



## ***BURLINGTON AREA SCHOOL DISTRICT***

BOARD OF EDUCATION  
MONDAY, DECEMBER 9, 2013  
7:00 P.M.  
DISTRICT OFFICE

### Minutes

Present at this meeting were Board members David Thompson, William Campbell, Rosanne Hahn, Larry Anderson, Philip Ketterhagen, Roger Koldeway, Jim Bousman, administrators Peter Smet, Connie Zinnen, Ruth Schenning and Board secretary Priscilla Crowley.

1. Call to Order  
Board President David Thompson called the meeting to order at 7:00 P.M.
  
2. Adjustment to Board Agenda  
On a motion by Rosanne Hahn, seconded by Roger Koldeway, the Board voted to move "Recognition of Staff, Students and Programs" to item #3 on the Board Agenda.
  
3. Recognition of Staff, Students and Programs  
The Board recognized the Burlington High School Swim Team and Coach Denita Jones for qualifying for State Competition.  
  
The Board recognized the Burlington High School Gymnastics Coach Diane Biedrzycki for being voted as the Gymnastics Coach of the Year for Wisconsin.  
  
The Board recognized the Burlington High School Cross Country Team and coaches Rick Koceja and Walter Bradford for having students qualified for state competition.
  
4. Minutes  
On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to approve the minutes of the November 11, 2013 Board meeting.
  
5. Bank Statement and Bills

On a motion by Larry Anderson, seconded by Philip Ketterhagen, the Board voted unanimously to approve the bank statement and authorize the payment of bills for October.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
NOVEMBER 2013**

<b>Total of Beginning Cash on Hand</b>	\$639,465.63
<b>REVENUES/DEPOSITS:</b>	
Local Government Investment Pool Transfers	\$3,900,000.00
Interest Earned	\$0.00
District Office Deposits	\$17,874.70
School Deposits	\$43,471.97
Food Service Deposits	\$42,113.85
Community Education Deposits	\$2,643.00
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Checks	\$0.00
Miscellaneous	\$0.00
<b>Total Deposits</b>	<b><u>\$4,006,103.52</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$4,645,569.15</u></b>
<b>Expenditures/Withdrawals:</b>	

Employee Payroll Withdrawals (Direct Deposits)	-\$1,194,303.23
Payroll Deduction Expenditures	-\$97,432.22
Wisconsin Retirement Automatic Withdrawl	-\$218,186.34
State Payroll Taxes	-\$92,135.26
Federal Payroll Taxes	-\$461,391.52
General Expenditures (CK#228959 to CK#229259)	-\$1,076,844.04
BASD Credit Card Automatic Withdrawl	-\$7,094.51
Food Service Online Credit Card Fees	-\$1,016.76
Community Ed Online Credit Card Fees	-\$833.71
NSF Checks Returned by the Bank	-\$586.00
Voided Checks	\$816.46
Transfer to Money Market Savings	-\$1,100,000.00
<b>Total Withdrawals</b>	<b><u>\$4,249,007.13</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$396,562.02</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$880,937.82
Deposits in Transit	\$0.00
Outstanding Checks	-\$484,375.80

<b>Adjusted Bank Statement Balance</b>	<b><u>\$396,562.02</u></b>
<b>Variance</b>	<b>\$0.00</b>

6. Resignations

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

- Diane Biedrzycki – resignation from 8% of her contract as Girls Gymnastics Coach
  - Mark Sheldon – resignation as Citizen Representative for the Curriculum Committee of the School Board effective immediately
- On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to approve the resignations as presented.

7. Appointments

The following appointments were presented to the full Board for approval:

Substitute Teacher Aides

- Susan McQuillan
- Torrey Hammiller
- Catherine Keyes
- Therese Weaver
- Nicole Fredrickson

Substitute Teachers

- Peggy Thurner
- Gregory Gross

Extra Curricular Activity

- Andrea Hegemann – Girls Gymnastics Coach Assistant – 50%
- Andrea Hegemann – Girls Gymnastics Coach – Head – 8%

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

8. Donations

- Burlington Area School District
  - Packaging Corporation of America - \$2,250.00
  - Music Matters – Gift of 2 pianos to be used at Dyer and Burlington High School – instruments have been appraised and tuned at a cost of \$2,130.00

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

- Cooper Elementary School
  - Music Matters Grants - \$800 towards funding of “Opera For The Young” for Spring of 2014

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

- Dyer Intermediate School
  - Dominos Pizza - \$356.77 – Dyer Dough Night at Dominos
  - Dominos Pizza – 455 certificates for small one topping pizzas for Dyer students on their birthday
  - Market Day - \$34.19 – profit from Market Day sales
  - Culvers - \$284.58 – portion of sales from October 29 to the Dyer “It’s Showtime” Theater Club
  - Zach Pstragowski – student – donation of book, “I Funny” by James Patterson to the Dyer Library
  - Dominos Pizza – Pizza Party – for classroom with most participation in October Dominos Dough Night
  - Wal Mart – 23 \$50.00 gift cards to be used for various programs, student and classroom needs at Dyer Intermediate School

On a motion by William Campbell, seconded by Roger Koldeway, the Board voted unanimously to accept the donations as they were presented.

9. Field Trips

- FFA Leadership Conference – Burlington High School – January 10-11, 2014 – Stevens Point, Wisconsin – Katie Hagemann, Advisor
- Pom Pons – Burlington High School – over night trip to Watertown, WI – January 24-25 for participation in a competition – Ashley Easterwood, Advisor

On a motion by Roger Koldeway, seconded by Jim Bousman, the Board voted unanimously to approve the field trips as presented.

10. DPI Budget Format

The 2014-15 budget was presented in the DPI Format and it was explained that no changes have been made to budget except for the way it has been formatted – this is at the request of the Department of Public Instruction. They have requested that school boards vote on the budget in this format. On a motion by William Campbell, seconded by Jim Bousman, the Board voted unanimously to approve the 2014-15 budget in the requested DPI format.

11. Committee Reports

- Buildings/Grounds/Transportation
  - Agenda/Minutes – November 11, 2013 – no Board action was required
- Long Range Planning – nothing to report

- Community Education – nothing to report
  - Curriculum Committee
    - Agenda/Minutes – November 18, 2013 – no Board action was required
    - Agenda/Minutes – December 2, 2013 – **Board action was required for the following: Proposed changes regarding the Economics class at Burlington High School regarding the Personal Finance graduation requirement.**  
**On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to allow the change to the Economics class curriculum that would meet the Personal Finance graduation requirement.**
  - Finance Committee
    - Agenda/Minutes – November 25, 2013 – no further Board action was required
  - Personnel Committee
    - Agenda/Minutes – November 11, 2013 – no Board action required
    - Agenda/Minutes – December 9, 2013 – no further Board action required
  - Policy Committee
    - Agenda/Minutes – November 4, 2013 – **Board action required for the following: 2<sup>nd</sup> Reading for Policy #185.2 – Citizen Members on Standing Committees**  
**On a motion by Roger Koldeway, seconded by Jim Bousman, the Board voted unanimously to approve the 2<sup>nd</sup> reading of Policy #185.2**
    - Agenda/Minutes – December 2, 2013 – **Board action required for the following: 1<sup>st</sup> Reading – Policy #345.6 – Graduation Requirements**
  - Other Meetings
    - Agenda/Minutes – Board Meeting – November 25, 2013 – no further Board action required
12. Superintendent's Report
- WASB Convention – Milwaukee in January – reminded Board members to submit registration requests to Priscilla as soon as possible
  - WASB Delegate Assembly – Rosanne Hahn is the delegate – information regarding proposed resolutions or changes will be sent to all Board members.

- No other meetings will be scheduled in the month of December if at all possible.

13. Announcements

- William Campbell informed Board members that the Superintendent Evaluation forms would be coming to them shortly and they are due back to him by January 4, 2014.

14. Adjourn

On a motion by Rosanne Hahn, seconded by Roger Koldeway, the meeting was adjourned at 7:23 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk