91
BASD Credit Card Automatic Withdrawl	-\$11,282.61
RevTrak Online Credit Card Fees	-\$20.37
Community Ed Online Credit Card Fees	-\$407.38
NSF Checks Returned by the Bank	-\$735.25
Voided Checks (#235046)	\$325.00
Transfers To Savings	-\$4,200,000.00
Banking Supplies and Fees	_____
<b>Total Withdrawals</b>	<u><b>-\$6,834,226.94</b></u>
<b>Total of Ending Cash on Hand</b>	<u><b>\$743,398.51</b></u>
<b>Bank Statement Information</b>	

Bank Statement Balance – End of Month	\$1,178,047.50
Deposits in Transit	
Outstanding Checks	-\$434,648.99
<b>Adjusted Bank Statement Balance</b>	<b><u>\$743,398.51</u></b>
<b>Variance</b>	\$0.00

4. Resignations/Retirement

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

Retirement

- Rose Dolatowski – Director of Health Services – district-wide – retirement effective January 8, 2015

Resignations

- Jody Ritzman – Secretary – Burlington High School – resignation effective September 7, 2015
- Brandon Viliunas – Band/Orchestra teacher – Karcher Middle School – resignation effective August 12, 2015
- Divonte Williams – 4 hours custodian – resignation effective August 12, 2015
- Melone Williams – 4 hour custodian – resignation effective August 12, 2015
- Tina Palmer – part time Special Education Aide – resignation effective August 10, 2015
- Kelly Schumacher – part time Special Education Aide – resignation effective September 1, 2015
- Mary Alvarez – part time Teacher Aide – resignation effective September 1, 2015
- Suzanne Rizzo – part time Special Education Aide – effective August 26, 2015
- Rachel Bunker – Special Education Aide – part time – effective immediately
- John Baumeister – 4 hour custodian – Cooper Elementary School – effective September 2, 2015
- Kaitlin Richards – part time Special Education Bus Aide – effective September 1, 2015
- Lucy Vorpapel – Teacher Aide – Dyer Intermediate School – effective September 8, 2015

Extra Curricular

- Rosemary Dolatowski – Tennis Coach – Burlington High School – effective January 8, 2015

On a motion by William Campbell, seconded by Todd Terry, the Board voted to approve the resignations as presented.

5. Appointments

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

- Nicolas Buendia – Band/Orchestra Teacher – Karcher Middle School – effective 2015-16 school year
- Michelle Andresen – Special Education Aide – 5.83 hrs. per day – Burlington High School – effective 2015-16 school year

- Gina Langridge – Special Education Aide – 5.83 hrs. per day – Burlington High School – effective 2015-16 school year
- Paula Lovrine – 12 hrs. per week – Library Aide – Dyer Intermediate School – effective 2015-16 school year
- Ann Ebbers – Special Education Aide – 4.0 hrs. per day – Karcher Middle School – effective 2015-16 school year
- Roseanna Huff – Library Aide – 7 hrs. per day – Waller School – effective 2015-16 school year
- Celia Fitzpatrick – Special Education Aide – 5.75 hrs. per day – Waller School – effective 2015-16 school year
- Tiffanie Phillips – 4 hr. custodian – Cooper Elementary – effective 2015-16 school year
- Frank Brooks – 4 hr. custodian – Cooper Elementary – effective 2015-16 school year
- Andrew Storey – 4 hr. custodian – Winkler School – effective 2015-16 school year
- Noreen Katzman – 4 hr. custodian – Waller School – effective 2015-16 school year
- Alison Anders – Special Education Aide – 5.83 hrs. per day – Cooper Elementary School – effective 2015-16 school year
- Sarah Guard – Special Education Aide – 5.83 hrs. per day – Cooper Elementary School – effective August 26, 2015
- Tyler Merlo – Special Education Aide – 5.83 hrs. per day – Cooper Elementary School – effective September 14, 2015
- Jennifer Larmay – Special Education Aide – 5.83 hrs. per day – Burlington High School – effective September 9, 2015
- Lisa Hartlage – Special Education Aide – 4.0 hrs. per day – Karcher Middle School – effective September 8, 2015
- Beth Hutson – Special Education Aide – 4.0 hrs. per day – Waller School – effective September 1, 2015
- Rachel Bunker – Secretary – Burlington High School – effective September 8, 2015

Extra Curricular

- Andrea Hegemann – Head Gymnastics Coach – Burlington High School – effective September 9, 2015

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to approve the appointments as presented.

6. Donations

- Burlington High School
  - Wix Filtration to Burlington High School FFA Department - \$1,018.75 – to be used for FFA Week and the State Convention
  - Gateway Technical College tech Ed – donation of approximately \$1,200 of torque equipment and certified training to thank Nick Schilleman for taking the time to attend training between July 22-223 and becoming certified in the area of torque techniques and precision bolting
  - Chris Miller, Neal and Greg Miller – donation of labor and the use of a skid loader to remove sand from the long jump pits at Burlington High School

On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted to accept these donations as presented.

- Elementary Schools
    - Runzheimer International - \$2,500 to the Elementary School Libraries
- On a motion by Rosanne Hahn, seconded by Kevin Bird, the Board voted to accept the donation to the elementary schools as presented.
- Waller Elementary School
    - Anonymous Donation - \$250 donation for the Waller 2<sup>nd</sup> Grade Teachers
    - Knights of Columbus – Intellectual Disabilities Fund - \$523.94 to be used towards field trips for the student’s in Mrs. Schaal’s special education classroom

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

7. Field Trips

The following field trips were presented to the Board for approval:

- Montessori – Dyer Intermediate School – September 21-22, 2015 – YMCA Camp MacLean – Anneke Thompson and Michelle Glisch – Advisors
- National FFA Convention – Burlington High School – Louisville, Kentucky – October 28-31, 2015 – Katie Hagemann, advisor
- Poms – Burlington High School – DePere High School – DePere, WI – November 13-14 2015 – performance – Ashley Easterwood, advisor
- Poms – Burlington High School – Ashwaubenan High School – Ashwaubenan, WI – competition – December 4-5, 2015 – Ashley Easterwood, advisor
- Poms – Burlingotn High School – Watertown, Wisconsin – competition – December 12, 2015 – Ashley Easterwood, advisor

On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to approve the field trips as presented.

8. Academic Standards in Place for 2015-16 School Year

A motion was made by Rosanne Hahn and was seconded by Todd Terry. The motion passed unanimously.

9. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Education – nothing to report
- Curriculum Committee – nothing to report
- Finance Committee
  - Agenda – September 14, 2015 – **action required for the following:**  
**“Resolution Authorizing Taxable Temporary Borrowing in Amount Not to Exceed \$5,200,000 Pursuant to Section 67.12(8)(a)1.**  
**WIS.STATS**
    - A motion was made by Larry Anderson, seconded by Kevin Bird to approve the Resolution for temporary borrowing in the amount of \$5,200,000 from Robert Baird & Company. A roll call vote was taken:

Todd Terry	Yes
Rosanne Hahn	Yes
Jim Bousman	Yes
William Campbell	Yes

Larry Anderson	Yes
Philip Ketterhagen	Yes
Kevin Bird	Yes

The motion passed unanimously.

- Personnel Committee
  - Agenda/Minutes – August 10, 2015 – **no Board action required**
  - Agenda/Minutes – August 31, 2015 – **Board action required for the following: Adoption of an Employee Exit Questionnaire**
    - A motion was made by William Campbell and seconded by Todd Terry to adopt the Employee Exit Questionnaire. Comments/discussion took place – the motion carried unanimously.
  - Agenda – September 14, 2015 – **no Board action required**
- Policy Committee
  - Agenda/Minutes – July 27, 2015 – **Board action required for the following: 2<sup>nd</sup> Reading – Policy #453.1 – Student Personnel – Health Care Services**  
A motion was made by Philip Ketterhagen and seconded by Kevin Bird to adopt the changes to Policy #453.1 – Student Personnel – Health Care Services. The motion passed unanimously.
- Other Meeting – nothing to report

10. Superintendent's Report

Superintendent Smet reported on the following:

- Start of the new school year has been successful.
- Facility Study will commence with Plunkett Raysich Architects touring the various buildings and distributing a survey to staff members.

11. Announcements

Board member Rosanne Hahn reported on a speaker who held a summer enrichment program who had some interesting facts to share with educators.

Eric Burling reported on the 911 program conducted prior to Friday, September 11<sup>th</sup> football game.

12. Adjourn

On a motion by William Campbell, seconded by Rosanne Hahn, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Rosanne Hahn, Clerk