# *BURLINGTON AREA SCHOOL DISTRICT*

BOARD OF EDUCATION
MONDAY, OCTOBER 14, 2013
7:00 P.M.
DISTRICT OFFICE

Minutes

Present at this meeting were Board members David Thompson, William Campbell, Larry Anderson, Rosanne Hahn, 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. Board Minutes
   On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted unanimously to approve the minutes from the September 9, 2013 Board meeting.

3. Bank Statement and Bills
   On a motion by Larry Anderson, seconded by William Campbell, the Board voted unanimously to approve the bank statement and authorize the payment of bills for September.

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

| | |
|---|---|
| **Total of Beginning Cash on Hand** | $464,402.45 |
| **Revenues/Deposits** | |
| Local Government Investment Pool/Money Market Transfers | $3,200,000.00 |
| Interest Earned | $0.00 |
| District Office Deposits | $0.00 |

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|---|---|
| School Deposits | $27,490.24 |
| Food Service Deposits | $65,115.95 |
| Community Education Deposits | $12,183.50 |
| ACH Returns From Payroll Direct Deposits | $3,999.57 |
| Collected NSF Checks | $0.00 |
| Proceeds of 2013-14 Cash Flow Borrowing | $5,700,000.00 |
| **Total Deposits** | **$9,008.789,26** |
| **Total Available Cash on Hand** | **$9,473,191.71** |
| | |
| **Expenditures/Withdrawls** | |
| Employee Payroll Withdrawls (Direct Deposit) | -$1,024,672.27 |
| Payroll Deduction Expenditures | -$92,686.06 |
| Wisconsin Retirement Automatic Withdrawl | -$187,527.46 |
| State Payroll Taxes | -$79,936.81 |
| Federal Payroll Taxes | -$397,823.75 |
| General Expenditures (Ck#224088 to Ck#224557) | -$1,268,982.19 |
| BASD Credit Card Automatic Withdrawl | -$2,614.30 |
| Food Service Online Credit Card Fees | -$175,59 |
| Community Ed Online Credit Card Fees | -$347.07 |
| NSF Checks Returned by the Bank | -$1,129.00 |
| Voided Checks | $2,089.04 |
| Banking Supplies and Fees | -$523.64 |
| Repayment of 2011-12 Cash Flow Borrowing | $0.00 |
| Cash Deposit Debit Adj. | -$11.35 |
| Repay 2012-13 Cash Flow Borrowing | -$5,328,719.82 |
| Long Term Debt Payments | -$354,694.39 |
| **Total Withdrawls** | **-$8,737,754.66** |
| **Total of Ending Cash on Hand** | **$735,437.05** |
| | |
| **Bank Statement Information** | |
| Bank Statement Balance – End of Month | $1,394,229.74 |
| Deposits in Transit | $0.00 |
| Outstanding Checks | -$658,792.69 |
| **Adjusted Bank Statement Balance** | **$735,437.05** |

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|---|---|
| **Variance** | $0.00 |

4. Recognition of Guests and District Residents

Citizens Susan Kessler, Bonnie Ketterhagen and Norma Miller addressed the Board concerning Citizen Representatives on Board Standing Committees.

Karen Tolle praised Secretary Lois Cramer from Burlington High School for her outstanding job performance at the high school.

Karen Brenneman – Math teacher from Burlington High School informed the Board how pleased she was that there was adequate personnel to meet the needs of the students.

5. Resignations

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

- Darlene Considine – Waller Elementary School – resignation from the Literacy Committee – effective immediately
- Kate Dooley – Winkler Elementary School – resignation as advisor for the Winkler Student Council – effective immediately

On a motion by William Campbell, seconded by Philip Ketterhagen, the Board approved the resignations as presented.

6. Appointments

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

- Becky Lois – Category II Teacher Aide – Karcher Middle School – 5.5 hrs. per day

Change in Contract

- Darlene Rivest – Orchestra Teacher – increase in contract from 12.5% contract to 25% contract – effective immediately

Extra Curricular Activity

- Kathy Rubach – Cross Country Coach – Grades 7 & 8 – 60% position – Karcher Middle School – effective immediately

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

7. Donations

- Burlington High School
  - Wells Fargo – Mr. Runjo – donation of $130 for the High School Athletic Department
  - Quad Graphics – donation of 300 BHS Football Posters for 2013

- "Baseball Done Right, LLC, Hoffman Management, Inc." - $2,415.00 to be used to offset the costs to improve batting cages and field and equipment upgrades for the baseball program.

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

- Dyer Intermediate School
  - McDonalds Neighbors Program – donations of 2 Kindle Fire's to the Dyer Counseling Program
  - Wal Mart – Nancy Vohs, Community Involvement Coordinator – (2) $25 gift cards for Jackie Bladow's 6th Grade class for their reward program
  - Wisconsin Milk Marketing Board - $300 donation from Fuel Up to Play 60 initiative for after school activities
  - Domino's Pizza – (20) Student Award pizza certificates to be used at principal's discretion to deserving students
  - Owen Schmaling – donation of the book, "A Celebration of Poets" to the Dyer Library

  On a motion by Jim Bousman, seconded by Roger Koldeway, the Board voted to accept the donations as presented.
- Cooper Elementary School
  - Rick and Nancy Koceja – donation of a big book cart for first grade teachers and the Geo Safari program
  - Love, Inc. – donation of backpacks filled with school supplies
  - Cathy and Jim Meinen – donation of school supplies

  On a motion by William Campbell, seconded by Rosanne Hahn, the Board voted to accept the donations as presented.
- Waller Elementary School
  - Joyce Dreis – school supplies for Waller students
  - Cindy Johnson - $100 donation to be used for student needs throughout the year

  On a motion by Rosanne Hahn, seconded by Jim Bousman, the Board voted to accept the donations as presented.
- Lyons Elementary School
  - Lyons PTO – donation of $250 to purchase "Super Reader" t-shirts for students who met their summer reading goal
  - Lyons PTO - $200 to purchase incentives for students who read the required amount of minutes each month

  On a motion by Roger Koldeway, seconded by Philip Ketterhagen, the Board voted to accept the donations as presented.
- District Elementary School Libraries

- Wisconsin Architects Foundation with the support of SC Johnson, Racine, WI – donation of the book, "Simply Wright" – A journey into the ideas of Frank Lloyd Wright's architecture

On a motion by Jim Bousman, seconded by William Campbell, the Board voted unanimously to accept the books on behalf of the District's elementary libraries

8. Field Trip
   - National FFA Convention – Burlington High School – Louisville, Kentucky – October 30-November 2 – Katie Hagemann advisor

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

9. Committee Reports
   - Buildings/Grounds/Transportation –nothing to report
   - Long Range Planning – nothing to report
   - Community Education – nothing to report
   - Curriculum Committee – nothing to report
   - Finance Committee
     - September 9, 2013 – **No Board action required**
   - Personnel Committee
     - September 9, 2013 – **No Board action required**
     - September 30,2013 – Closed Session – **No Board action required at this time**
     - October 7, 2013 - **Board action required for the following: Recommendation of Personnel Committee to full Board to eliminate Citizen Representatives on Board standing committees for 2013-14 and make increasing use of ad hoc committees.**

       **A motion was made by William Campbell and seconded by Rosanne Hahn to follow the recommendation of the Personnel Committee regarding the appointment of Citizen Representatives for the 2013-14 school year.**

       **Discussion and debate took place. After several minutes Phil Ketterhagen called the question on the table to a vote. The vote was as follows:**

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|---|---|
| **Jim Bousman** | **No** |
| **Rosanne Hahn** | **Yes** |
| **David Thompson** | **Yes** |
| **William Campbell** | **Yes** |
| **Larry Anderson** | **Yes** |

**Philip Ketterhagen No**
**Roger Koldeway No**
**The motion passed on a 4-3 vote.**

**More discussion and debate took place. The following motion was presented by Roger Koldeway and seconded by Philip Ketterhagen:**

**"I move that Normandie J. Byrne and Karen Tolle be placed on the Community Education Committee, Dia Kleitsch be placed on the Long Range Planning Committee, Bob Lemken continue on the Building and Grounds Committee, Susan Kessler continue on the Policy Committee, and Mark Sheldon continue on the Curriculum Committee without voting rights until the Policy Committee presents an acceptable Citizen Rep Policy."**

**The vote was as follows:**

| | | |
|---|---|---|
| **Roger Koldeway** | **Yes** | |
| **Philip Ketterhagen** | **Yes** | |
| **Larry Anderson** | **Yes** | |
| **William Campbell** | | **No** |
| **David Thompson** | | **No** |
| **Rosanne Hahn** | | **No** |
| **Jim Bousman** | **Yes** | |

**The motion passed on a 4-3 vote.**

- Policy Committee
  - October 7, 2013 – **Board action required for the following: District Policy on Purchasing – 1st Reading**
    **Committee Chairman Roger Koldeway read Policy #672 – Purchasing Policy. The second reading will be at the November Board meeting**
- Other Meetings
  - Board Training – September 16, 2013 – **No Board action required**

10. <u>Superintendent's Report</u>
    - The Board will be recognizing some individual groups at next month's meeting.
    - Board was able to view videos from the Racine County website.

11. Announcements
    - Philip Ketterhagen informed the Board that Governor Walker had made an announcement that he was returning a $100 million dollars for a tax refund for property tax relief for this year.
    - Jim Bousman informed the Board that Scherrer-Nexus is almost ready to start their assessment of the District.

12. Adjourn
    On a motion by William Campbell, seconded by Rosanne Hahn the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Rosanne Hahn, Clerk