



**BURLINGTON AREA SCHOOL
DISTRICT**

BOARD OF EDUCATION
Monday, June 10, 2013
7:00 P.M.
District Office

Minutes

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

1. Call to Order
Board President David Thompson called the meeting to order at 7:06 P.M.
2. Board Minutes
On a motion by Rosanne Hahn, seconded by Roger Koldeway the minutes of the May 13, 2013 meeting were approved as presented.
3. Bank Statement and Bills
On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to approve the bank statement and authorize the payment of bills for May.

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

Total of Beginning Cash on Hand	\$722,800.83
Revenues/Deposits	
Local Government Investment Pool/Money Market Transfers	\$2,800,000.00
Interest Earned	\$0.00
District Office Deposits	\$85,249.84
School Deposits	\$25,459.87
Food Service Deposits	\$48,732.21

Community Education Deposits	\$9,800.00
ACH Returns From Payroll Direct Deposits	\$0.00
Collected NSF Check/Write Off of Old Checks	\$0.00
Miscellaneous (BASD Commercial Credit Card Annual Rebate)	\$346.31
Total Deposits	<u>\$2,969,588.23</u>
Total Available Cash on Hand	<u>\$3,692,389.06</u>
Expenditures/Withdrawals	
Employee Payroll Withdrawals (Direct Deposits)	-\$1,116,747.88
Payroll Deduction Expenditures	-\$104,931.74
Wisconsin Retirement Automatic Withdrawl	-\$208,311.71
State Payroll Taxes	-\$85,144.10
Federal Payroll Taxes	-\$427,795.74
General Expenditures (CK#222612 to CK #227201	-\$1,450,017.67
BASD Credit Card Automatic Withdrawl	-\$3,733.39
Food Service Online Credit Card Fees	-\$752.53
Community Ed Online Credit Card Fees	-\$147.91
NSF Checks Returned by the Bank	-\$58.00
Voided Checks	\$125,288.14
Banking Supplies and Fees	\$0.00
Total Withdrawals	<u>-\$3,272,352.53</u>
Total of Ending Cash on Hand	<u>\$420,036.53</u>
Bank Statement Information	
Bank Statement Balance – End of Month	\$1,186,493.24
Deposits in Transit	\$0.00
Outstanding Checks	-\$766,456.71
Adjusted Bank Statement Balance	<u>\$420,036.53</u>
Variance	\$0.00

4. Recognition of Staff, Students and Programs

Board President David Thompson recognized the teaching and administrative staff for an excellent school year.

Rosanne Hahn congratulated the staff and students of the high school on an excellent graduation program.

5. Resignations

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

- Ashlei Hansel – Karcher Middle School – resignation effective at the end of the 2012-13 school year
- Adam Czajkowski – Science Teacher – Burlington High School – effective June 8, 2013
- Erica Branson – Special Education Teacher – Karcher Middle School – effective at the end of the 2012-13 school year
- Meg McKinney – Art Teacher – Waller/Lyons Schools – resignation from 30% of her position – end of the 2012-13 school year – pending finding a suitable replacement for 30% of her present position
- Jodi Rogahn – Agri-Science Teacher – Burlington High School – effective at the completion of the 2012-13 school year
- Deb Hefty – Library Assistant – Dyer Intermediate School – effective at the end of the 2012-13 school year
- Jennifer Barnabee – Elementary Principal – Winkler School – effective at the completion of the 2012-13 school year
- Kathi Sawyer – Special Education Aide – part-time – Burlington High School – effective June 7, 2013
- Bronwyn Knapp – Special Education Teacher – Karcher Middle School – effective end of 2012-13 school year

Extra Curricular Activities – Effective End of the 2012-13 School Year

- Scott Heian – Girls Basketball – Grade 9 (non-staff)
- Gordon Nikolic – Girls 7/8th Grade Basketball
- Matt Behringer – Head Football Coach – Grade 9
- Adam Czajkowski – Boys Volleyball Assistant
- Mark Parker – Girls Basketball Assistant – Varsity
- Bob Prailes – Girls Soccer Assistant (non-staff)
- Jodi Rogahn – FFA Advisor – effective at the completion of the 2012-13 FFA Summer Activities

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

6. Appointments

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

- Crystal Vena – Special Education Teacher – Karcher/Lyons School – 100% contract – 2013-14 school year
- Kristin Sanders – Dyer Intermediate School – Special Education Aide – 5.8 hrs. per day – effective 2013-14 school year
- Amanda Thate – Special Education Teacher – Karcher Middle School – effective 2013-14 school year
- Amanda Bernett – change in contract from 50% contract to 100% contract – 1st Grade – Cooper School – 2013-14 school year
- Julie Gesteland – Math Interventionist – Winkler/Lyons Schools – 100% position – effective 2013-14 school year
- Carolyn Ritter – Math Interventionist – Waller School – 50% position – effective 2013-14 school year
- Teri Leach – Math Interventionist – Cooper School – 50% position – effective 2013-14 school year
- Katie Hagemann – Agri-Science Teacher – Burlington High School – 100% position – effective 2013-14 school year

Summer School – Burlington High School

- Ken Savaglia – Consumer Economics
- Val Auseth – Phy. Ed. – Grade 10
- Lindsay Grant – Phy. Ed. – Grade 11
- Brent Grochowski – Health
- Laura Jablonski, Steffanie Nagen, Joel Molitor – Odyssey Labs (Credit Recovery)
- Amber Curtis – Fresh Connections Make-up
- Julie Verhagen – English Recovery
- Kathy Rubach – Math Recovery
- George Barry – Phy. Ed. – Grade 12
- Gordon Nikolic – tentative appointment depending upon enrollment
- Amanda Pflug, Shelby Vogg – substitutes

Summer School – Elementary

- Summer School Teachers
 - Dana Friend
 - Teresa Forseth
 - Piper Smith
 - Jean Price
 - Roxanne Robinson
 - Deb Caldwell
 - Julie Gesteland

- Julie Caufield
- Judy Bartlett
- Sue Bekken
- Amanda Thate
- Ashley Parr
- Deb Hill
- Helen Poole
- Pam Moersfelder – Summer School Secretary
- Summer School Aides
 - Bev Edwards
 - Dan Powers
 - Dawn Umnus
 - Christine Finucane
 - Katie Jost
 - Jessica Jachim
 - Chuck Runge – Teacher Aide – 4 days – 2 hrs. per day – shared position
 - April Carr – Teacher Aide – 19 days – 2 hrs. per day – shared position

Summer Cleaning Help

- Ben Burling
- Ron Gebel
- Zach Gesteland
- Pam Kinnard
- Allen Koenen
- Laura Marshall
- Taw Meh
- Shawn O’Dea
- Max Shenkenberg

Extra Curricular Positions

- Ashley Easterwood – Coach Poms – Burlington High School – 2013-14 school year
- Mary Parker – Head Girls Basketball coach – Burlington High School – 2013-14 school year
- Matt Behringer – Girls Basketball Coach – Karcher Middle School – effective 2013-14 school year
- Paula Evert – Assistant Girls Varsity Basketball Coach – Burlington High School – effective 2013-14 school year
- Rick Kocaja – Girls Basketball Coach – 9th Grade – Burlington High School – effective 2013-14 school year
- Ben Hendricks – Freshman Head Football Coach – Burlington High School – effective 2013-14 school year
- Steve Berezowitz – Girls Basketball Coach – Karcher Middle School – effective 2013-14 school year

- Peggy Makar – Lyons Elementary School – Science Leadership – 2013-14 school year
 - Teresa Trawitzke – Dyer Intermediate School – Science Leadership Team – 2013-14 school year
- On a motion by William Campbell, seconded by Roger Koldeway, the Board voted unanimously to approve the appointments as presented.

7. Donations

- Winkler Elementary School
 - Winkler PTO
 - \$212 for classroom library books from sales during Scholastic Book Fair
 - \$200 for bus for 1st grade field trip to Milwaukee Zoo
 - \$200 for Student Council to attend water park field trip

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

- Dyer Intermediate School
 - Milk Marketing Board and Fuel Up To Play 60
 - \$1,000 grant
 - Dyer named a “Touchdown School” received \$2,500 of Physical Education Equipment from Fuel UP to Play 60

On a motion by Philip Ketterhagen, seconded by Jim Bousman, the Board voted unanimously to accept the donations as presented.

- Burlington High School
 - Burlington High School Athletic Association – donation of \$4,500 to the BHS Boys Basketball Program
 - Burlington Junior Demons Basketball Program - \$731 to the Burlington High School Basketball Program

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

8. CESA Contracts

Discussion of contracts for the 2013-14 school year from CESA II and CESA VI were discussed. On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board unanimously approved the contracts as presented.

9. Field Trip

- FFA – Burlington High School – Jodi Rogahn – Advisor – FFA State Convention – June 11-13, 2013 – Madison, WI

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

10. Committee Reports

- Buildings/Grounds/Transportation
 - Agenda/Minutes - June 3, 2013
 - **Board action required for Head Start Lease – on a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted unanimously to approve the Head Start lease + 1 additional month for 2013-14**
- Community Education – nothing to report
- Curriculum Committee
 - Agenda/Minutes – June 3, 2013
 - **No further Board action required**
- Finance Committee
 - Agenda/Minutes – May 20, 2013
 - **No Board action required**
 - Agenda/Minutes – June 3, 2013
 - **Board action required for the following:**
 - **Budget adjustments – 2012-13 School Year**
 - **On a motion by William Campbell, seconded by Philip Ketterhagen, the Board voted unanimously to approve the budget adjustments for the 2012-13 school year**
 - **Preliminary Budget – 2013-14 School Year**
 - **Board President Thompson reminded the Board members that it would be necessary to make adjustments depending on state funding. A motion was made by William Campbell and seconded by Rosanne Hahn. Philip Ketterhagen read a statement regarding the budget for 2013-14 and reminded the Board that a possible 1% increase would cause hardship for taxpayers. The Board approved the preliminary budget on a vote of 4 to 2 with the vote recorded as follows:**

<u>Yes</u>	<u>No</u>
David Thompson	Philip Ketterhagen
William Campbell	Roger Koldeway
Rosanne Hahn	

Jim Bousman

- Long Range Planning – nothing to report
- Personnel Committee
 - Agenda/Minutes – May 13, 2013
 - **No Board action required**
 - Agenda/Minutes – May 20, 2013
 - **No Board action required**
 - Agenda/Minutes – June 10, 2013
 - **Board action required for salary adjustments for Tech Ed Department – on a motion by William Campbell, seconded by Jim Bousman, the Board voted unanimously to approve salary adjustments to Tech Ed Department**
- Policy Committee – nothing to report
- Other Meetings
 - Board Meeting – Agenda/Minutes – May 20, 2013
 - **No Board action required**
 - Action meeting – Agenda/Minutes – June 3, 2013
 - **No Board action required**

11. Superintendent’s Report

- Superintendent Smet thanked the teachers and administration for a great graduation ceremony
- Burlington placed 1st and 2nd in the Construction Quest 2012-13 Competition.

12. Announcements

Board member Roger Koldeway asked the Board to consider the hiring of a part-time HR professional for the District. He stated that he thought employees would find it easier to approach an HR professional with concerns or questions than their immediate supervisors.

Board President Thompson requested that Mr. Koldeway reduce his request to writing for presentation to the Personnel Committee.

13. Move into closed session per Wisconsin Statutes 19.85(1)(g)

On a motion by William Campbell, seconded by Jim Bousman, the Board voted unanimously to move into closed session.

14. Potential Litigation
After discussion, a motion made by Philip Ketterhagen and seconded by Roger Koldeway directed that the District's attorney be directed to mail a letter of response to the FFRF.
15. Move out of closed session
On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to move out of closed session.
16. Adjourn
On a motion by Roger Koldeway, seconded by Rosanne Hahn, the meeting was adjourned.

Respectfully submitted,

Rosanne Hahn, Clerk