



**BURLINGTON AREA SCHOOL  
DISTRICT**

BOARD OF EDUCATION  
MONDAY, SEPTEMBER 8, 2014  
7:00 P.M.  
DISTRICT OFFICE

MINUTES

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

1. Call to Order  
Board President William Campbell called the meeting to order at 7:27 P.M.
2. Minutes  
On a motion by Jim Bousman, seconded by Rosanne Hahn, the minutes of the August Board meeting were approved as presented.
3. Bank Statement & Bills  
Larry Anderson presented the bank statement for approval. On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted unanimously to approve the bank statement as presented.

On a motion by Larry Anderson, seconded by Jim Bousman, the Board voted to approve the payment of bills from August.

**BURLINGTON AEA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
AUGUST 2014**

<b>Total of Beginning Cash on hand</b>	<b>\$1,529,404.03</b>
<b>Revenues/Deposits</b>	
Transfers From Savings	\$300,000.00
District Office Deposits, Including Aug Tax Settlement	\$6,010,750.80
School Deposits	\$42,650.67
RevTrak Online Deposits For Registration Fees, & Food Service	\$150,315.47
Food Service Department Deposits	\$435.65

Community Education Deposits	\$37,628.97
ACH Returns From Payroll Direct Deposits	\$6,511.49
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
<b>Total Deposits</b>	<b><u>\$6,548,293.05</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$8,077,697.08</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$949,602.88
Payroll Deduction Expenditures	-\$88,098.96
Wisconsin Retirement Automatic Withdrawl	-\$203,307.52
State Payroll Taxes	-\$65,645.12
Federal Payroll Taxes	-\$362,748.33
General Expenditures (Ck#231228 to Ck#231914)	-\$1,989,642.56
BASD Credit Card Automatic Withdrawl	-\$5,909.03
RevTrak Online Credit Card Fees	-\$53.02
Community Ed Online Credit Card Fees	-\$403.98
NSF Checks Returned by the Bank	-\$1,397.75
Voided Checks	\$0.00
Transfers to Savings	-\$4,000,000.00
Banking Supplies and Fees	<u>\$0.00</u>
<b>Total Withdrawals</b>	<b><u>-\$7,666,836.15</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$410,860.93</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$1,523,310.29
Deposits in Transit	

Outstanding Checks	-\$1,112,449.36
<b>Adjusted Bank Balance</b>	<b><u>\$410,860.93</u></b>
<b>Variance</b>	\$0.00

4. Recognition of Guests and Districts Residents

The following residents spoke to the Board regarding the K5 Kindergarten class sizes and supported the hiring of additional teaching staff to reduce class sizes:

- Angie Mangold – Tatonka Trail – Burlington
- Cheryl Nichols – Running Fox Trail – Burlington
- Laura Whiteside – Margaret Court – Burlington
- Aria Parks – Kendrick Ave. – Burlington
- Tracey Bousquet – Burlington
- Laura Hoffman – Burlington
- Jim Mangold – Tatonka Trail - Burlington
- Christy Taylor – Wren St. – Burlington
- Julie Gesteland – Dale Drive – Burlington
- Pam Spankowski – Countour Drive – Burlington
- Kris Reagor – Burlington
- Dawn Petges – Crossway Road – Burlington
- Elizabeth Peterson – Perkins Blvd. – Burlington

5. Recognition of Staff, Students and Programs

- The Board recognized Nick Schilleman, Tech Ed Teacher from Burlington High School – because of his efforts Gateway Technical College donated \$6,000 in diagnostic equipment to the District Tech Ed Program.

6. Resignations

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

- Laura Fisher – Special Education Aide – effective August 14, 2014
- Darlene DeCheck – Special Education Aide – Winkler School – effective August 2014
- Rachel Decker – Special Education Aide – Karcher Middle School – effective August 2014
- Tammie Ketelson – Special Education Aide – Winkler School – effective August 2014

On a motion by Todd Terry and seconded by Jim Bousman, the Board approved the resignations as presented.

7. Appointments

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

All appointments listed below are effective for the 2014-15 school year –

Teachers

- Rachel Crawford – 4K Teacher – 50% position – Plymouth 4K
- Brittany Day – 3<sup>rd</sup> Grade Teacher – Winkler School

- Patricia Menz – 4K Teacher – Waller Elementary
- Kaylyn Waki – STEM Teacher – Karcher Middle School
- Darlene Rivest – Orchestra Lessons – 33% contract
- Brandon Viliunas – increase contract from 80% to 100% contract – teaching orchestra sections at Karcher Middle School

Teacher Aides

- Jimalee Binn – Special Education Aide – 5.83 Hrs. per day – Winkler School
- Jennifer Biro – Special Education Aide – 5.83 Hrs. per day – Karcher Middle School
- Nora Giesbers – Special Education Aide – 5.83 Hrs. per day – Cooper School
- Margaret Groover – Special Education Aide – 5.75 Hrs. per day – Waller School
- Crystal Hernandez – Special Education Aide – 4.5 Hrs. per day – Karcher Middle School
- Amber Jackson – Special Education Aide – 5.83 Hrs. per day – Cooper School
- Karen Kane – Special Education Aide – 4.0 Hrs. per day – BHS
- Brittany Lundgren – Special Education Aide – 5.83 Hrs. per day – BHS
- Elizabeth Pease – Regular Education Aide – 5.83 Hrs. per day – Winkler School
- Kaitlin Richards – Bus Aide – Special Education – 5.83 Hrs. per day
- Kelly Schumacher – Special Education Aide – 5.75 Hrs. per day – Waller School
- Wynne Slusar – Special Education Aide – 5.83 Hrs. per day – Karcher Middle School
- Bobbi Ann Smith – Special Education Aide – 5.83 Hrs. per day – Karcher Middle School
- Michelle Smith – Special Education Aide – 5.83 Hrs. per day – Cooper School
- Amanda Wilks – Special Education Aide – 5.83 Hrs. per day – Dyer Intermediate School

Extra Curricular Activities

- Kyle Kleitsch – Assistant Girls Tennis Coach – Fall Season – Burlington High School
- Beth Lynch – Elementary Science Leadership
- Kate Dooley – Elementary Science Leadership
- Emily Grossen – Assistant Girls Tennis Coach – Burlington High School
- Josh Dow – Tech Support – Burlington High School
- Robert Thompson – Assistant Forensics Theater Director – Fall 2014
- Penny Yanke – Assistant Forensics Theater Director – Fall 2014
- Elizabeth Schreifels – FBLA co-advisor – Burlington High School

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

8. Field Trips

- Key Club – Leader Conference – Wisconsin Dells – September 19-21 – Jennifer Reuchlen – Advisor
- FFA – Burlington High School – National FFA Convention – October 29- November 1, 2014 – Louisville, Kentucky – Katie Hagemann – Advisor

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

9. Donations

- Dyer Intermediate School
  - Donorschoose.org - \$2,500 to Dyer Markerspace Project

- Donors include: Vincent Varyn, Rebekah & Paul Ivkovich, Kim & Merry Jones, the Rediger family, the Steward family, Jeannine Needle, Kathryn & Peter Turke, DeDe Obuch, Jane Kron, Jon & Ellie Schultz, Bonnie Torphy, Neukon Family Foundation, Jess Herr, Elizabeth McLean, the LaRose family and Margaret Ball Fanz
- Wal Mart - \$2,500 – Community Foundation Grant to Dyer Markerspace Project
- On a motion by Jim Bousman, seconded by Larry Anderson, the Board voted to accept the donations as presented.
- Karcher Middle School
  - Movin' and Munchin' Grant - \$250.00
  - Kohl's Grant - \$1,000 to Diamond House
  - Kohl's Grant - \$990 to Onyx House
  - Target Take Charge of Education - \$172.03On a motion by Rosanne Hahn and seconded by Philip Ketterhagen, the Board voted to accept the donations as presented.
- Burlington High School
  - Burlington Blast Softball Organization - \$800 – Burlington High School Softball Program
  - John Banta – snare drum to BHS music program
  - Class of 1945 – donation of \$83.00 to BHS to be used as needed
  - Burlington High School Athletic Association - \$2,800 to the Burlington High School Athletic department to be used by the athletic teams at the high school for unlimited game and practice video breakdown, video exchange and practice/game video telestrationOn a motion by Todd Terry and seconded by Rosanne Hahn, the Board voted to accept the donations as presented.
- Gateway Technical – donation of \$6,000 of diagnostic equipment to the Burlington High School Tech Ed Department
- On a motion by Philip Ketterhagen and seconded by Larry Anderson, the Board voted to accept the donation as presented.
- Cooper School
  - Buddy Bench – donated by Jenny Holle
- Summer School
  - 150 Gift Certificates for a free pizza from Domino's Pizza
  - 50 Gift Certificates for free ice cream from Dairy QueenOn a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to accept the donations as presented.

10. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning
  - August 18, 2014 – **Board action required for the following:**
  - **Approval for the purchase of services of the UW Applied Population Lab directly for a demographic study**
  - On a motion by Todd Terry, seconded by Philip Ketterhagen, the Board voted to approve the purchase of these services.
- Community Education – nothing to report
- Curriculum Committee
  - August 18, 2014 – **no Board action required**
- Finance Committee

- September 8, 2014 – **Board action required for the following:**
- **Approval of “Resolution Authorizing Temporary Borrowing in Amount Not To Exceed \$5,300,000 Pursuant to Section 67.12(8)(a)1, WIS. STATS” and to approve Robert W. Baird as the lender with a low bid interest rate of .493%. Discussion took place. A motion was made by Larry Anderson and seconded by Todd Terry, the Board voted to approve the resolution and Robert W. Baird as the lender.**
- Personnel Committee
  - August 4, 2014 – 12:30 P.M. – Closed Session – **No Board action required**
  - August 4, 2014 – 1:00 P.M. – Open/Closed Session – **No Board action required**
  - August 11, 2014 – **No Board action required**
  - September 8, 2014 – **Board action required for the following items:**
  - **5 Year old Kindergarten enrollment increase – possible budget adjustment – hiring of additional staff. A motion was made by Todd Terry and seconded by Rosanne Hahn to adopt Option D – hiring of 3 teachers – 1 at Winkler, 1 at Cooper and 1 at Waller.**
- **Discussion took place. The motion passed on a vote of 5-1.**
- **Employee Discipline Agreement – A motion was made by Todd Terry and seconded by Jim Bousman to accept the agreement as presented contingent upon the employee’s approval and signature on the document. The motion passed on a vote of 4 Yes, 1 No and 1 Abstention.**
- Policy Committee
  - July 28, 2014 – **No Board action required**
- Other Meetings
  - Committee of the Whole – August 11, 2014 – **no Board action required**
  - Board of Education – August 18, 2014 – **no Board action required**
  - Annual Meeting – August 25, 2014 – **no Board action required**

11. Superintendent’s Report

- Parent response is needed for Kindergarten sign-up to avoid some of the problems the District is presently facing.
- Monday, September 15, 2014 – WASB Long Range Planning process

12. Announcements

Rosanne Hahn suggested that the large class size in Grade 1 at Winkler be investigated.

13. Adjourn

On a motion by Rosanne Hahn, seconded by Jim Bousman, the meeting was adjourned at 8:25 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk