

## 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 January 9, 2012.

- Call to Order  
Board President David Thompson called the meeting to order at 7:29 P.M. Present at this meeting were Board members David Thompson, William Campbell, Susan Kessler, Rosanne Hahn, John Anderson, Larry Anderson, administrators Dave Moyer, Peter Smet, Connie Zinnen and Board Secretary Priscilla Crowley.
- Minutes  
On a motion by Rosanne Hahn, seconded by William Campbell, the Board voted unanimously to approve the minutes of the December 12, 2011 meeting as they were presented.
- Bank Statement and Payment of Bills  
On a motion by William Campbell, seconded by John Anderson, the Board voted to approve the bank statement for December and to authorize the payment of bills for December.

BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
DECEMBER 2011

<b>Total of Beginning Cash on Hand</b>	\$712,686.13
<b>Revenue/Deposits</b>	
Local Government Investment Pool Transfers	\$3,160,000.00
Interest Earned	\$67.47
District Office Deposits	\$29,811.45

School Deposits	\$7,012.95
Food Service Deposits	\$49,210.81
Community Education Deposits	\$3,645.00
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
<b>Total Deposits</b>	<b>\$3,249,747.68</b>
<b>Total Available Cash on Hand</b>	<b>\$3,962,433.81</b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,181,155.25
Payroll Deduction Expenditures	-\$75,019.02
Wisconsin Retirement Automatic Withdrawal	-\$190,343.73
State Payroll Taxes	-\$88,325.50
Federal Payroll Taxes	-\$409,209.50
General Expenditures (CK #221086 to CK #221401)	-\$1,538,728.05
BASD Credit Card Automatic Withdrawal	-\$2,165.42
Food Service Online Credit Card Fees	-\$780.59
Community Ed Online Credit Card Fees	-\$329.68
NSF Checks Returned by the Bank	-\$282.00
Voided Checks	\$1,036.31
Banking Supplies and Fees	
<b>Total Withdrawals</b>	<b>-\$3,485,302.43</b>
<b>Total of Ending Cash On Hand</b>	<b>\$477,131.38</b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$806,129.22
Deposits in Transit	
Outstanding Checks	-\$328,997.84

<b>Adjusted Bank Statement Balance</b>	\$477,131.38
<b>Variance</b>	\$0.00

4. Retirements and Leave of Absence

The Personnel Committee presented the following retirements and leave of absence to the Board for approval:

Retirements

- Doug Wielgat – Grade 3 Teacher – Winkler School – effective August 27, 2012
- Ann Hallada – District Librarian – effective June 30, 2012

Leave of Absence

- Linda Oja – 50% Long Term Disability Leave – January 4, 2012 through March 5, 2012

On a motion by William Campbell, seconded by Larry Anderson, the Board voted unanimously to approve the retirements and leave of absence as presented.

5. Appointments

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

Extra Curricular Positions

- Bob Prailes – Assistant Girls Soccer Coach – Burlington High School – effective 2011-12 school year

Science Leadership Team

- Kelly Dummer – Grade 2 – Winkler School
- Teresa Forseth – Kindergarten – Cooper School

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

6. Donations

- Burlington High School
  - Burlington Athletic Association
    - \$631.95 – High School Wrestling Program – purchase of iPad for the statistics program
    - \$1,078.75 – High School Athletic Program – for purchase of “Demon Nation” t-shirts that will be given out to students at athletic events this winter in exchange for canned goods items to be donated to LOVE, Inc.
  - Kohls
    - \$500 donation to the Burlington Cross Country program
  - Miller Motors
    - \$410.00 donation to Burlington High School Athletic Department in the name of Chris Miller

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

- Dyer Intermediate School
  - Cindi Jensen – Southern Lakes Newspapers, LLC
    - End roll of newsprint to the TSID Program at Dyer
  - Brian Kwiatkowski
    - Donation of a sink and faucet for Dyer Intermediate School teacher's lounge

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

- Lyons Elementary School
  - PTO – Scholastic Book Fair
    - Donation of \$160.00 worth of books per teacher
    - \$1,600 from previous book sale to buy new sets of books to help restock the book room

On a motion by John Anderson, seconded by Susan Kessler, the Board voted unanimously to accept the donations as presented.

- Waller Elementary School
  - Anonymous Donor
    - \$500 to Waller School 2<sup>nd</sup> Grade

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

- Winkler Elementary School
  - Tim Williams – *Office Furniture Options*
    - Two large cabinets for the storage of files and miscellaneous supplies

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

7. Field Trip

- Penny Yanke – A Cappella Choir to perform prior to a Milwaukee Bucks game – February 15, 2012  
Dave Moyer inquired of the Board as to whether these types of field trips should be brought before them for approval. It was decided that these kinds of field trips do not need Board approval but should be brought before them in an informational format only.

8. Verification of Candidates for School Board – Spring Election

Board Clerk Susan Kessler certified that the following individuals have submitted Declarations of Candidacy for the position of School Board member for the upcoming Spring Election:

John Anderson – Incumbent  
Scott Elblein  
Susan Kessler - Incumbent  
Philip A. Ketterhagen  
Roger Koldeway  
Megan Shuemate

9. Drawing of Lots for Ballot Placement – School Board Spring Primary

Board President David Thompson drew names for ballot placement for the Spring Primary. Placement on the ballot is as follows:

1. Philip A. Ketterhagen
2. Roger Koldeway
3. John Anderson
4. Megan Shuemate
5. Susan Kessler
6. Scott Elblein

10. Committee Reports

- Policy Committee – nothing to report
- Personnel Committee
  - December 12, 2011 – 6:30 P.M. – **No Board action required**
  - December 12, 2011 – 7:30 P.M. – **Board action required for the following:**
    - **Approval of Part III – Employee Handbook – Secretaries/Aides/Custodians**  
On a motion by William Campbell, seconded by John Anderson, the Board voted unanimously to approve Part III of the Employee Handbook as it was presented.
    - **Approval of Part II – Employee Handbook – Teacher Section regarding layoff and non-renewal**  
On a motion by William Campbell, seconded by John Anderson the Board voted unanimously to approve Part I of the Employee Handbook. This motion was amended to specify that Part II of the Employee Handbook was to be approved not Part I. The amended motion was passed unanimously.
- Buildings/Grounds/Transportation – nothing to report
- Community Education – nothing to report

- Curriculum Committee – nothing to report
- Finance Committee – nothing to report
- Long Range Planning – nothing to report

11. Superintendent's Report

Superintendent Moyer reported on the following items:

- Partnership LOVE, Inc and Karcher Middle School
- Municipal Tax Comparisons
- Instructional Leadership Team Meeting
- Project Assist Meetings
- Joint Convention – Professional Improvement Committee

12. Adjourn

On a motion by John Anderson, seconded by Rosanne Hahn, the Board voted to adjourn at 7:52 P.M.

Respectfully submitted,

Susan Kessler, Clerk