



BURLINGTON AREA SCHOOL DISTRICT

BOARD OF EDUCATION
MONDAY, MARCH 14, 2016
7:00 P.M.
DISTRICT OFFICE

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, Ruth Schenning, Gary Olsen, Christine Anderson, Scott Schimmel, Eric Burling, Jackey Syens, and Sue Mosher.

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 Todd Terry, the minutes of the previous meeting were approved as presented.
3. Bank Statement and Bills
Board Treasurer Kevin Bird presented the bank statement for the month of February to the Board for approval. On a motion by Kevin Bird and seconded by William Campbell, the Board voted to approve the bank statement as presented.

Kevin Bird presented the payment of bills for the month of February to the Board for approval. On a motion by Kevin Bird and seconded by Barry Schmaling, the Board voted to approve the payment of bills for the month of February.

BURLINGTON AREA SCHOOL DISTRICT BANK STATEMENT RECONCILIATION REPORT FEBRUARY 2016

TOTAL OF BEGINNING CASH ON HAND	\$872,173.31
Transfers from Local Government Investment Pool & Savings	\$1,000,000.00
District Office Deposits	\$5,518,765.24
School Deposits	\$31,525.90
REVTRAK Online Deposits for Registration Fees & Food Service	\$51,634.19
Community Education Deposits	\$3,200.00
ACH Returns From Payroll Direct Deposits	\$27.70

Collected NSF Checks	\$0.00
Miscellaneous	<u>\$0.00</u>
Total Deposits	<u>\$6,605,153.03</u>
Total Available Cash on Hand	<u>\$7,477,326.34</u>
Expenditures/Withdrawals:	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,168,602.01
Payroll Deduction Expenditures	-\$108,521.22
Wisconsin Retirement Automatic Withdrawl	-\$220,386.58
State Payroll Taxes	-\$78,286.53
Federal Payroll Taxes	-\$438,559.94
General Expenditures (Ck#237302 to Ck#237595)	-\$971,744.63
BASD Credit Card Automatic Withdrawl	-\$22,218.95
REVTRAK Online Credit Card Fees	-\$1,189.51
Community Ed Online Credit Card Fees	-\$271.22
NSF Checks Returned by the Bank	-\$100.00
Voided Checks	\$0.00
Transfer to Money Market Savings	-\$3,500,000.00
Banking Supplies and Fees	<u>\$0.00</u>
Total Withdrawals	<u>-\$6,509,880.59</u>
Total of Ending Cash on Hand	<u>\$967,445.75</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,332,089.79
Deposits in Transit	\$0.00
Outstanding Checks	<u>-\$364,644.04</u>
Adjusted Bank Statement Balance	<u>\$967,445.75</u>

Variance	\$0.00
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4. Recognition of Staff, Students and Programs

William Campbell was recognized by the Wisconsin Association of School Boards and the School Board for his many years of service to the Board and the Burlington Area School District. He was presented with a certificate and pin denoting his years of service.

5. Retirements/Resignations

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

Retirements

- Donna Daniels – Cooper Elementary School Teacher – retirement effective at the end of the 2015-16 school year
- Dawn Soeth – Orchestra Teacher – retirement effective as of June 10, 2016

Resignations

- Angel Dawley – Copy Center Operator – resignation effective March 18, 2016
- Jim Crowley – 4 Hr. Custodian – Burlington High School – effective immediately
- Nadine Bogusz – Study Hall Supervisor – Burlington High School – effective March 10, 2016
- Wynne Slusar – Special Education Aide – part time – Karcher Middle School – effective March 16, 2016

Position Eliminated Due to Student Withdrawal

- Hallie Knop – Sign Language Interpreter – Burlington High School – effective February 26, 2016

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

6. Appointments

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

- Substitute Aide
 - Colleen Hueber
 - Yaritza Gonzalez
 - Jennifer Sondej
 - Kimberly Aguirre
 - Michelle Braatz-Barwick
- Part Time Custodian
 - Michael Figarino – 4 Hr. Custodian – Burlington High School
 - Torrence (Kai) Anderson – 4 Hr. Custodian – Burlington High School
 - Dora Montoya – 4 Hr. Custodian – Winkler Elementary
 - Megan Thomas – 4 Hr. Custodian – Cooper Elementary
 - James Plitzuweit – 4 Hr. Custodian – Waller Elementary
- Copy Center
 - Kari Clark – Copy Center Position – 5.5. Hrs. per day – effective March 17, 2016
- Change in Contract
 - Jennifer Steffen – from part time to full time Reading Specialist – Lyons Elementary – effective 2016-17 school year
 - Mark Robers – Custodian – from 4 Hr. custodian Burlington High School to 8 Hr. custodian to Grounds – effective 2015-16 school year

- Job Share
 - Patti Tenhagen and Jeri Nettesheim are requesting a job share position for the 2016-17 school year at Karcher Middle School with a 60%/40% split

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

7. Donations

- Burlington High School
 - Burlington High School Athletic Association – donation of \$5,666.76 for soccer equipment (game & practice goals) to Burlington High School
 - Jarod & Samantha Hanson - \$300 to the Burlington High School Poms
 - Runzheimer International Ltd. - \$1,000 to the Burlington High School Poms
 - Burlington Jr. Demons - \$4,970 to the Burlington Boys Basketball Program – will go to help offset program costs
 - Burlington High School – WBSD for Programming
 - Lois Tire Shop – \$500
 - John W. Peiffer Insurance Agency – State Farm Insurance - \$350
 - Los Compadres - \$100
 - Burlington High School DRIVEN Program
 - Rotary International - \$1,300
 - Heelein & Sons, Inc. - \$100
 - C & N Drywall & Painting - \$100
 - Lois Tire Shop - \$25
 - Shaunna Drew - \$25
 - Olivia Weis - \$25
 - Shelley Andersen - \$100
 - Runzheimer International Ltd - \$500
 - Burlington High School B*JAZZLED
 - Joe and Paula Fox - \$75
 - Burlington High School
 - Target Take Charge of Education - \$237.69

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

- Karcher Middle School
 - Ann Ebbers – donation of Seimer Alto Saxophone to be used District Wide with a value of approximately \$200
 - Parents of Hannah DeRossier – donation of 1 Sherl and Roth Violin – full size with a value of \$200 and 1 Armstrong Alto Saxophone with a value of \$150
 - Target Take Charge of Education – donation of \$258.22 for use at Karcher Middle School

On a motion by Rosanne Hahn and seconded by Todd Terry, the Board approved the donations as presented.

- Dyer Intermediate School
 - Target Corporation – Take Charge of Education - \$105.62
 - Girls Scouts of Wisconsin Southeast, Inc. – Troop #31599 - \$30 for the Dyer School Art classes
 - Montessori Parent Group – \$104.57 to Dyer Montessori classrooms

On a motion by Barry Schmaling and seconded by Kevin Bird, the Board voted to accept the donations as presented.

- Winkler School
 - Target Corporation – Take Charge of Education – \$187.50
 - Domino’s Pizza – Domino Dough Night for February - \$11.33
 - Runzheimer International Ltd. - \$600 for 4 year Old Kindergarten Screening

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

- Cooper Elementary School
 - Montessori Parent Group - \$261.41 to be split among the five Montessori classrooms for materials
 - Target Educational Fund - \$238.67 for Cooper Elementary School
 - Northwestern Mutual Match Grant Fund - \$500 for Cooper School
 - Verizon Wireless – donation of classroom supplies to ten classrooms at Cooper School
 - Office Max – donation of office supplies to Cooper School

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

8. Committee Meetings

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Relations – nothing to report
- Curriculum Committee
 - Agenda/Minutes – February 22, 2016 – **Board action required for the following:**
 - **Yearbook Class at Burlington High School – A motion was made by Todd Terry and seconded by Barry Schmaling to approve the Yearbook Class at Burlington High School – discussion took place. The motion was approved on a 4-3 vote.**
 - **Student Computer Use – A motion was made by Rosanne Hahn and seconded by Philip Ketterhagen to approve the process for moving forward on a 1 to 1 campaign for fall using the new lease. Discussion took place, the motion passed unanimously.**
 - **New Reading Curriculum for Grades K-5 - On a motion by Rosanne Hahn, seconded by Philip Ketterhagen, the motion passed unanimously.**
 - Finance Committee
 - Agenda/Minutes – March 7, 2016 – **Board action required for the following:**
 - **School Breakfast Program – A motion was made by Kevin Bird and seconded by Rosanne Hahn to approve the School Breakfast Program on a trial basis. Discussion took place and the motion passed unanimously.**
 - Personnel Committee
 - Agenda/Minutes – February 8, 2016 – **no Board action required**

- Policy Committee
 - Agenda/Minutes – February 1, 2016 – **Board action required for the following:**
 - **2nd Reading for:**
 - **Policy #185 – Standing Committees – On a motion by Philip Ketterhagen, seconded by Kevin Bird, the Board voted to approve the changes to Policy #185 – Standing Committees**
 - **Policy #453.1 – Health Policy – On a motion by Philip Ketterhagen, seconded by Kevin Bird, the Board voted to approve the changes to Policy #453.1 – Health Policy**
- Other Meetings
 - Agenda/Minutes – February 8, 2016 – **no Board action required**

9. Superintendent’s Report

- Letter received from the Wisconsin Asthma Coalition thanking the District for their valuable contribution to the coalition by holding a “Walk through program in our schools”
- Letter received from the Director of Teachers.org informing us that Burlington Area School District was named 20th in the state of Wisconsin for our continuing efforts to maintain excellent teacher support to our staff
- Update on strategic plan:
 - Moving forward with Academic Area Goal #2 – Burlington High School students visited Karcher Middle School to talk about bullying.
 - Facilities: Plunkett-Raysich report will be given on March 21 at 7:00 pm regarding their findings and possible solutions
 - Funding/Taxes: Have been working with CESA 6 regarding grants/funding
 - Staff Employees - have formed a calendar committee to help with implementing time for training and professional growth

10. Announcements

There were no announcements.

11. Adjourn

On a motion by William Campbell, second by Todd Terry, the meeting was adjourned t 7:33 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk