

Phillips Board of Education Regular Board Meeting

Monday, August 19, 2013
6:00 PM

Phillips Middle School IMC
365 Highway 100
Phillips, Wisconsin

Our Vision:

Preparing for Tomorrow

Our Mission:

To inspire and empower all students to reach their greatest potential.

Our Goals:

- Review and assess educational opportunities annually throughout the District that enables each student to achieve their greatest academic and social growth.
 - Develop annual objectives and plans that will promote safety and security.
- To create added awareness of the District by implementing or expanding communication strategies that involve family and community members throughout the District.

School District of Phillips Regular Board Meeting Agenda		Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)	Baratka	
II.	Roll Call of Board Members	Baratka	
III.	Review of Compliance of Open Meeting Law	Baratka	
IV.	Public Participation Forum - Where members of the public will be allowed to make brief presentations to the board on items of interest to the school district. No action will be taken on items presented.	Baratka	
V.	Administrative Reports and Committee Reports		
	A. Principal Report – PhMS/PHS	Hoogland	121-128
	1. PES & PHS Student Handbook Changes		
	2. Athletic Handbook Update		
	B. Principal Report – PES	Scholz	
	1. Summer School Report		
	2. Facilities/Maintenance Update		
	C. Student Liaison Report	Schleife	
	D. Superintendent Report	Morgan	
	1. August 13 Employee Inservice		
	2. Maintenance		
	3. Student Transportation		
	E. Finance Report	Theeder	
	1. Unaudited Budget Report		
	2. 2012-2013 Audit Update		
	3. District Depositories for 2013-14		129
	F. Negotiations Committee – August 1, 2013	Baratka	
	G. Policy Committee – August 7, 2013	Rodewald	
	1. First Reading of Bully Policy #443.71 – Revision		130-131
	2. First Reading of Disposal of Equipment and Supplies Policy #690 – Revision		132
	3. First Reading of New Fraud Prevention and Reporting Policy #665		133
	H. Business Services Committee – August 15, 2013	Rodewald	
VI.	Items for Discussion and Possible Action		
	A. Annual Meeting Planning (September 9, 2013)	Theeder/Morgan	134
	B. Athletic Committee Status and Athletic Director Contract	Hoogland	135-138
	C. Negotiations with the 1405B Employees	Morgan	
	D. 2013 Employee Handbook from Policy Committee	Morgan	
	E. Request for Conditional Use of District Property to ATV Route Expansion	Morgan	

<p>VII.</p> <p>VIII.</p> <p>IX.</p> <p>X.</p> <p>XI.</p>	<p>Consent Items</p> <p>A. Approval of Minutes from July 15, 2013 Regular Board Meeting</p> <p>B. Approval of Mandated Public Notices in District Publications</p> <p>C. Approval of Personnel Report – Hiring, Recruitment, Resignation/ Retirement</p> <p>D. Approval of First Reading of Policies as Presented by Committee</p> <p>E. Approval of First National Bank of Park Falls, Time Federal, and Local Government Investment Pool as District Depositories</p> <p>F. Approval of Bills</p> <p>Items for Next Board Meeting</p> <p>Motion to convene into executive session at the conclusion of the open session pursuant to 19.85(1)(f), Wis. Stats., for the purpose of considering exception applications for open enrollment requests for 2013-14 school year.</p> <ul style="list-style-type: none"> • Open enrollment requests <p>The Board may reconvene into open session pursuant to 19.85(2), Wisc. Stats., if necessary, to act on motions made during the executive session.</p> <p>Adjourn</p>	<p>Baratka</p> <p>Baratka</p> <p>Baratka</p> <p>Baratka</p> <p>Baratka</p>	<p>139-142</p> <p>143</p> <p>144</p> <p>PDF</p>
--	---	--	---

2013-2014 MS/HS Student Handbook Changes

Page 6: Attendance

Add:

COMPULSORY SCHOOL ATTENDANCE

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, as outlined in section 118.15(1)(d) of the state statutes. The decision making process to be used in responding to such requests are outlined in sections 118.15(1)(dm) and (e) of the state statutes. Contact the District office for more information.

Page 17: Insurance

Change From:

The student accident insurance that the District has purchased on behalf of students and their parents is secondary (excess) coverage. This means that for this insurance to pay a benefit parents must submit medical/service provider invoices first to their own health insurance carrier to see what their own carrier will pay. After the family's insurance has made payments based upon that policy of insurance, then the student accident insurance that the District has purchased will process the medical bills and make payments toward covered medical expenses based upon the language of that policy. There is no guarantee that the student accident insurance will pay all medical expenses submitted. Families without health insurance should provide a written statement to that effect to the school's insurance carrier who will then become the primary carrier. Coverage is provided only for injuries incurred while at school, at a school sponsored event, or while traveling directly to or from school or in a school vehicle. **Students must be treated by a licensed medical physician within 60 days from the date of injury. Proof of claim should be submitted within 90 days from the date of injury, or a reasonable time thereafter not to exceed one year.** The total not-to-exceed limit paid per accident is \$25,000. Students should report all accidents/injuries to the office immediately. Parents are responsible for submitting claims to the insurer and for keeping track of all necessary paperwork. More information about coverage can be obtained from our carrier "Student Assurance Services Inc." at 1-800-328-2739.

Denied Insurance Coverage: There is a possibility that the Student Assurance Services will deny covering any unclaimed medical expenses that are above and beyond the student's primary insurance. This may occur if the proper procedures are not followed or if it is beyond the limitations of the insurance policy. Remember: this is an accident insurance policy and only covers accidents incurred while participating in school activities.

Change to:

Secondary accident insurance that the District had purchased on behalf of students and their parents has been eliminated.

Page 18: Electronic Equipment**Change from:**

Students are DISCOURAGED from bringing electronic equipment to school. If a student chooses to bring the equipment to school, he/she is ultimately responsible for the security of that equipment. Students are encouraged to lock the equipment in their lockers. Electronic equipment should not be seen or used upon entering the building until 3:25 p.m. In certain circumstances individual coaches/supervisors or bus drivers may allow electronic equipment to be used on the bus.

Change to:

Students are DISCOURAGED from bringing electronic equipment to school. If a student chooses to bring the equipment to school, he/she is ultimately responsible for the security of that equipment. Students are encouraged to lock the equipment in their lockers. Students may use electronics before school, after school, and during lunch. High School students may also use phones during passing time. Students are expected to use electronics appropriately. This means:

- Get to class on time
- Don't use device to bully or harass
- Don't use device in any way that disrupts the learning environment

This is a privilege that may be revoked. Electronic devices are prohibited in all classroom settings unless the teacher approves the use. Coaches/supervisors or bus drivers may allow electronic equipment to be used on the bus.

Page 22: Middle School Extra-Curricular Activities, numeral IV, paragraph b**Change from:**

A student must be in attendance for at least one half of the school day if he/she is to participate in an athletic event that afternoon or evening. Students attending school sponsored activities are considered to be "in attendance". Students who are absent for a prearranged medical or other necessary appointment that constitutes an excused absences, and who are otherwise physically fit, will be allowed to participate.

Change to:

A student must be in attendance for the entire school day if he/she is to participate in an athletic event that afternoon or evening. Students attending school sponsored activities are considered to be "in attendance". Students who are absent for a prearranged medical or other necessary appointment that constitutes an excused absences, and who are otherwise physically fit, will be allowed to participate.

Page 28: Driving and Vehicle Use**Change from:**

Student parking is restricted to the student's lower parking lot. However, due to door locking security, students who arrive late or those leaving and returning during the school day, may park in the new upper lot and use the main entrance

Change to:

Student parking is restricted to the student's lower parking lot. However, due to door locking security, students who arrive late or those leaving and returning during the school day, may park in the Southern-most upper lot and use the main entrance.

Change from:

Parking in the student lot is governed by the marked spaces.

Change to:

Parking in the student lot is governed by zones. Students are expected to park within their designated zone only.

Change from:

The service driveway behind the school is off-limits for student vehicles...

Change to:

The service driveway behind the school and the staff parking area South of the school are off-limits for student vehicles.

(PES HANBOOK CHANGES/INFORMATION)**ADMISSIONS/ATTENDANCE**Enrollment in Four-Year-Old Kindergarten, Kindergarten, and First GradeFOUR-YEAR-OLD KINDERGARTEN

To be eligible for enrollment in the four-year-old kindergarten program a child must be four-years-old on or before September 1st in the year the child proposes to enter school. There shall be no early admittance to this program.

KINDERGARTEN

To enter kindergarten a child must be five-years-old on or before September 1st in the year the child proposes to enter school. The parents/guardians of any child who **will not** be five-years-old on or before September 1st in the year the child proposes to enter kindergarten, may apply to have their child admitted to kindergarten at the opening of school for that year. The following procedure shall be followed:

1. Parents/guardians must request, in writing, that their child be considered for early entrance into kindergarten. This letter is to be sent to the Superintendent of Schools or his/her designee at least 90 days before the opening of school and shall include a statement of the reasons the application is being made. The 90-day requirement may be waived for persons new to the District; however, no early admissions shall be made after the third Friday in September.
2. The child will be required to participate in an Early Entrance Screening.
 - a. The screening will consider emotional, social, physical, cognitive, and readiness skills. Designated school staff will conduct the individual screening. Other school professionals will be consulted when appropriate. This evaluation will be at no cost to parents/guardians.
 - b. After the screening has been completed, a meeting will be held with the parents/guardians to consider the appropriateness of early entrance into kindergarten. The criteria used by the District in making its decision will be whether or not the child is in the superior range in areas of social, emotional, physical, and cognitive readiness.
 - c. Parents/guardians have the right to appeal the early entrance decision to the Superintendent.
3. If a student is approved for early entrance into kindergarten, school personnel and parents/guardians will monitor and review placement after six weeks to ensure the student is appropriately placed.

FIRST GRADE

To enter first grade a child must be six-years-old on or before September 1st in the year the child proposes to enter school and must have completed a five-year-old (full or part-time) kindergarten program with certain exceptions as outlined below [Wis. Stat. Sec. 118.33(6)(cm)]. Parents/guardians of any child who will not be six-years-old on or before September 1st in the year the child proposes to enter first grade, may apply to have the child admitted to first grade at the opening of school for that year.

PROCEDURE FOR EXEMPTION:

1. Parents/guardians, whose child did not attend a five-year-old kindergarten program and who wish to enroll their child in first grade, must submit a request to the District for an exemption from the state requirement that the child complete a kindergarten program prior to entering first grade.
2. Parents/guardians must complete a Phillips School District Kindergarten Exemption form. This form will be made available through the Phillips Elementary Principal. The form will contain the child's name, parent/guardian's name, address, date of birth, and reason or statement why child did not previously attend a full or part-time kindergarten program.
3. The District may exempt the requirement that the child complete kindergarten as a prerequisite to enrollment in first grade if either
 - a. before commencing or completing first grade the child moved into this state from a state, country, or territory where he/she was already exempted from the prerequisite requirement;
 - b. before commencing or completing first grade, the child moved into this state from another state, country, or territory in which completion of five-year-old kindergarten is not a prerequisite requirement; or
 - c. the child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
4. The Superintendent of Schools' designee will review the completed exemption form and will make the decision to grant or deny the exemption.
5. A face-to-face meeting will be scheduled with the parent/guardian to share the decision and information.
6. In case of a denial, appropriate school personnel will conduct an evaluation. The building principal will be consulted and, once the evaluation is completed, a plan will be determined and shared with parents/guardians.

STAFF ASSIGNMENT/BUILDING KEY – 2013-14

<u>ROOM</u>	<u>GRADE</u>	<u>STAF</u>	<u>AIDES</u>
102	Office	Marianne Ashley/Patti Lebeck	Nancy Clinton
108	Principal	Dave Scholz	Patrick Croy
109	Testing Rm		Joan Drexler
110	Dist. Psychologist	Roni Tobias	Sarah Eckert
112	Conference Room		Barb Foytik
113	Speech	Amy Crabtree	Carolyn Gabay
114	Staff Work Room		Kathy Roderich
115	4K	Tara Scholz	Sharon Winter
116	Early Childhood	Kelly Shilts	
118	Kindergarten	Patricia Kaliska	
119	Kindergarten	Cindy Gould	
120	Kindergarten	Nikki Kalander	
201	Head Start Classroom		<u>CUSTODIANS</u>
202	Head Start Office		Pat Bacher
203	2 nd Grade	Rene Shufelt	Seth Berens
204	1 st Grade	Kathie Langfoss	Frank Soul
205	2 nd Grade	Lori Janak	
206	1 st Grade	Tina Gilge	
207	2 nd Grade	Tina Coyle	<u>COOKS</u>
208	1 st Grade	Amy Edwards	Susan Badger
209	3 rd Grade	Jack Hoogland	Linda Kucaba
210	Special Education	Victoria Spacek	
211	3 rd Grade	Margaret Lasee	
212	3 rd Grade	Rochelle Cummings	
213	K/3 Computer Lab		
214	IMC	Sharon Winter	
216	Conference Room		
220	Conference Room		
314/322	Cafeteria/Kitchen	Sue Badger/Linda Kucaba	
401	Music – K-5	Rebecca Lovejoy	
402	Art – K-5	Sheila Miske	
404	Title I	Paula Houdek/Barb Meyers	
408	4 th Grade	Sally Floyd	
410	Special Needs	Megan Peterson	
411	Gym	Tyler Ring	
412	5 th Grade	Susan Jackson	
413	4/5 Computer Lab		
415	4 th Grade	Blake Edwards	
417	5 th Grade	Julie Zumach	
419	5 th Grade	Rod Dymesich	
214/411	Before School Program	Sharon Winter/Tyler Ring	
214	After School Program		

EVENTS FOR THE SCHOOL YEAR – 2013-14

August 28	Staff Development Day
September 2	Labor Day – No School
September 3	Students Report to School
September 11	Heizler Studio Student Pictures
September 16	10:00 a.m. Student Start Time (District Collaboration Morning)
October 3	Invitational Parent Teacher Conferences – 3:30 to 6:00 p.m.
October 21	10:00 a.m. Student Start Time (District Collaboration Morning)
October 24	No School for Students – Staff Development Day
October 25	Vacation Day/No School
November 7	Beginning of 2 nd Quarter
November 12	Parent Teacher Conferences – 4:00 to 6:30 p.m.
November 14	Parent Teacher Conferences – 4:00 to 6:30 p.m.
November 18	10:00 a.m. Student Start Time (District Collaboration Morning)
November 27-29	Thanksgiving Vacation
December 5	PES Winter Concert
December 16	10:00 a.m. Student Start Time (District Collaboration Morning)
Dec. 23-Jan. 1	Winter Vacation
January 2	Classes Resume
January 20	10:00 a.m. Student Start time (District Collaboration Morning)
January 24	Vacation Day/No School
January 27	Beginning of 3 rd Quarter
February 17	10:00 a.m. Student Start Time (District Collaboration Morning)
February 28	Vacation Day/No School
March 17	10:00 a.m. Student Start Time (District Collaboration Morning)
March 28	Vacation Day/No School
April 2	Beginning of 4 th Quarter
April 18	Vacation Day/No School
April 21	10:00 a.m. Student Start Time (District Collaboration Morning)
May 19	10:00 a.m. Student Start Time (District Collaboration Morning)
May 26	Memorial Day – No School
June 5	Last Day of School – 1:00 p.m. Dismissal

BEFORE SCHOOL/RECESS/LUNCH/END OF DAY SCHEDULE – 13/14

7:30 a.m.	student before school program – library enter through outer doors by library
7:30 a.m.	student physical activity time – gym enter through front doors
7:45 a.m.	breakfast eaters report to cafeteria
8:00 a.m.	building opens for the day
8:15 a.m.	announcements
8:20 a.m.	classes begin
9:20- 9:35 a.m.	recess – K-1 – lower playground recess – 2-3 – upper playground
10:20-10:35 a.m.	recess – 4-5 – upper playground
10:55 a.m.	lunch – 4K
11:10 a.m.	lunch – 2 nd grade
11:20 a.m.	lunch – Kdg
11:30 a.m.	lunch – 1 st grade
11:40 a.m.	lunch – 4 th grade
11:55 a.m.	lunch – 3 rd grade
12:00 p.m.	lunch – 5 th grade
1:30- 1:45 p.m.	recess – K-1-2-3 – lower playground
1:45- 2:00 p.m.	recess – 4-5 – upper playground
3:18 p.m.	school day ends/board buses
3:25 p.m.	bus departure
3:30 p.m.	walker departure

**SCHOOL DISTRICT OF PHILLIPS BOARD OF EDUCATION
TOPIC SUMMARY SHEET**

MEETING DATE: August 19, 2013

TOPIC: Designate District Depositories

BACKGROUND: Each year the Board is required to designate district depositories.

BUDGET/FISCAL IMPACT: Formalizes the banking relationships

POLICY IMPACT: Fulfills the statutory requirements

AGENDA CATEGORY:

- Policy/Issues
- Monitoring Data
- Consent Agenda
- Other

PROPOSED MOTION: Approve First National Bank of Park Falls, Local Government Investment Pool, and Time Federal Savings Bank as designated depositories for the School District of Phillips.

RATIONALE: Allows the District to maintain banking relationships.

CONTACT: Leah Theder **PHONE:** 715-339-2419, ext. 2007 **E-MAIL:** ltheder@phillips.k12.wi.us

SCHOOL DISTRICT OF PHILLIPS BULLYING POLICY**443.71****Introduction**

The Phillips School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal where the act occurred or director of pupil services.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or director of pupil services.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account

of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. ~~The following school district employees have been identified as investigators: Colin Hoogland, Paul Feuerer, Veronica Tobias, Dale Houdek, Kathy Feuerer, and Walter Leipart.~~ The School District of Phillips' employees who are currently under contract in the following positions are identified as investigators: middle/high school principal, elementary principal, and superintendent of schools.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Approved: 08/16/10

Revised: _____

DISPOSAL OF EQUIPMENT AND SUPPLIES

690

Furniture, equipment and other items which are no longer needed by the District will be disposed of. These items would include any that are in poor physical condition, those unsuitable for programs, surplus items, and those inconsistent with the learning style and needs of students. If the cost of an item has been determined to have value that is less than the cost of selling, the item may be disposed of with the approval of District Administration. The Business Services Committee must approve the sale of equipment whose fair market value exceeds \$5,000 per sale.

Property that has been disposed of by the School District cannot be retrieved for personal use or sale.

All monies received from the sale of any item shall be deposited in the general fund of the School District budget.

Sales

Items shall be sold to the public using a method deemed appropriate by the ~~Director of Business Services~~ district administrator or designee. Sales method may include on-line auction, sealed bids, auction or other methods that are effective. Furniture items, equipment and other items which are no longer needed by the School District may be disposed of using any of these methods. In all cases, there will be communication with the general public to provide prior notification of the sale.

Trade-Ins

Quotations for equipment items shall be specified with a trade-in whenever possible. The trade-in offer may be taken into consideration when awarding the bid/quotation.

Junk

Any item that has been offered for sale, or that has been offered for trade-in but has not been sold or traded, or that is otherwise deemed valueless by District Administration, shall be disposed of as authorized by the ~~Director of Business Services~~ district administrator or designee in a manner that is most advantageous to the District.

Disposal of Textbooks, Instructional Material

Textbooks, library books, instructional materials or other miscellaneous materials shall be reviewed annually by the appropriate staff and a proper method of disposal shall be recommended to the ~~Director of Business Services~~ district administrator or designee.

Approved: 12/13/77

Reviewed: 04/17/00

Revised: 04/21/08

Revised: 05/19/08

Revised: _____

FRAUD PREVENTION AND REPORTING**665**

The District expects all employees, Board of Education members, consultants, vendors, contractors and other parties maintaining any business relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal, and property resources.

The Superintendent or designee shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative and supervisory team shall be alert for any indication of fraud, financial impropriety or irregularity.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with Board funds, and inappropriate personal use of Board property.

Any District employee who suspects fraud, impropriety or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and/or the Superintendent, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District's legal counsel.

Any employee who reports fraud in good faith shall not be subject to any recrimination for having made the report. Further, failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

Ref: Wisconsin Statute 19.41, 19.59, 946.10, 946.12, 946.13

Approved: _____

-----DRAFT -----

Publish August 29 and September 5, 2013

AGENDA
ANNUAL SCHOOL DISTRICT MEETING
PHILLIPS, WISCONSIN
7:00 P.M. - Monday, September 9, 2013
Phillips High School Auditorium

BUDGET HEARING:

- 1. INTRODUCTIONS
- 2. CALL THE BUDGET HEARING TO ORDER
- 3. PRESENT THE ESTIMATED 2013-14 BUDGET
- 4. ADJOURN THE BUDGET MEETING

ANNUAL MEETING OF THE ELECTORATE OF THE SCHOOL DISTRICT OF PHILLIPS:

- 1. CALL THE ANNUAL MEETING TO ORDER
- 2. ELECT A CHAIRPERSON
- 3. READING OF MINUTES OF LAST ANNUAL MEETING HELD SEPTEMBER 10, 2012
- 4. TREASURER'S REPORT
- 5. LEVY A TAX FOR THE 2013-2014 SCHOOL YEAR
- 6. SALE OF GENERAL SCHOOL PROPERTY
- 7. TRANSFER OF PROPERTY TO NEIGHBORING OWNERS OF WORCESTER SCHOOL FOREST PROPERTY
- 8. OLD BUSINESS
- 9. NEW BUSINESS
- 10. CURRENT INITIATIVES
- 11. FUTURE INITIATIVES
- 12. ESTABLISH DATE AND TIME FOR 2014 ANNUAL MEETING.
- 13. ADJOURN ANNUAL MEETING
- 14. REFRESHMENTS

**SCHOOL DISTRICT OF PHILLIPS BOARD OF EDUCATION
TOPIC SUMMARY SHEET**

MEETING DATE: August 19, 2013

TOPIC: Activities Director

Annie Knudson will be assigned the duties of Activities Director. Administration is recommending a \$5,000 pay increase. Along with the pay increase, a \$50 supervision stipend will be paid for assigned supervisor at home contests.

Total pay: \$8,000
 $\$5,000 + (\$50 \times 60) = \$8,000 + \text{benefits}$
 (60 home contests is an approx. number)

2012-13 Athletic Director compensation:
 % of teaching contract + extended duty contract
 Approx. \$20,000 + benefits

BUDGET/FISCAL IMPACT: Total compensation for AD position will result in a significant savings to District.

POLICY IMPACT: Revised job description for Athletic Director / Activities Director.

AGENDA CATEGORY:

- Policy/Issues
- Monitoring Data
- Consent Agenda
- Other

Proposed Motion:

Approve revise Athletic Director / Activities Director job description.
 Approve recommended compensation.

RATIONALE: This reassignment will allow for maximum savings, as well as maximize the talents of current SDP employees.

CONTACT: Colin Hoogland **PHONE :** 339-2141 or 820-2143
e-mail: choogland@phillips.k12.wi.us

SCHOOL DISTRICT OF PHILLIPS

Title: Activities Director

Qualifications:

1. Successful coaching and administrative experience preferred.
2. Knowledge of scheduling, budget, facilities, and transportation as they apply to the overall operation of successful athletic and activities programs.
3. Ability to assign, supervise, and evaluate staff.
4. Must have excellent communication and organizational skills.

Reports to: District Administrator/High School Principal

Supervises: Activities Director is responsible for supervision and evaluation of coaches, volunteers, and event workers.

Job Goal: To assume primary responsibility for administration of all co-curricular athletic programs, which includes scheduling facilities, games, practices, officials, transportation, maintenance, staff supervision, and budget. Work to promote a positive climate emphasizing safety, respect, and responsibility in the school with regards to activities in the educational setting.

PERFORMANCE RESPONSIBILITIES

Scheduling:

1. Assume primary responsibility for scheduling games and practices for all athletic teams.
2. Assume primary responsibility for communication to media about scheduled events.
3. Arrange for transportation of all students and coaches in the co-curricular program.
4. Contract all officials and arrange for their payment.
5. Work with the co-curricular staff in scheduling the use of facilities for practices and contests.
6. Be responsible for the procurement and scheduling of workers for events.
7. Work with administration to coordinate athletic practices and contests with community events and performances.

Event Preparation and Supervision:

1. Work with custodial staff and coaches on proper preparation and maintenance of facilities (including setting up gyms and lining field for competition and practice).
2. Assume primary responsibility for event workers and staff supervision during events.
3. Schedule and coordinate home event supervision duties with administration, local law enforcement, athletic trainer, and EMT services.
4. Assume responsibility for ticket sales at events.

Organizational Duties:

1. Represent the district at meetings involving specified duties and responsibilities in co-curricular activities (athletic conferences, BOE, WIAA, etc).
2. Report regularly to the administration.
3. Budget preparation for transportation, officials, event workers, facility maintenance, program needs, and related expenditures.
4. Be responsible for working with Administrators in regards to coaching issues such as hiring, evaluation, and recommendations for renewal.
5. Work with teams on fundraising and goal setting.
6. Aid youth programs in helping to align community and school athletic organizations and programs.
7. Work with administration and students council advisors in the organization of Homecoming, Winterfest, and other special events.
8. Work with athletic trainer to:
 - Arrange annual First Aid training for coaches
 - Assure proper safety equipment is available at every practice/contest
 - Arrange for ImPACT testing (concussion management)
 - Coordinate athletic trainer schedule

Administrative Duties:

1. Take a leadership role in the co-curricular department providing direction for a positive, educational experience.
2. Communicate with Administrators to determine individual program needs.
3. Supervise the preparation of all reports required by the School Board and WIAA.
4. Continue to develop and enforce the co-curricular code (determine athletic eligibility).
5. Maintain lines of communication between students, coaches, parents, and administration.
6. Supervise and evaluate co-curricular staff and programs.
7. Provide vision for the future of athletic activities in the School District of Phillips.
8. Work with community to build a relationship that will foster development of student activities.
9. Promote co-curricular activities as an integral and beneficial part of the total educational experience.
10. Serves on committees as directed by the Administration.
11. Conduct coaches meetings to determine award winners and future needs for programs.
12. Annually establish an Athletic Board of Control to review athletic handbook and act on code appeals.
13. Review Coaches Handbook with coaches.
14. Assumes other administrative duties as directed by Administration.

MINUTES OF REGULAR BOARD OF EDUCATION MEETING
Monday, July 15, 2013

- I. CALL TO ORDER - The regular board meeting of the Phillips Board of Education was called to order by Board President Baratka at 6:00 pm in the Phillips Middle School IMC. The pledge of allegiance was recited by all in attendance.
- II. ROLL CALL OF BOARD MEMBERS – Present: Adolph, Arndt, Baratka, Distin, Marlenga, Pesko, Rodewald, and Student Liaison Schleife. Absent: Heidenreich and Willett. Also present: Superintendent Morgan and Finance Manager Theder, Principals Hoogland and Scholz, staff, community members, and The BEE.
- III. REVIEW OF COMPLIANCE OF OPEN MEETING LAW – President Baratka stated that the public notice of the meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips website, and The BEE.
- IV. PUBLIC PARTICIPATION FORUM – None.
- V. ADMINISTRATIVE REPORTS AND COMMITTEE REPORTS
 - A. Principal Report - Hoogland
 1. The 6-12 office is currently working on scheduling staff and students for the Fall.
 2. Rebecca Lovejoy is working on a trip for PHS choir students to either Nashville or Washington, DC. The cost will be approximately \$600 per student.
 3. Stacie Mollman attended the Advanced Placement (AP) conference in Madison in preparation for teaching AP English this fall. The conference was paid from Title IIA staff development funds.
 4. We anticipate having five foreign exchange students this fall from Norway, Brazil, South Korea, China, and Thailand.
 5. Darrell Gago will be holding football camp next week from 6-8 pm.
 - B. Principal Report - Scholz
 1. Teacher assignments have been completed. A phone message will be sent out to inform parents.
 2. The principal and school psychologist's offices have been switched to allow the principal more visual access to the office.
 3. There has been no response from parents to the 10:00 early start days. A phone message will be sent prior to the first early start in September.
 - C. Student Liaison Report – Kyle Schleife gave a presentation on class sizes from a teaching and student perspective. Information about the academic and behavioral challenges of larger class sizes was shared.
 - D. Superintendent Report – Rick Morgan – In the first few weeks as superintendent, he has reviewed negotiations for each employment group,

established a schedule of admin team and office team meetings, reviewed staff plan and class assignments, and reviewed Employee Handbook. The August 13 inservice day has been revamped to include all employees. Support staff that is not able to attend the 13th, will be required to attend on August 28th. A letter will be sent to all employees regarding the inservice.

- E. Finance Report – Leah Theder
 1. Year-to-date expenditures as of June 30, 2013 were \$7,987,721.83 (89.09% of budget) and revenues were \$8,461,117.87 (99.58% of budget). The total cash available was \$1,197,097.11.
 2. 2012-13 budget revisions were presented. These will be published as required.
 3. The finance manager will be giving quarterly reports. The Board will continue to receive revenue/expense reports and monthly bill reports.
- F. Food Service Director Terra Gastmann reported on the summer feeding program. During the three week program, an average of 141 students per day received meals. This is an increase from last year. After expenses (food and labor), the food service department profited approximately \$2,800. Food service changes for the fall include caloric and serving requirements for the breakfast program.

VI. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- A. Athletic Committee
 - A. Principal Hoogland reviewed the athletic budgets and presented a recommendation for reductions for 2013-2014 totaling \$17,643. Recommendation included:
 - a. No district funds allotted to uniforms. Any mandatory purchases will need to be from activity accounts. Savings: \$10,200.
 - b. 2013-14 football transportation – no van use, all equipment on bus. Savings: \$443.97
 - c. Volunteer ticket takers at all events. Savings: \$2,000.
 - d. 2013-14 transportation – use of 1-2 vans with coach drivers for smaller teams versus use of bus and driver. Savings: \$5,000.

Motion (Distin/Marlenga) to approve recommendation for budget reductions. Motion carried 7-0.
 - B. Several people indicated interest in the athletic director position. It is the administrative recommendation that Anne Knudson be contracted for the position in addition to her aquatic director position with a salary of \$5,000. Supervision of events will be \$50/event and open to any district employee as well as the AD. A contract will be written and presented for approval in August, but Anne is directed by the board to begin duties immediately.
- B. Mark Distin gave a presentation on the importance of having people certified in first aid at all practices and sporting events. He encouraged the district to be proactive rather than reactive on this issue. His recommendation included having all coaches certified as well as having student trainers

trained as well. The question of liability will be researched and addressed at another meeting.

VII. CONSENT ITEMS

- 1) Motion (Marlenga/Arndt) to approve consent items. Motion carried 7-0.
 - A. Approve minutes from June 17, 2013 regular board meeting.
 - B. Approve budget revisions for 2012-13.
 - C. Approve personnel report:
 1. Faculty extra duty contracts for coaching/advisory positions
 2. Non-faculty coaching/advisory positions
 3. Hiring Kay Belan as National Honor Society advisor and Rebecca Macholl as K-12 guidance counselor to replace Brenda Harrison
 4. Accept retirement letter from Linda Goodnough (27 years)
 - D. Approve bills from June 2013 (#335368 - #335560 and wires) for a total of \$546,401.64.

VIII. ITEMS FOR NEXT MEETING – The next regular board meeting will be held on August 19, 2013 at 6:00 pm. Items for next meeting include contract approval for athletic director.

IX. ANNOUNCEMENT OF EXECUTIVE SESSION –The board will convene into executive session at the conclusion of the open session pursuant to 19.85 (1)(f), Wis. Stats., for the purpose of considering exception applications for open enrollment requests for 2013-14 school year.

- Open enrollment requests for students to enter the district

X. ANNOUNCEMENT TO RECONVENE - The Board may reconvene into open session pursuant to Wisconsin Statutes Section 19.85(2), if necessary, to act on motions made during the executive session.

XI. MOVE TO EXECUTIVE SESSION – Motion (Rodewald/Adolph) to move into executive session as previously announced. Motion carried with roll call vote 7-0. Open session meeting adjourned at 7:10 p.m.

XII. RETURN TO OPEN SESSION – (Adolph/Rodewald) to reconvene to open session. Motion carried 7-0.

XIII. ACTION ITEM –

- A. Motion (Adolph/Distin) to accept two non-resident student exception requests for enrollment in the School District of Phillips for the 2013-14 school year. Motion carried 7-0.
- B. Motion (Adolph/Pesko) to accept one resident student exception request to attend non-resident school through open enrollment for the 2013-14 school year.

XIV. ADJOURN - Motion (Pesko/Adolph) to adjourn meeting at 7:22 pm. Motion carried 7-0.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**SCHOOL DISTRICT OF PHILLIPS BOARD OF EDUCATION
TOPIC SUMMARY SHEET**

MEETING DATE: August 19, 2013

TOPIC: Mandatory Publications

BACKGROUND: Each year the Board is required to provide public notices for the following items:

- Notice of Student Records (NL, WP)
- Notice of Student Directory Information (NL, STHP, HB, WP)
- Public Notification of Nondiscrimination Policy (NL, HB)
- Notice of Educational Rights of Homeless Children & Youth (NL)
- Notice of School Performance Report (NL, WP)
- Notice of Special Education Referral and Evaluation Procedures (NL, WP)
- Annual Child Find Notice (NL, WP)
- Notice to Parents Regarding Limited English Proficient Students (NL, WP)
- Asbestos Notifications (NL, WP)
- National School Lunch Program Notification (NL, STHP, WP, Media)
- Title I Programs (To be Determined)
- Human Growth & Development Instruction (STHP)
- Student Religious Accommodations (part of Non-Discrimination Policy)
- Recruiter Access to Students and Records (part of Student Directory Information Notice)
- Student Attendance (HB)
- Student Locker Searches (HB)
- Youth Option Programs (HB)
- Use or Possession of Two-Way Communication Devices (HB)
- Meningococcal Disease Information (STHP)
- WI Public Act 96 Notification (NL)
- Student Bullying

These notices are provided in a variety of different ways: District Newsletter (DN), Website Pages (WP), Handbooks (HB), Student Take-Home Packet (STHP)

BUDGET/FISCAL IMPACT: Publication of Fall Newsletter to Parents

POLICY IMPACT: None

AGENDA CATEGORY:

- Policy/Issues
- Monitoring Data
- Consent Agenda
- Other

PROPOSED MOTION: Approve the publication of all required notices by the District in appropriate forms.

RATIONALE: Meets state and federal guidelines

CONTACT: Rick Morgan **PHONE:** 715-339-2419, Ext. 2001 **E-MAIL:** rmorgan@phillips.k12.wi.us

**Personnel Report
July 12 – August 16, 2013**

New Hires/Transfers					
Name/Location Position Description	Category	Position Status	New Salary	Previous Employee Salary	Effective Date
PhMS Girls Hd Bsktball Coach Mike Eggebrecht	PEA	Replace Scott Jacquart	Per contract	Per contract	Winter 2013-14
PhMS/PHS Paraprofessional Dana Janssen	NEST	Recalled	Per contract	Per contract	8/13/2013
PhMS/PHS Athletic Director Anne Knudson	Supvsr	Replace Paul Feuerer	\$5,000	Teaching Contract	8/19/2013
20% IMC Director Maureen Trojak	PEA	Restructured	TBD	\$56,700	9/3/2013

Recruitment				
Position	Position Status	Category	Location	Posting Date

Retirements – Resignations					
Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location