



**BURLINGTON AREA SCHOOL
DISTRICT**

BOARD OF EDUCATION
MONDAY, MAY 9, 2016
7:00 P.M.
DISTRICT OFFICE

MINUTES

Present at this meeting were Board members Jim Bousman, William Campbell, Rosanne Hahn, Philip Ketterhagen, Todd Terry, Barry Schmaling, administrators Peter Smet, Ruth Schenning, Connie Zinnen, Eric Burling, Sue Mosher, Gail Spitzenberger, Jackey Syens, Christine Anderson, Jill Oelslager, Scott Schimmel and Board secretary Priscilla Crowley. Absent was Board member Kevin Bird.

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 Barry Schmaling, the minutes of the previous meeting were approved as presented.
3. Bank Statement
Superintendent Smet presented the Bank Statement to the Board for approval. On a motion by Todd Terry, seconded by William Campbell, the Bank Statement for the month of April was approved as presented.

Superintendent Smet presented the payment of bills for the month of April for approval. On a motion by Todd Terry, seconded by Rosanne Hahn, the Board approved the payment of bills for April.

**BURLINGTON AREA SCHOOL DISTRICT
BANK STATEMENT RECONCILIATION REPORT
APRIL 2016**

| | |
|---------------------------------------------------------------|----------------|
| TOTAL OF BEGINNING CASH ON HAND | \$348,901.37 |
| Revenues/Deposits: | |
| Transfers From Local Government Investment Pool & Savings | \$2,900,000.00 |
| District Office Deposits | \$536,485.06 |
| School Deposits | \$9,667.27 |
| Food Service Deposits | \$12,412.20 |
| REV/Trak Online Deposits for Registration Fees & Food Service | \$25,219.60 |

| | |
|------------------------------------------------|-------------------------------|
| Community Education Deposits | \$13,777.75 |
| ACH Returns From Payroll Direct Deposits | \$0.00 |
| Collected NSF Checks | \$0.00 |
| Miscellaneous | \$0.00 |
| Total Deposits | <u>\$3,497,561.88</u> |
| | |
| Total Available Cash on Hand | <u>\$3,846,463.25</u> |
| | |
| Expenditures/Withdrawals: | |
| Employee Payroll Withdrawals (Direct Deposits) | -\$1,161,719.01 |
| Payroll Deduction Expenditures | -\$106,132.16 |
| Wisconsin Retirement Automatic Withdrawl | -\$228,083.22 |
| State Payroll Taxes | -\$78,645.65 |
| Federal Payroll Taxes | -\$440,491.04 |
| General Expenditures (Ck#237895 to Ck#238179) | -\$1,048,493.68 |
| BASD Credit Card Automatic Withdrawl | -\$24,337.77 |
| REV/TRAK Online Credit Card Fees | -\$1,186.51 |
| Community Ed Online Credit Card Fees | -\$326.32 |
| NSF Checks Returned by Bank | -\$0.00 |
| Voided Checks | \$0.00 |
| Banking Supplies and Fees | \$0.00 |
| Total Withdrawals | <u>-\$3,089,415.36</u> |
| | |
| Total of Ending Cash on Hand | <u>\$757,047.89</u> |
| | |
| Bank Statement Information | |
| Bank Statement Balance – End of Month | \$1,219,089.21 |
| Deposits in Transit | |
| Outstanding Checks | -\$462,041.32 |
| Adjusted Bank Statement Balance | <u>\$757,047.89</u> |
| Variance | \$0.00 |

4. Retirements/Resignations

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

- Jean Taylor – retirement – Secretary – Burlington High School – effective July 1, 2016
- Barb Anast – retirement – Special Education Aide – Lyons Center School – effective June 10, 2016
- Mary Larsen – retirement – 1st Grade Teacher – Cooper Elementary School – effective end of 2015-16 school year
- Sue Pedersen – retirement – Band Director – Dyer Intermediate School – effective August 5, 2016

- Faith Trow – resignation – part-time Special Education Aide – Karcher Middle School – effective April 11, 2016
- Crystal Vena – resignation – Special Education Teacher – Cooper Elementary School effective April 18, 2016
- Kelsey McCarthy – resignation – Special Education Aide – Dyer Intermediate School – effective at the end of the 2015-16 school year
- Toni Strickler – resignation – Special Education Aide – Cooper Elementary School – effective May 13, 2016

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

5. Appointments

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

- Laura Severson – Orchestra Teacher – Dyer/BHS – effective 2016-17 school year
- Sarah Strasser – Bus Aide – effective April 11, 2015
- Alexandra Knight – Substitute Teacher Aide
- Emily Sibilski – Substitute Teacher Aide

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

6. Donations

The following donations were presented to the Board for approval:

- Burlington High School
 - Sherry Fettig – \$500 donation to the Burlington High School Track Team
 - Burlington High School Athletic Association - \$5,999 to the BHS Football Program for the purchase of an Endzone Video System
 - William Milatz - \$100 to the BHS Softball Program – to help offset costs of the end of season banquet
 - WalMart – donation of 40 bolts of fabric to the FACS department at Burlington High School
 - WBSD Donations
 - Performance Tire & Auto Service - \$500
 - Fred’s Parkview Inc. - \$500
 - Los Compadres Restaurant - \$50
 - Midwest Dental Care – Sheyboygan, Inc. - \$500
 - Donation to the Key Club
 - Kiwanis Club – Burlington, WI – \$650
 - Donation from class of 2017 for Prom - \$500
 - Burlington Area C.A.R.S. – donation of \$500 to the Auto Club

On a motion by Rosanne Hahn, seconded by Todd Terry, the donations were accepted as presented.
- Lyons Center School
 - Meemic Insurance - \$300 donation for use at Lyons Center School

On a motion by William Campbell, seconded by Rosanne Hahn, the donations was accepted as presented.

7. Field Trip

- BHS Baseball – Wisconsin Dells Tournament – May 14-15 – Scott Staude – Coordinator

On a motion by William Campbell, seconded by Barry Schmaling, the Board approved the field trip as presented.

8. Approval of Board Member to Apply for Vacancy on WASB board of Directors for WASB – Region 13

William Campbell nominated Rosanne Hahn as the Board member to apply for the WASB Board vacancy. No other nominations were made. On a motion by Todd Terry and seconded by Barry Schmaling, the Board approved Rosanne Hahn as the Board member to apply for the WASB Board of Directors Vacancy from Region 13.

9. Committee Reports

- Buildings/Grounds/Transportation – nothing to report
- Long Range Planning – nothing to report
- Community Relations – nothing to report
- Curriculum Committee – nothing to report
- Finance Committee
 - Agenda/Minutes – May 2, 2016 – **Board action required for the following: Computer Tech Lease Financing**
 - **On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to approve the Computer Tech Lease Financing as presented.**
- Personnel Committee
 - Agenda/Minutes – April 11, 2016 – no Board action required
 - Agenda/Minutes – April 25, 2016 – no Board action required
 - Agenda – May 9, 2016 – **Board action required for the following: Custodian Negotiations - On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted unanimously to approve the negotiated contract with the custodians.**
- Policy Committee
 - Agenda/Minutes – April 4, 2016 – **Board action required for the following: 2nd Reading – Policy on Board Vacancies**
On a motion by Philip Ketterhagen and seconded by Barry Schmaling the Board approved the Policy on Board Vacancies.
- Other Meetings
 - Agenda/Minutes – April 18, 2016 – no Board action required
 - Agenda/Minutes – April 25, 2016 – Board Reorganization Meeting – no Board action required
 - Agenda/Minutes – May 2, 2016 – Open Session – no Board action required
 - Agenda/Minutes – May 2, 2016 – Closed Session – no Board action required

10. Superintendent's Report

- Superintendent Smet reported on the following:
 - Monday, May 16, 2016 at 6:30 P.M. – Facility Planning Meeting – Review of Options
 - New slide show tonight with a sample of classroom/student activities throughout the District.

11. Announcements

- Rosanne Hahn commented on the Grades 3 and 4 Musical Program at Cooper – thought it was very well done and she enjoyed the program.

12. Adjourn

On a motion by Todd Terry and seconded by William Campbell, the meeting was adjourned at 7:19 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk