



**BURLINGTON AREA SCHOOL  
DISTRICT**

BOARD OF EDUCATION  
MONDAY, February 9, 2015  
7:00 P.M.  
DISTRICT OFFICE

MINUTES

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

1. Call to Order  
Board President William Campbell called the meeting to order at 7:00 P.M.
2. Minutes  
On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to approve the minutes from the January, 2015 meeting.
3. Bank Statement and Bills  
Larry Anderson presented the Bank Statement to the Board for approval. On a motion by Larry Anderson, seconded by Philip Ketterhagen, the bank statement was approved as presented.

On a motion by Larry Anderson, seconded by Todd Terry, the Board voted to authorize the payment of bills from the month of January.

**BURLINGTON AREA SCHOOL DISTRICT  
BANK STATEMENT RECONCILIATION REPORT  
JANUARY 2015**

<b>TOTAL OF BEGINNING CASH ON HAND</b>	<b><u>\$371,580.06</u></b>
<b>Revenues/Deposits:</b>	
Transfers from Local Government Investment Pool & Savings	\$850,000.00
District Office Deposits	\$8,553,676.90
School Deposits	\$11,239.84
RevTrak Online Deposits for Registration Fees & Food Service	\$46,676.43
Community Education Deposits	\$7,699.80

ACH Returns From Payroll Direct Deposits	\$103.20
Collected NSF Checks	\$0.00
<b>Total Deposits</b>	<b><u>\$9,469,396.17</u></b>
<b>Total Available Cash on Hand</b>	<b><u>\$9,840,976.23</u></b>
<b>Expenditures/Withdrawals:</b>	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,149,713.96
Payroll Deduction Expenditures	-\$97,407.68
Wisconsin Retirement Automatic Withdrawl	-\$242,297.32
State Payroll Taxes	-\$77,764.30
Federal Payroll Taxes	-\$435,877.19
General Expenditures (Ck#233393 to Ck#233643)	-\$1,063,545.27
BASD Credit Card Automatic Withdrawl	-\$2,385.15
RevTrak Online Credit Card Fees	-\$702.98
Community Ed Online Credit Card Fees	-\$214.65
Voided Checks	-\$10,305.19
Transfer to Money Market Savings	-\$6,500,000.00
<b>Total Withdrawals</b>	<b><u>-\$9,559,603.31</u></b>
<b>Total of Ending Cash on Hand</b>	<b><u>\$281,372.92</u></b>
<b>Bank Statement Information</b>	
Bank Statement Balance – End of Month	\$1,077,831.61
Deposits in Transit	\$0.00
Outstanding Checks	-\$796,458.69
<b>Adjusted Bank Statement Balance</b>	<b><u>\$281,372.92</u></b>
<b>Variance</b>	<b>\$0.00</b>

4. Recognition of Guests and District Residents

Bonnie Ketterhagen of Crossway Road – Burlington, read a statement regarding the current survey that has been made available to staff members, parents and citizens of the Burlington Area School District. She questioned the validity of the results from such a survey and criticized the school district for distributing this survey to staff, parents and citizens. She questioned the method used for writing this survey and believes that the District will not obtain a true picture of the issues because of it.

5. Resignations/Retirement

The following retirement was presented to the Board for approval:

- Ken France – School Counselor – Burlington High School – retirement effective June 30, 2015

On a motion by Todd Terry, seconded by Rosanne Hahn, the Board voted to accept the retirement as presented.

6. Appointments

The following appointments were presented to the Board for approval:

- Stephanie Call – Spanish Teacher – Burlington High School – 100% contract – effective 2<sup>nd</sup> semester 2014-15 school year
- Amber Doleshal – Special Education Aide – 5.83 hrs. per day – PAC House – effective February 2, 2015
- Jean Fifer – Special Education Aide – 5.83 hrs. per day – Karcher Middle School – effective January 26, 2015
- Amy Erdman – Special Education Aide – change in hours to 6.75 hrs. per day – Waller Elementary School – effective January 12, 2015
- Laurie Neuendorf – Special Education Aide – 5.75 hrs. per day – Waller Elementary School – effective January 16, 2015

On a motion by Roger Koldeway, seconded by Rosanne Hahn, the Board approved the appointments as presented.

The following extra curricular activity appointments were presented to the Board for approval:

- Jeremy Fitch – Assistant Girls Soccer coach – effective 2014-15 school year – Burlington High School
- Steve Berezowitz – Head Speed & Strength Coach – Fall Season – Burlington High School – effective 2014-15 school year
- Steven Tenhagen – Head Speed & Strength Coach – Winter Season – Burlington High School – effective 2014-15 school year
- Jack Schmidt – Weight Room Supervisor – 1<sup>st</sup> Quarter – Burlington High School – effective 2014-15 school year
- Andrew Sireno – Weight Room Supervisor – 50% position – 2<sup>nd</sup> Quarter – Burlington High School – effective 2014-15 school year
- Jeff Taff – Weight Room Supervisor – 50% position – 2<sup>nd</sup> Quarter – Burlington High School – effective 2014-15 school year
- Jason Bousman – Head Girls/Boys Track Coach – Burlington High School – effective 2014-15 school year
- Trent Tonn – Track – Assistant Coach – effective 2014-15 school year – Burlington High School
- Matt Buteyn – Track – Assistant Coach – effective 2014-15 school year – Burlington High School
- Rick Koceja – Track – Assistant Coach – effective 2014-15 school year – Burlington High School
- Adam Cook – Track – Assistant Coach – effective 2014-15 school year – Burlington High School
- Donna Koewn – Track – Assistant Coach – 50% effective 2014-15 school year – Burlington High School

- James Koceja – Track – Assistant Coach – 50% - effective 2014-15 school year – Burlington High School

A motion was made by Todd Terry and seconded by Larry Anderson to approve the extra curricular appointments as presented. Comments were made. The motion passed on a vote of 4-2 with one abstention.

7. Donations

- Burlington High School
  - The following donations were made to WBSD to help maintain programming:
    - Lynch Motor Vehicle Group - \$500
    - Seattle Sutton Healthy Eating - \$125
    - Seattle Sutton Healthy Eating - \$125
    - Los Compadres - \$450
    - Perfection Auto Body - \$125
  - Fox River State Bank - \$350 – Burlington High School A Cappella Choir for performances
  - Rebecca Ruedebusch-Uhen - \$100 for Burlington High School Gay Straight Student Alliances to help cover expenses for running the group

On a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted to accept the donations as presented.

- Karcher Middle School
  - Boxtop Program - \$303.80

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

- Dyer Intermediate School
  - CXC Sport Development – donation of 35 pairs of skiis, 2 containers for storage and curriculum guide to be used in the Nordic Rocks Program for Dyer Intermediate School

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

8. Field Trips

- FFA Farm Forum – Burlington High School – 2 day Farm Forum in Wisconsin Rapids, Wisconsin – February 20-21, 2015 – Katie Hagemann, Advisor
- State Ice Fishing tTournament – Chetek, WI – Burlington High School – February 20-21, 2015 – Trent Tonn and Ben Hendricks, Advisors

On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to approve these field trips as presented.

9. WASB Resolutions Report – Rosanne Hahn

Rosanne Hahn discussed the WASB Convention and commented on the value of the information presented. She also went through the resolutions that were voted on in committee and explained the results of the voting process.

10. Committee Meetings

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – Stakeholder Drive Strategic Planning Committee

- January 14, 2015 – no Board action required
- January 28, 2015 – no Board action required
- Community Education – nothing to report
- Curriculum Committee
  - Agenda/Minutes – January 19, 2015 – no Board action required
  - Agenda/Minutes – January 26, 2015 – no Board action required
- Finance Committee – nothing to report
- Personnel Committee
  - Agenda/Minutes – January 12, 2015 – no Board action required
- Policy Committee
  - Agenda/Minutes – January 5, 2015 – **Board action required for the following:**
    - **Policy #890 – Advertising Activities – 2<sup>nd</sup> Reading**  
On a motion by Roger Koldeway, seconded by Larry Anderson, the Board voted to approve Policy #890.
    - **Policy #891 – Sponsorship Activities – 2<sup>nd</sup> Reading**  
On a motion by Roger Koldeway, seconded by Jim Bousman, the Board voted to approve Policy #891.
  - Agenda/Minutes – February 2, 2015 – **Board action required for the following: Policy #547 – Social Media – Action – 1<sup>st</sup> Reading**
  - **Policy #940 – Naming Facilities – Board action required:**  
**On a motion by Jim Bousman, seconded by Phil Ketterhagen, the Board voted to send Policy #940 back to the Policy Committee to refine the Policy language and to make a definitive recommendation to the Board.**
- Other Meetings – none to report

11. Superintendent's Report

Superintendent Smet reported on the following items:

- Governor Walker's State Budget and the impact on Education.
- Stakeholder Driven Strategic Planning Committee – Survey has been distributed to parents, staff and citizens.

12. Announcements

There were no announcements.

13. Adjourn

On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk