



**BURLINGTON AREA SCHOOL  
DISTRICT**

BOARD OF EDUCATION  
Monday, November 14, 2016  
7:00 P.M.  
District Office

Minutes

Present at this meeting were Board members Jim Bousman, William Campbell, Rosanne Hahn, Kevin Bird, Philip Ketterhagen, Todd Terry, Barry Schmaling, administrators Peter Smet, Connie Zinnen, Eric Burling, Victoria Libbey, Gail Spitzenberger and Jackey Syens.

1. Call to Order  
Board President Jim Bousman called the meeting to order at 7:05 P.M.
2. Board Minutes  
On a motion by Rosanne Hahn, seconded by Todd Terry, the Board voted to approve the Board Minutes from the October meeting.
3. Bank Statement  
On a motion by William Campbell, seconded by Barry Schmaling, the Board voted to approve the Bank Statement for October as presented.

On a motion by Todd Terry, seconded by William Campbell, the Board approved the payment of October bills.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
OCTOBER 2016**

<b>TOTAL OF BEGINNING CASH ON HAND</b>	\$734,805.27
<b>REVENUES/DEPOSITS</b>	
Transfers From Local Government Investment Pool & Savings	\$2,900,000.00
District Office Deposits	\$154,567.27
School Deposits	\$28,390.04
REVTRAK Online Deposits for Registration Fees & Food Service	\$34,216.10
Food Service Deposits	\$13,684.76

Community Education Deposits	\$9,511.00
ACH Returns From Payroll Direct Deposits	\$426.41
Miscellaneous	<u>\$0.00</u>
<b>Total Deposits</b>	<b><u>\$3,140,795.58</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$3,875,600.85</u></b>
<b>EXPENDITURES/WITHDRAWALS:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,184,267.01
Payroll Deduction Expenditures	-\$114,992.48
Wisconsin Retirement Automatic Withdrawal	-\$220,358.62
State Payroll Taxes	-\$118,957.63
Federal Payroll Taxes	-\$665,002.07
General Expenditures (Ck#239698 to Ck#240070)	-\$1,423,959.28
BASD Credit Card Automatic Withdrawal	-\$19,484.95
REVTRAK Online Credit Card Fees	-\$1,283.29
Community Ed Online Credit Card Fees	-\$434.51
Delta Dental	-\$27,161.41
NSF Checks Returned by the Bank	-\$730.00
Voided Checks	\$400.00
Transfer To Savings	\$0.00
Banking Supplies and Fees	<u>\$0.00</u>
<b>Total Withdrawals</b>	<b><u>-\$3,776,231.25</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$99,369.60</u></b>
<b>BANK STATEMENT INFORMATION</b>	
Bank Statement Balance – End of Month	\$830,982.16

Deposits in Transit	
Outstanding Checks	-\$731,612.56
<b>Adjusted Bank Statement Balance</b>	<u>\$99,369.60</u>
<b>Variance</b>	\$0.00

4. Resignations/Retirement

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

Resignations

- Tracy Weis – Special Education Aide – Cooper Elementary School – part-time – effective October 17, 2016
- Gina Langridge-Marlowe – Special Education Aide – Burlington High School – part-time – effective October 14, 2016

Retirement

- Nancy Ketterhagen – Retirement – Special Education Aide – Waller Elementary School – part-time – effective January 1, 2017

On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the resignations and retirement as presented.

5. Appointments

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

- Amber Turville – Special Education Aide – Cooper Elementary School – part-time – effective November 7, 2016
- Andrea Cummings – Special Education Aide – Karcher Middle School – part-time – effective November 7, 2016
- Julie Thomas – Communication’s Coordinator – District – effective November 28, 2016
- Tyler Espizito – 4 Hour Custodian – Burlington High School – effective immediately
- Andrea Holl – 4 Hour Custodian – Burlington High School – effective immediately

Substitute Aide

- Gina Langridge-Marlowe – substitute aide - effective October 19, 2016
- Judy Brueggeman – substitute aide – effective October, 2016
- Matthew Knapp – substitute aide – effective November 14, 2016

Extra Curricular

- Andrew Gauger – Assistant Soccer Coach for the balance of the 2016-17 season – effective October, 2016

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

6. Donations

- Burlington School District
  - Packaging Corporation - \$2,250 to the Burlington Area School District

- Music Matters - \$1,800 donation in support of school music programs for Opera for the Young for Waller, Cooper, Winkler and Lyons Elementary Schools

On a motion by Todd Terry and seconded by William Campbell, the Board voted to accept the donations as presented.

- Community Education Drama

- Runzheimer Foundation - \$1,000 for the Community Ed Drama Club for the Karcher Musical “Shrek”

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

- Burlington High School

- Donations to WBSD
  - Lucky Star Restaurant - \$500
  - Miller Ford, Inc. - \$250
- GSA
  - Rebecca Ruedebusch-Uhen and David Uhen - \$100
- Burlington Birding Club
  - Thomas Nagan - \$100
  - Karen & Donald Schmalfeldt - \$20
  - Burlington Flowers & Interiors LLC - \$50
  - Elkhorn Express - \$200
  - Glory Fastpitch Softball - \$100
  - Fidelity Title, Inc. - \$75
  - FVVS LLC - \$50
  - Lynch Motor Vehicle Group, Inc. - \$100
  - Reesmans Excavating & Grading Inc. - \$100
  - Webley Chiropractic - \$50
  - Miller Ford, Inc. - \$100
- B\*JAZZLED
  - Paul & Rhonda Sullivan - \$1,000
  - Office Furniture Options, Inc. - \$250
- Burlington High School Baseball Program
  - Jade Gribble - \$25
  - Mike Prah - \$110
  - Tom Dummer - \$110
  - Dave Hallenbeck - \$1,430
  - Brian Horn - \$25
  - O’Neill Foundation, Inc. - \$300
- Burlington High School Golf
  - David Hallenbeck – Director of Golf at Grand Geneva Resort – 6 Golf Driving Range Mat Systems – valued at \$4,080
- Burlington High School Poms
  - Joyce Vorpapel - \$100

On a motion by Barry Schmaling, seconded by Rosanne Hahn, the donations were accepted as presented.

7. Committee Reports

- Buildings/Grounds/Transportation – **Board action required for the following:**

- **ACE Academy Room** – on a motion by Philip Ketterhagen and seconded by Kevin Bird, the Board voted to approve the establishment of the ACE Academy Room.
- **PAC House Deed Restrictions** – on a motion by Philip Ketterhagen, seconded by Todd Terry, the Board approved the implementation of the PAC House Deed Restrictions
- **Athletic Pavilion** – a motion was made by Philip Ketterhagen and seconded by Todd Terry to approve the Athletic Pavilion with the understanding that progress on the Athletic Pavilion would go with the amount of funds raised to finish the project. Discussion took place, Jim Bousman proposed an amended motion to send this project back to committee for further study and clarification regarding funding and sponsorship. Philip Ketterhagen seconded this motion and the motion carried. The first motion was not voted on due to the second motion made.
- Long Range Planning – nothing to report
- Community Relations – nothing to report
- Curriculum Committee – **Board action needed for the following:**
  - **BHS Band Elective Course Proposal** – on a motion by Rosanne Hahn and seconded by Philip Ketterhagen, the Board approved the proposed BHS Band Elective Course
  - **Youth Options Course Applications** – on a motion by Rosanne Hahn and seconded by Philip Ketterhagen, the Board voted to accept the Youth Options Course Applications at a projected cost of \$37,464 and the amount not exceed the projected cost
  - **Proposed International Student Trip to Denmark** – on a motion by Rosanne Hahn, seconded by Barry Schmaling, the Board approved the proposed international student trip to Denmark.
- Finance Committee
  - Agenda/Minutes – October 24, 2016 – **no Board action required**
- Personnel Committee
  - Agenda/Minutes – October 20, 2016 – **no Board action required**
  - Agenda – November 14, 2016 – **no further Board action required**
- Policy Committee – nothing to report
- Other Meetings – **no Board action required for the following meetings:**
  - **Board Meeting – Agenda/Minutes – October 17, 2016**
  - **Board Meeting – Agenda/Minutes – October 24, 2016 (7:00 P.M.)**
  - **Board Meeting – Agenda/Minutes – October 24, 2016 (7:45 P.M.)**
  - **Board Meeting – Agenda/Minutes – October 31, 2016**

8. Superintendent's Report

- Thank you to the Garden Club who prepared the Karcher Courtyard for the upcoming winter
- Girls Volleyball Team – Burlington High School – runner up at the State Tournaments
- School Report Cards will be released soon
- In December Board Docs will be implemented for the dispersal of Board documents/agendas

9. Announcements

- Rosanne Hahn reported on the WASB Board of Directors Meeting
- Jim Bousman reported on the Legislative Advocacy meeting
- Barry Schmaling commented on the procedure for dropping a class at Burlington High School

10. Adjourn

On a motion by Todd Terry, seconded by Rosanne Hahn, the meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk