



2021/2022

ANNUAL REPORT



Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Election of Chairperson
4. Review of Ground Rules
5. Superintendent's Report
6. Treasurer's Report (2021-2022)
7. Presentation of 2022-2023 Budget
8. Budget Hearing
(Comments Regarding 2022-2023 Budget)
9. Resolution-Adoption of 2022-2023 Tax Levy
10. Resolution-Board Member Salary
11. Resolution-Board Member Reimbursement of Expenses
12. Resolution-Set 2023 Annual Meeting
We will request assistance from constituents to count ballots.
13. Adjourn

2022-2023 SCHOOL BOARD

Peter Turke, President
Barry Schmaling, Vice President
Taylor Wishau, Treasurer
Susan Kessler, Clerk

Kevin Bird, Board Member
Marlo Brown, Board Member
Rosanne Hahn, Board Member

Ground Rules

Following are the ground rules approved by the school board for the Monday, August 29, 2022, annual meeting of the Burlington Area School District.

It is the practice of the Burlington Area School District Board of Education that the following rules will govern procedures at annual or special school district meetings.

1. **Electors** – Every elector of this school district is eligible to vote at an annual or special meeting of the school district. Every United States citizen aged 18 or older who has resided within the school district for 28 days prior to any meeting in which he/she offers to vote is an elector.
2. **Seating arrangements** – Persons attending such meetings will be required to sit in designated areas of the room in which the meeting is to be held. One such designated area will be for electors and another for non-electors. Minor children may sit with a parent who is an elector in that area of the room designated for electors only.
3. **Announcement** – the person elected chairman of an annual or special meeting will be required to announce the voting rules contained in this policy statement at the beginning of any annual or special meeting.
4. **Addressing the annual meeting** – All speakers should rise and after being recognized by the chairman, state their name and address. Normally each speaker will be limited to 3 minutes. Unless waived by a majority vote of the electors present, only qualified electors and district property owners will be allowed to address the annual or special meeting.
5. **Challenge** – If a person attempting to vote at an annual or special meeting is challenged, the chairman of the meeting shall state to the person challenged the qualifications necessary to vote at the meeting. If such person declares that he or she is eligible to vote and if such challenge is not withdrawn, the chairman of the meeting shall administer the following oath or affirmation to the person declaring that he or she is eligible to vote: “You do solemnly swear (or affirm) that you are qualified according to law to vote at this meeting.” A person taking such oath or affirmation shall be permitted to vote, but if he/she refuses to take such oath or affirmation, he/she may not vote.
6. **Vote counting** – the district clerk may appoint tellers to assist in the counting or votes. Tellers may be assigned certain sections of the meeting room and when finished counting, bring the results of their assigned sections to the clerk who shall total the affirmative and negative votes separately and deliver the sum of each to the chairman who will announce them to the meeting. Tellers shall be electors of the school district.
7. **Parliamentary procedure** – Rules of parliamentary procedure will be followed at annual or special school district meetings. If approved by the Board of Education, the district will contract for the services of a qualified parliamentarian for the meeting. Questions of procedure will be referred to the parliamentarian and his/her recommendations will be final and cannot be challenged.
8. **Legal services** – Unless determined differently by the Board of Education, the attorney representing the school district shall be present at annual or special meetings. The board will consult with counsel on legal issues that may develop prior to or at the meeting.
9. **Voting** – paper ballots shall be available. Depending on the size of the audience, the chairman will normally call for a hand or standing vote on procedural issues, amendments and motions to determine the method of voting (voice, hands, standing, paper ballot) that will be used. The vote on an original motion to approve a tax levy will be conducted by paper ballot.

Reference: Wisconsin Statutes
6.02, 6.03, 6.05, 6.10, 120.08(3).

2021 Minutes

School Board - Annual Meeting - 7:00 PM

Monday, September 13, 2021

Burlington High School Gymnasium

400 McCanna Parkway

Burlington, WI 53105

School Board members present: Peter Turke, President, Barry Schmaling, Vice President, Marlo Brown, Clerk, Taylor Wishau, Treasurer, Rosanne Hahn, member, Susan Kessler, member

School Board members not present: Kevin Bird, member

Others present: Steve Plank, Superintendent, Ruth Schenning, Business Manager, Jill Oelslager, Assistant Superintendent

Call to Order

Peter Turke called the meeting to order at 7:01 pm. The agenda was presented for the Annual meeting. Pledge of Allegiance The Pledge of Allegiance was recited by all in attendance.

Election of Chairperson

Peter Turke entertained nominations for the chairperson. A motion was made by Barry Schmaling, seconded by Taylor Wishau, to name Peter Turke as the chairperson for the Annual Meeting. No other nominations were presented. With no other nominations, the nominations were closed. Peter Turke was unanimously elected as the Chairperson for the Annual Meeting.

Review of Ground Rules

Peter Turke reviewed the ground rules for the Annual Meeting.

Superintendent's Report

Superintendent Plank spoke briefly to welcome citizens to the Annual Meeting and presented information on various programs, instructional strategies, and goals in the district.

Minutes of the 2020 Annual Meeting

A motion was made by Barry Schmaling, seconded by Susan Kessler, to approve the 2020 Annual Meeting Minutes. Motion passed.

Treasurer's Report

Ruth Schenning presented the Treasurer's report for the 2020-2021 school year.

Presentation of Budget 2021-2022

Ruth Schenning presented the budget for the 2021-2022 school year. The requested levy for the upcoming year is in the amount of \$22,591,254. The School Board does not finalize the certification on the levy until October.

Budget Hearing

Chairperson Turke opened the meeting up to comments and questions from the audience. Citizens who wished to comment were asked to come to the microphone in front of the auditorium, state their name, residence, and comments. Comments were limited to 3 minutes each to afford everyone an opportunity to speak. Two residents asked questions about fund balance and short-term borrowing.

Resolutions and Voting

Adoption of Tax Levy

Taylor Wishau presented the following resolution to the district residents for approval: "Be it hereby resolved by the electors of the Burlington Area School District, duly assembled this 13th day of September 2021, that the sum of \$22,591,254 be raised by direct tax on the property of the district for general school purposes for the ensuing year." This motion was seconded by Rosanne Hahn.

Chairperson Turke called for a paper ballot vote on the resolution.

The result of the ballot vote was as follows: Yes - 90, No - 18. The motion carried.

Salaries of Board Members

Marlo Brown presented the following resolution to the district residents for approval: "Be it hereby resolved by the electors of the Burlington Area School District duly assembled this 13th day of September 2021 that the members of the Board of Education shall serve without pay." The motion was seconded by Barry Schmaling. Chairperson Turke called for a paper ballot vote on the resolution. The result of the ballot vote was as follows: Yes - 94, No - 14. The motion carried.

Reimbursement of Board Members' Expenses

Susan Kessler presented the following resolution to the district residents for approval: "Be it hereby resolved by the electors of the Burlington Area School District duly assembled this 13th day of September 2021 that the members of the Board of Education be reimbursed for expenses incurred in the performance of his / her duties or in the performance of functions authorized by the Board and duly vouchered." The motion was seconded by Rosanne Hahn.

Chairperson Turke called for a paper ballot vote on the resolution.

The result of the ballot vote was as follows: Yes - 89, No - 19. The motion carried.

Set 2022 Annual Meeting date, time, and location

Rosanne Hahn presented the following resolution to the district residents for approval: "Be it hereby resolved by the electors of the Burlington Area School District duly assembled this 13th day of September 2021 that the members of the Board of Education be authorized to set the date, time, and location of the 2022 annual meeting." The motion was seconded by Susan Kessler.

Chairperson Turke called for a paper ballot vote on the resolution.

The result of the ballot vote was as follows: Yes - 107, No - 1. The motion carried.

Adjourn

On a motion made by Rosanne Hahn, and seconded by Marlo Brown, the district residents approved adjourning the meeting at 8:07 pm.

NOTICE OF ANNUAL DISTRICT MEETING AND BUDGET HEARING

Notice is hereby given to the qualified electors of the Burlington Area School District that the annual meeting of said district for the transaction of business will be held in the Burlington High School Gymnasium, 400 McCanna Parkway, Burlington WI on the 29th day of August 2022 at 6:30 pm.

The hearing of the proposed budget for the 2022-2023 school year will be conducted at the annual meeting as stated above. A summary of the budget is printed below. Detailed copies of the budget are available for inspection in the District Office at 209 Wainwright Avenue, Burlington WI, Monday through Friday, 7:30 am to 4:00 pm.

Dated this 18th day of August 2022
Susan Kessler, School District Clerk

BURLINGTON AREA SCHOOL DISTRICT BUDGET PUBLICATION 2022-2023

GENERAL FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$6,151,003	\$7,090,075	\$7,409,539
Ending Fund Balance	\$7,090,075	\$7,409,539	\$5,415,438

REVENUES AND OTHER SOURCES

Operating Transfers In (Source 100)	\$0	\$0	\$0
Local Sources (Source 200)	\$19,072,314	\$18,455,942	\$17,839,336
Interdistrict Payments (Sources 300+400)	\$843,760	\$923,487	\$865,007
Intermediate Sources (Source 500)	\$1,000	\$0	\$1,000
State Sources (Source 600)	\$20,544,872	\$21,754,541	\$21,865,730
Federal Sources (Source 700)	\$2,080,146	\$1,738,039	\$1,998,885
All Other Sources (Sources 800+900)	\$154,191	\$72,082	\$25,000
TOTAL REVENUES	\$42,696,283	\$42,944,091	\$42,594,958

EXPENDITURES

Salaries (Object 100)	\$17,278,351	\$17,769,101	\$18,574,457
Employee Benefits (Object 200)	\$6,823,296	\$6,975,805	\$7,578,426
Purchased Services (Object 300)	\$9,694,960	\$9,863,650	\$10,124,243
Non Capital Objects (Object 400)	\$1,518,736	\$1,458,562	\$1,463,394
Capital Objects (Object 500)	\$227,682	\$450,575	\$297,111
Debt Retirement General Fund (Object 600)	\$273,117	\$248,045	\$248,045
Insurance (Object 700)	\$400,824	\$332,315	\$320,660
Fund Transfer (Object 800)	\$5,471,452	\$5,422,086	\$5,882,699
Miscellaneous Objects (Object 900)	\$68,793	\$104,488	\$100,024
TOTAL EXPENDITURES	\$41,757,211	\$42,624,627	\$44,589,059

SPECIAL EDUCATION FUND

	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0
REVENUES AND OTHER SOURCES	\$8,196,908	\$8,121,719	\$8,717,995
EXPENDITURES AND OTHER USES	\$8,196,908	\$8,121,719	\$8,717,995

REVENUE-CAPPED DEBT

	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$59,801	\$55,563	\$51,014
Ending Fund Balance	\$55,563	\$51,014	\$45,964
REVENUES AND OTHER SOURCES	\$633,250	\$625,508	\$629,020
EXPENDITURES AND OTHER USES	\$637,488	\$630,057	\$634,070

DEBT SERVICE FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$1,342,574	\$823,758	\$783,018
Ending Fund Balance	\$823,758	\$783,018	\$748,868
REVENUES AND OTHER SOURCES	\$3,509,040	\$3,918,181	\$2,890,338
EXPENDITURES AND OTHER USES	\$4,027,856	\$3,958,921	\$2,924,488

LONG-TERM CAPITAL IMPROVEMENTS FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$0	\$0	\$100
Ending Fund Balance	\$0	\$100	\$100
REVENUES AND OTHER SOURCES	\$0	\$100	\$0
EXPENDITURES AND OTHER USES	\$0	\$0	\$0

CAPITAL PROJECTS FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$30,297,052	\$9,293,565	\$439,114
Ending Fund Balance	\$9,293,565	\$439,114	\$48,542
REVENUES AND OTHER SOURCES	\$853,942	\$91,651	\$0
EXPENDITURES AND OTHER USES	\$21,857,429	\$8,946,102	\$390,572

FOOD SERVICE FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$600,624	\$522,995	\$1,201,404
Ending Fund Balance	\$522,995	\$1,201,404	\$1,069,304
REVENUES AND OTHER SOURCES	\$1,238,973	\$2,099,117	\$1,393,400
EXPENDITURES AND OTHER USES	\$1,316,602	\$1,420,708	\$1,525,500

COMMUNITY SERVICE FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$8,138	\$117,097	\$162,037
Ending Fund Balance	\$117,097	\$162,037	\$155,969
REVENUES AND OTHER SOURCES	\$212,288	\$243,075	\$200,000
EXPENDITURES AND OTHER USES	\$103,329	\$198,135	\$206,068

PACKAGE/COOPERATIVE FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0
REVENUES AND OTHER SOURCES	\$237,747	\$270,768	\$354,928
EXPENDITURES AND OTHER USES	\$237,747	\$270,768	\$354,928

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2020-2021	Unaudited 2021-2022	Budget 2022-2023
General Fund	\$18,401,497	\$17,691,881	\$17,032,423
Debt Service Fund	\$3,508,617	\$3,917,937	\$2,890,138
Non-Referendum Debt Service	\$297,673	\$295,714	\$297,945
Community Service Fund	\$70,000	\$70,000	\$70,000
Personal Property Tax Chargebacks	\$0	\$0	\$0
TOTAL SCHOOL LEVY	\$22,277,787	\$21,975,532	\$20,290,506
PERCENTAGE INCREASE -			
TOTAL LEVY FROM PRIOR YEAR	0.00%	-1.36%	-7.67%

BURLINGTON AREA SCHOOL DISTRICT

TREASURER'S REPORT

Balance Sheet - General Fund Only

	As of 6/30/21 <u>Audited</u>	As of 6/30/22 <u>Unaudited</u>
Assets		
Cash and cash equivalents	\$ 9,531,569	\$ 7,683,264
Receivables		
Taxes	\$ 5,777,204	\$ 5,454,146
From other governments	\$ 1,978,971	\$ 768,830
From other funds	\$ 184,440	\$ -
Accounts	\$ 3,474	\$ 3,419
Prepaid expenses	\$ 147,953	\$ 123,907
Total Assets	\$ 17,623,611	\$ 14,033,566
Liabilities		
Short-term note payable and accrued interest	\$ 4,329,742	\$ 2,013,889
Payables		
Accounts	\$ 2,868,734	\$ 2,739,151
Payroll	\$ 3,331,270	\$ 1,870,352
To other governments	\$ 3,790	\$ 635
Total Liabilities	\$ 10,533,536	\$ 6,624,027
Fund Balance	\$ 7,090,075	\$ 7,409,539
Total Liabilities and Fund Balance	\$ 17,623,611	\$ 14,033,566

Income Statement - General Fund Only

	2020-21 <u>Audited</u>	2021-22 <u>Unaudited</u>	2022-23 <u>Budget</u>
Total Revenues	\$ 42,696,283	\$ 42,944,091	\$ 42,594,958
Total Expenditures	\$ (41,757,211)	\$ (42,624,627)	\$ (44,589,059)
Excess Revenues Over (Under) Expenditures	\$ 939,072	\$ 319,464	\$ (1,994,101)
Beginning Fund Balance	\$ 6,151,003	\$ 7,090,075	\$ 7,409,539
Ending Fund Balance	\$ 7,090,075	\$ 7,409,539	\$ 5,415,438
Fund Balance as a Percentage of Expenditures	16.98%	17.38%	12.15%