



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
Monday, November 9, 2015
7:00 P.M.
District Office

Minutes

Present at this meeting were Board members Jim Bousman, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Kevin Bird, administrators Connie Zinnen, Peter Smet, Christine Anderson, Eric Burling, Jackey Syens, Jill Oelslager, Scott Schimmel, Sue Mosher and Board secretary Priscilla Crowley.

1. Call to Order
Board President Jim Bousman called the meeting to order at 7:00 P.M.
2. Board Minutes
On a motion by Rosanne Hahn, seconded by Kevin Bird, the Board voted to approve the minutes as presented.
3. Bank Statement and Bills
On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted to approve the bank statement as presented.

On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted to approve the payment of bills from the month of October.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT OCTOBER 2015

Total of Beginning Cash on Hand	\$558,776.59
Revenues/Deposits	
Transfers From Local Government Investment Pool & Savings	\$3,100,000.00
District Office Deposits	\$70,323.41
School Deposits	\$39,238.50
Revtrak Online Deposits for Registration Fees & Food Service	\$34,108.54

Food Service Deposits	\$17,097.57
Community Education Deposits	\$7,335.50
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
Total Deposits	<u>\$3,268,103.52</u>
Total Available Cash on Hand	<u>\$3,826,880.11</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits):	-\$1,210,398.66
Payroll Deduction Expenditures	-\$106,594.47
Wisconsin Retirement Automatic Withdrawl	-\$221,132.10
State Payroll Taxes	-\$82,550.01
Federal Payroll Taxes	-\$457,104.54
General Expenditures (Ck#236142 to Ck#236470)	-\$1,185,337.14
BASD Credit Card Automatic Withdrawl	-\$15,664.15
Revtrak Online Credit Card Fees	-\$1,032.39
Community Ed Online Credit Card Fees & Refunds	-\$814.77
NSF Checks Returned by the Bank	-\$52.50
Voided Checks	\$360.00
Transfer to Savings	\$0.00
Banking Supplies anad Fees	<u>\$0.00</u>
Total Withdrawals	<u>-\$3,280,320.73</u>
Total of Ending Cash on Hand	<u>\$546,559.38</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,035,905.05

Deposits in Transit	
Outstanding Checks	-\$489,345.67
Adjusted Bank Statement Balance	<u>\$546,559.38</u>
Variance	\$0.00

4. Recognition of Guests and District Residents

Several District citizens and staff members recognized Larry Anderson for his dedication and years of service to the Burlington Area School District.

5. Recognition of Staff, Students and Programs

- Recognition of Karen Tolle –Wisconsin Music Educators Association – Community Service Award – Received congratulations from the School Board for her accomplishments and dedication to Music Education.

6. Retirement/Resignations

The following retirement and resignations were presented to the Board for approval:

Retirement

- Kevin Brierly – Building Engineer – retirement effective January 6, 2015

Resignations

- Jeanne Renni – Special Education Aide – part-time – Waller Elementary School – effective October 30, 2015
- Celia Fitzpatrick – Special Education Aide – part-time – Waller Elementary School - effective October 22, 2015
- Gloria Blodgett – 4 Hour Custodian – effective October 15, 2015
- Jeff Dexter – 4 Hour Custodian – effective October 19, 2015 – will remain on the substitute list

On a motion by Rosanne Hahn, seconded by Larry Anderson, the Board voted to approve the retirement and resignations as presented.

7. Appointments

The following appointments were presented to the Board for approval:

- Jessica Polcyn – Director of Nursing Services – effective December 7, 2015
- Amber Rodriguez – Special Education Aide – 5.25 Hrs. Per Day – Dyer Intermediate School – effective November 2, 2015
- Sarah Ann Higginson – Special Education Aide – 4 Hrs. Per Day – Waller Elementary School – effective October 20, 2015
- Mary Bliss – Special Education Aide – 5.83 Hrs. Per Day – Cooper Elementary School – effective October 19, 2015
- Kimberly Dorn – Special Education Aide – 5.83 Hrs. Per Day – Cooper Elementary School – effective October 19, 2015
- DeMonica Flagg – Special Education Aide – 5.75 Hrs. Per day – Waller School – effective November 3, 2015
- Allison Noll – Special Education Aide – 5 Hrs. Per Day – Waller Elementary School – effective November 16, 2015
- Cynthia Rivera – 4 Hour Custodian – Waller Elementary School – effective November 16, 2015

- Mark Campbell – 4 Hour Custodian – Waller Elementary School – effective November 2, 2015
- Dan Powers – change in hours and position – Dyer Intermediate School - 7.2 Hrs. per day – effective October 8, 2015
- Pam Kinnard – change in hours – 4 Hours Per Day – part time custodian to full time custodian – effective November 30, 2015

On a motion by Philip Ketterhagen, seconded by Kevin Bird, the Board voted to approve the appointments as presented.

8. Field Trips

- A Cappella Choir and Treble Chorale – Washington, D.C./Virginia for “Sing Strong D.C.” – March 29, 2016 – April 4, 2016 – Penny Yanke, Advisor

On a motion by Rosanne Hahn and seconded by Philip Ketterhagen, the Board voted to approve the field trip as presented.

9. Donations

- Cooper Elementary School

- Cooper PTO - \$1800 to purchase supplies for students
- Thrivent - \$220 for Tasha Konz to purchase books for her kindergarten students
- Sabrina Beinlich and Kristy Schwab-Jacobs – donation of books for 4th grade and Kindergarten students
- Richard and Mary Anne Nelson – donation of classroom supplies for Mrs. Thompson’s classroom
- John and Karen Tolle – donation of \$650 and a matching gift to \$650 from Abbie

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

- Burlington High School

- Donation to WBSD Radio Station to Maintain Programming
 - Black Circle Records - \$100
 - Lucky Star Restaurant - \$500
 - Miller Ford - \$250
 - ANA Ventures dba Home Helpers - \$250
 - The Coffee House at Chestnut & Pine - \$500
- Donation to FFA to offset cost of National Convention
 - Black Circle Record - \$100
 - Lucky Star Restaurant - \$500
 - Miller Ford - \$250
 - ANA Ventures dba Home Helpers - \$250
 - The Coffee House at Chestnut & Pine - \$500
- Donation to FFA to offset cost of National Convention
 - Burlington FFA Alumni Association - \$600
- Donation to the Koral Club – will cover expenses for various activities
 - Runzheimer International LTD - \$2,500
- Donation to Burlington Fine Arts Department
 - Burlington Community Fund - \$2,450 – to offset the costs associated with 2 new Lycian Club Spotlights
- Burlington High School Baseball program
 - O’Neill Foundation, Inc. - \$1,000

- Greg Hoffman - \$500
 - To offset program expenses

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

- Dyer Intermediate School
 - Richter's Market Place - \$86.50 – Percentage from receipt turn in program
 - Market Day - \$69.65 – Dyer's portion of the profits for May, June and July, 2015

On a motion by Philip Ketterhagen, seconded by Kevin Bird, the Board voted to accept the donations as presented.

- Winkler Elementary School
 - Shoparoo - \$66.20
 - Domino's Dough Nights – September - \$57.59 & October - \$33.18
 - Elk's Lodge – donation of Fire Prevention coloring books for 1st – 3rd graders

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

10. Committee Reports

- Building's/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Education - nothing to report
- Curriculum Committee
 - Agenda/Minutes – October 19, 2015 – **Board action required for the following:**
 - **Youth Options – Spring Semester Requests**
 - On a motion by Rosanne Hahn, seconded by Kevin Bird, the Board voted to approve the Spring Semester Youth Option Requests
- Finance Committee
 - Agenda/Minutes – October 26, 2015 – **Board action required for the following:**
 - **Approval of the 2015-16 Budget in the DPI recommended format**
 - On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted to approve the 2015-16 Budget in the DPI recommended format
 - **All other items were approved at the Board meeting of October 26, 2015 – Open Session – 7:15 P.M.**
- Personnel Committee
 - Agenda/Minutes – October 12, 2015 – **no Board action required**
- Policy Committee – nothing to report
- Other Meetings
 - Board Meeting – Agenda/Minutes – October 19, 2015 – **no Board action required**
 - Board Meeting – Agenda/Minutes – October 26, 2015 – 7:00 P.M. – Open Session - **no Board action required**
 - Board Meeting – Agenda/Minutes – October 26, 2015 – 7:15 P.M. – Closed Session – **no Board action required**

- Board Meeting – Agenda/Minutes – November 2, 2015 – **no Board action required**

11. Superintendent's Report

- Recognition of Board Member - The Board recognized outgoing Board member Larry Anderson for his many years of service to the staff, students and citizens of the Burlington Area School District
- Superintendent Smet gave an update on the Strategic Planning Committee
- WASB has put out a survey for Board members
- We have received notification that McCanna Parkway will be connected to Hwy. 142 by 2019 after the bridge overpass is taken down. 1/10 of an acre of land will be purchased by the DOT to afford a right of way access to this connection. They have provided us with an estimate of the land value.

12. Announcements

- Board President Jim Bousman announced that Larry Anderson had expressed his intention to stay involved with the Board through the Finance Committee.
- Rosanne Hahn reported on the National Board for Certified Teachers. She stated that we have several teachers in our District who have qualified for this and believes we should identify and honor them for their hard work and dedication.
- Jim Bousman reported on the conference he attended in Steven's Point.

13. Adjourn

On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the meeting was adjourned at 7:43 P.m.

Respectfully submitted,

Rosanne Hahn, Clerk