

Phillips Board of Education Regular Board Meeting

Monday, August 18, 2014
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	
	1. August Inservice Report		
	B. Principal Report – PES	Scholz	
	C. Director of Pupil Services Report	Lemke	
	1. Seclusion and Restraint Report for 13-14		
	D. Superintendent Report	Morgan	
	1. Law Conference Update		
	2. Scheduled Audit Report		
	E. Aquatic Director Report	Knudson	
	F. Policy Committee - Policies for First Reading	Rodewald	
	1. #820 Community Use of Buildings and Facilities and Form 830.1		4-9
	2. #443.6 Student Possession of Weapons		10
	G. Facilities/Transportation Committee	Pesko/Adolph	
	H. Business Services Committee	Rodewald	
VI.	Items for Discussion and Possible Action		
	A. Ameresco Project Update	Kent Wolf	
	B. Employee Handbook Recommendations from Policy Committee	Morgan	
	1. Handbook Additions/Deletions/Changes/Silent Items		PDF
	2. 2.1.5 Alcohol and Drug Use by Employees		11-12
	C. Administrative Contract Language	Baratka	
	D. Annual Meeting Agenda Items	Morgan	13
	E. Annual Public Notices in District Publications	Morgan	14
	F. District Grant Writer	Morgan	
	G. Board Portion of PHS Band Uniform Purchase	Hoogland	
	H. Resolution Pertaining to Residential Boundaries for Registered Sex Offenders	Morgan	

VII.	<p>Consent Items</p> <p>A. Approval of Minutes from July 21, 2014 Regular Meeting</p> <p>B. Designate First National Bank of Park Falls, Time Federal, and Local Government Investment Pool as district depositories for this year.</p> <p>C. Approval of Personnel Report</p> <p>D. Approval of Bills</p>	Baratka	15-17 18
VIII.	Items for Next Board Meeting	Baratka	
IX.	<p>Motion to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility</p> <ul style="list-style-type: none"> • Contract Negotiations 	Baratka	
X.	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.	Baratka	
XI.	Adjourn	Baratka	

COMMUNITY USE OF SCHOOL BUILDINGS AND FACILITIES 830

School facilities are intended, primarily, for school purposes. Therefore, school groups shall have priority over outside groups. This may result in cancellations. In such instances, the school will attempt to give adequate notice when cancellations become necessary.

Since the schools belong to the people of the School District, and since plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not interfere with school.

1. A responsible person in charge of the activity shall be named and this person must be present and in control of the activity and of those participating in the activity during the entire time the building is in use. For organizations requesting the kitchen facilities, a qualified or knowledgeable district employee will be required to be present (see #14)
2. The building is to be used only for the purposes stated in the permission form.
3. Permission for free use of the building may be granted subject to the regulations of the Board as herein stated or implied. Applications for such use must be submitted in writing to the office of the principal or aquatic director.
4. Permission for public dances in school buildings may be granted by the principal.
5. Religious, political, and partisan groups may be granted permission to use school facilities only with the approval of the Board of Education.
6. Reputable noncommercial organizations or community groups may be granted use of buildings for meetings, banquets, recitals, etc., subject to the fee schedule set by the Board upon written application.
7. Civic groups granted building use for a function where admission is charged, collected, taken, or other attempts made to raise monies, shall be subject to the fee schedule set by the Board.
8. Commercial users of the facilities will be subject to pay the identified fees. Pool use by individuals or groups who charge fees for their services will be charged 10% of their service or \$35.00 per hour whichever is less.
9. Youth or community groups may be granted free use of the building by the principal subject to the regulations and exceptions as set by the Board and herein stated or implied.
10. When deemed necessary by the principal or aquatic director, a teacher or a custodian will be assigned for the time of building use. The group or individual granted permission to use the building will be responsible for the cost of a janitor or supervisor.
11. Permission for overnight use of school facilities may be granted to groups who apply and 1) receive permission from the building principal and 2) make a fifty dollar (\$50.00) refundable security deposit to cover damage and/or clean-up costs as needed.
12. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by a qualified personnel.

13. Organizations wishing to bring unusual equipment, materials, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board.
14. Kitchen equipment is not to be used without prior authorization of the building principal. Qualified or knowledgeable District personnel will be required to be present, and if so (delete this phrase), the costs of this service will be added to the regular fee.
15. Being in parts of the building not signed out, inappropriate behavior, or not following rules set by the School District shall be grounds for immediate cancellation or denial of permission to use the building in the future.
16. Normally, school facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day.
17. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applications will hold the Board harmless from the claims arising out of the school buildings or grounds, for the function being sponsored, on the specified date or dates.
18. Prior to use of school facilities, the applicant should review the use requirements with the building principal or designee.

Limitations of Use:

1. The Board has the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Board deems it necessary in the public interest.
2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
3. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap.
3. No school facility, building or grounds will be used for unlawful purposes.
4. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission from a building principal.
5. Alcoholic beverages and controlled substances will be not permitted on school district property at any time.

Special Considerations:

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board, the permit is subject to immediate cancellation. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Procedures for Requesting Use of School Facilities:

1. Responsible individuals or community groups representing the use of a school facility should obtain an Application for Use of Facilities Form from the involved building principal. The building principal or designee should assure that the conditions of the

School Board Policy are met. The appropriate section of this form should be completed by the requestor.

2. User agrees to pay and be responsible for any harm or damage to District's property caused by User, its agents, employees, or guests.
3. User agrees to indemnify and save District harmless from any and all claims by, or on behalf of, any persons or firms pursuant to the within activity or arising out of User's use of district property pursuant to this agreement. User further agrees to indemnify the District for any attorney fees or other expenses incurred by the District in defending any claims arising out of or during the course of User's use of district property pursuant to this agreement.
4. User may be required to obtain a policy or policies of liability insurance, naming the District as an additional insured. Evidence of such insurance shall be furnished to the District prior to the time and date of use. User agrees and understands that District insurances do not cover User, its activities or its property, or any of User's agents, employees or guests (this paragraph is not applicable if the event or activity is a District sponsored event or activity).
5. The completed facilities use form will be submitted to the building principal. Copies will be distributed to the requestor, the District office, and custodial staff.
6. If necessary, the School District will bill all requestors and payment will be submitted to the District office.
7. It is the responsibility of the building principal to assure that all requested equipment and services are provided and that requested facilities are available.

Fees:

1. When the administration determines that janitorial services are specifically required or if special arrangements are required such as for banquets, etc., a janitorial service charge shall be made at a rate determined by the administration, including the requirement of the janitor's presence in the building, except upon mutual agreement to waive or to reduce the charge. The janitorial fee shall be paid to the District and the District shall reimburse the janitor through regular payroll procedures.
2. Where the regulations require a charge for building use, the per use fee, plus the charge for janitor services and attendance shall be as follows:

PHILLIPS HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00/per day
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS MIDDLE SCHOOL

Gym	\$100.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS COMMUNITY POOL

\$35/hour with 1 ½ hours minimum
plus the cost of lifeguards

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00/per day
IMC	\$ 50.00
Classrooms	\$ 20.00

DELETE THIS SECTION

CATAWBA MIDDLE SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00
Classrooms	\$ 20.00

Commercial Fees if Applicable:

All fees shall be paid directly to the District office. The principal or aquatic director will forward to the District office verification of use so that appropriate record keeping may be maintained.

The School District of Phillips shall not discriminate in the allocation of its facilities on the basis of sex, age, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Approved 08/14/90

Revised 05/11/93

Revised 01/11/94

Revised 05/17/99

Revised 05/17/04

Revised 04/21/08

Revised _____

SCHOOL DISTRICT OF PHILLIPS
Application for Use of Facilities

1. Advanced permission must be obtained from the building principal or aquatic director during school hours. Facilities use may not occur without a signed approval of building principal or aquatic director.
2. The individual(s) signing below as the adult supervisor(s) must be present and in control of the activity during the **entire** time the facility is in use and will:
 - a. Be responsible for seeing that a medical response is made for anyone who may be injured while the facility is in use.
 - b. Report any such injuries to the building principal or aquatic director.
 - c. See that the facility is left in clean/neat condition.
 - d. See that the facility is secure as appropriate when leaving.
 - e. Be responsible for key(s) issued and not allowing others to use key(s).
 - f. Return key(s) issued the following school day.
3. The administration will determine who may be considered satisfactory as a responsible adult for supervision purposes.
4. Inability to comply with the guidelines and policies related to the use of facilities may result in a denial of continued and/or future use.
5. Pool users must read and agree to Pool Rules Policy #830.1, Rule 1. All guards will be hired by the aquatic director.
6. Complete the Facilities Use form and return it to the building principal or aquatic director for signature and approval. Please note that if the use is to be overnight, a \$50.00 deposit must be submitted at the time this application is placed. The deposit will be returned to the requestor after the custodial staff assesses the facilities for any damage, disorder, etc.
7. Where the regulations require a charge for building use, the per use fee, plus the charge for janitor services and attendance shall be as follows:

PHILLIPS HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00/per day
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

PHILLIPS MIDDLE SCHOOL

Gym	\$100.00
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00

LOGGER CAMP \$ 50.00

PHILLIPS COMMUNITY POOL

\$35/hour with 1 ½ hours minimum
 plus the cost of lifeguards

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 20.00/per day
IMC	\$ 50.00
Classrooms	\$ 20.00

Rev. _____

SCHOOL DISTRICT OF PHILLIPS
APPLICATION FOR USE OF FACILITIES

Name of Group _____

Type of Activity _____

Name of Adult Supervisor(s) _____
(Must be present at activity)

Facility Requested: ___ PHS ___ PhMS ___ PES Classroom # ___
Area Requested: ___ Kitchen ___ Snack Bar ___ Commons ___ Gym ___ Pool
___ Auditorium ___ Balcony ___ IMC ___ Logger Camp Lodge

Other Space Requested: _____

Date(s) Requested: _____ Hours of Use _____

Custodial Services needed: Yes No Please specify any special set up
needs you may have: _____

Will any additional equipment (including extension cords be brought into the school? if so, please
list: _____

For kitchen use: Do you have an individual (including caterers) who has successfully
completed Department of Health Services approved food handling training course or who has
been trained in food handling by the department agent or agent staff?

Yes No If no, a supervisor will be assigned to your activity.

Signature of Requestor: _____

Address: _____

Date: _____ Phone _____

Email: _____

Alcoholic beverages and control substances will not be permitted on school district property at
any time.

FOR OFFICE USE ONLY

Certificate of insurance required: No Yes Certificate received No Yes

Please circle one: Permission Granted Permission Denied

Keys Assigned: No Yes Yes - Key # _____ Date Returned _____

Fees Due to District: No Yes Building Use Fee \$ _____

Custodian Fee \$ _____

Kitchen Supervisor \$ _____

Signature _____ Date _____

Principal or Aquatic Director Superintendent

Copies: Building Office Requestor District Office Custodial/Maintenance

STUDENT POSSESSION OF WEAPONS/FACSIMILE

443.6

DANGEROUS WEAPONS

The Phillips Board of Education recognizes that periodically infraction of laws and of school rules and regulations will occur and that the nature of the possible infractions is so varied that specific rules and regulations to cover each possible infraction are impossible to construct.

The goal of the District is to provide help, guidance, and resolution of behavioral and other problems so that the health, safety, and welfare of every student and employee may be protected during the school day, during a school related activity, or on the school grounds, including athletic fields, transportation garage and applicable school forests as determined by board policy 834.

In the event of infractions of school rules and/or criminal laws, the administrator shall use his/her judgement and interpretation of School Board Policy in determining the severity of the case and the procedure to be followed.

Section 120.13 of the Wisconsin Statutes shall be followed if suspension and/or expulsion is contemplated. In all expulsion cases, school legal counsel shall be contacted before any action is taken.

Weapons/Facsimile Dangerous Weapon

Any student found in possession of a weapon at school, on the school bus, or at any school sponsored activity is subject to the following:

1. Immediate confiscation of the weapon. The principal/designee shall determine whether or not the item is returned at a later date.
2. Parent/guardian notification.
3. Conference with the building principal/designee. The principal/designee shall determine the dangerousness and severity of the weapon possession as well as the intent of the student and implement one or more of the consequences listed below:
 - a. referral to guidance counseling/school psychologist
 - b. detention and/or suspension
 - c. referral to law enforcement
 - d. recommendation for expulsion

A weapon may be defined as any object possessed or used that was designed or intended for injuring another person whether by accident or intentionally.

A facsimile dangerous weapon may be defined as any replica, toy, starter pistol, or other object that bears a reasonable resemblance to or that reasonably can be perceived as a dangerous weapon.

Approved: 05/11/76

Revised: 03/03/93, 06/21/99, 02/16/09, 1/16/12

2.1.5 ALCOHOL AND DRUG USE BY EMPLOYEES

(Also Board Policy #522.1)

The School District of Phillips has a strong commitment to provide a safe workplace for employees and to promote high standards of employee health and safety. While the District has no intention of intruding into the personal lives of employees, the District does recognize that serious involvement with drugs and alcohol eventually takes a toll on job performance.

Employees are expected to be in suitable mental and physical condition to be at work and to perform their jobs satisfactorily. Where the use of alcohol and other drugs interferes with such expectations, employees will be offered appropriate assistance. Seeking voluntary assistance for these problems will not jeopardize an employee's job, whereas continued problems with work performance, attendance, behavior, or other unacceptable conduct will result in disciplinary action.

Employees are to report to work free of the effects of alcohol and drugs. Employees who are found to be under the influence of alcohol or drugs will be subject to disciplinary procedures.

The use, possession, sale or transfer of illegal drugs, drug paraphernalia, or controlled substance will be grounds for disciplinary action, up to and including discharge.

Alcohol

The use or sale of alcohol in or on school property, in any District-owned or contracted vehicle, or at school-sponsored events by any employee is prohibited and will be grounds for disciplinary action up to and including discharge.

Illegal Drugs

The use, possession, sale, or transfer of illegal drugs, drug paraphernalia, or controlled substance in or on school property, in any District-owned or contracted vehicle, or at school-sponsored events by any employee is prohibited and will be grounds for disciplinary action, up to and including discharge.

Prescription Drugs

Employees are expected to consult with their medical provider about any potential side-effects of a drug prescribed for their personal use, and inform their supervisor if using the drug may impair their job performance; this information will be retained in the employee's medical file. Employees are responsible for using the prescription in the manner prescribed.

Referral to Law Enforcement

Any suspected violation of any of the prohibitions which may constitute a violation of local ordinances or state or federal law shall be promptly reported by the Superintendent or designee to the appropriate law enforcement agency.

Offer of Employee Assistance Program

When an employee is in violation of this policy, on the job, in District facilities, vehicles, or on school grounds, or at a school-sponsored activity, the administrator or supervisor may offer the Employee Assistance Program.

1. The supervisor will review the purpose of the EAP and explain that the program is confidential and voluntary.
2. An employee has the choice to participate or to not participate. The employee's participation and/or nonparticipation in the EAP in no way excuses the employee's responsibility to meet the requirements of this policy and the required performance standard of the employee's job. All evaluations and subsequent actions will be based upon an employee's performance, without reference to the EAP.

Drug and Alcohol Testing

The District may conduct drug and alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

Approved: 10/09/90

Revised: 01/17/00

Revised: _____

Publish August 28 and September 4, 2014

A G E N D A
ANNUAL SCHOOL DISTRICT MEETING
PHILLIPS, WISCONSIN
7:00 P.M. - Monday, September 8, 2014
Phillips High School Auditorium

BUDGET HEARING:

- 1) INTRODUCTIONS
- 2) CALL THE BUDGET HEARING TO ORDER
- 3) PRESENT THE ESTIMATED 2014-15 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 9,
2013
- 4) TREASURER'S REPORT
- 5) LEVY A TAX FOR THE 2014-2015 SCHOOL YEAR
- 6) LEVY A TAX FOR ACT 32 ENERGY EFFICIENCY PROJECT
- 7) SALE OF GENERAL SCHOOL PROPERTY
- 8) OLD BUSINESS
- 9) NEW BUSINESS
- 10) LONG-TERM PLANNING REPORT
- 11) ESTABLISH DATE AND TIME FOR 2015 ANNUAL MEETING.
- 12) ADJOURN ANNUAL MEETING
- 13) REFRESHMENTS

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

MEETING DATE: August 18, 2014

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)
- Air Quality (NL)
- 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 NonDiscrimination 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 TwoWay 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 TakeHome Packet (STHP)

BUDGET/FISCAL IMPACT: Publication of Fall Newsletter to Parents

POLICY IMPACT: None

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: 7153392419, Ext. 2001, rmorgan@phillips.k12.wi.us

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, July 21, 2014

- I. The Phillips Board of Education meeting was called to order by Vice-President Pesko at 6:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Distin, Krog, Rodewald, Pesko, and Willett. Absent: Baratka, Marlenga, and Rose. Administration present: Morgan, Theder, Hoogland, Scholz and Lemke. Others: Staff, community, and Ameresco Representative Kent Wolf.
- III. Vice-President Pesko stated that 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 - None
- V. Administrative and Committee Reports
 - A. Three students, along with German teacher, Sue Marshall, presented information about their recent trip to Switzerland, Austria, Germany, and Liechtenstein. Five PHS students participated in this year's trip.
 - B. Principal Report – PhMS/PHS - Colin Hoogland
 1. Scheduling for 2014-15 is about 75% done. Students should have schedules in early August.
 2. Recommendation to hire Angela Dvorak as a 6-12 math teacher.
 3. Request to the board for \$13,000 toward the replacement of 30-year old marching band uniforms. Fundraising will be responsible for the remaining \$13,000. The goal is to have the uniforms for July 4, 2015 parade.
 4. The athletic director has been able to schedule football games for this fall on Thursday and Friday evenings. Homecoming will be moved to September 27 to have a Friday night game. A varsity reserve game will be played with Prentice/Rib Lake and an 8-man team game have also been scheduled.
 - C. Principal Report – PES - Dave Scholz
 1. The elementary school has been awarded a 21st Century Grant of \$80,000 for five years. The grant will cover staffing before school opportunities Monday - Friday in the library and gym, a Monday - Thursday after school program, and transportation.
 - D. Pupil Services Report – Vicki Lemke
 1. Recommendation to hire Luanne Angelo as 6-12 special education teacher.
 2. The special education count as of June 30, 2014 is 124. This is an increase of 20 students since July 1, 2013. There were a high number of special education transfer students and a lot of placements from Birth-3 this past year.
 - E. Finance Manager Report – Leah Theder
 1. Year-to-date expenditures as of June 30, 2014 were \$7,498,745.41 (87.08% of budget) and revenues were \$8573,160.78 (99.10% of budget). The total cash available was \$1,682,487.28. Fund 49 Balance was \$33,100. No line of credit has been used this fiscal year.
 2. The 2014-15 preliminary budget was distributed and reviewed. The budget includes new staff and projected PEA salary increase. Adjustments have been made to Fund 80 in anticipation of DPI's regulations which will be released later this year.
 3. The Baird Forecast was distributed and reviewed. The preliminary figures for next year include a slight fund balance increase. Beyond two years is hard to anticipate as there are many variables in funding at the state and federal level.

- F. Superintendent Report - Rick Morgan
 - 1. Superintendent Morgan would like the Board to take time this next month to consider and research hiring a grant writer position for the district and options for funding the position.
- G. Food Service Director Report - Terra Gastmann
 - 1. The summer feeding program went very well. We served 1,015 breakfasts and 1,882 lunches to students over the 12 days of summer school. The staff worked well and there was a college student volunteer to help as well.
 - 2. Concern was expressed over the community use of the school kitchen. There have been issues this summer with equipment left on for extended periods of time, equipment not being used properly, and a broken sneezeguard. There are also Wisconsin food codes for food management that need to be addressed when groups use the facilities.
 - 3. October is the month for determining meal prices. We have low meal counts during October due to grandparents day and Homecoming.
- H. Business Services met on July 17, 2014 and reviewed The Fund 80 balance and how DPI will be scrutinizing how the money is spent. Areas that are being considered for Fund 80 balance is paying down the school improvement bond loan balance, pool, auditorium, music department, track, staffing of weight room and helping with new scoreboard. A discussion will be held at the annual meeting to discuss reducing the Fund 80 balance. Also discussed Fund 10 balance and need to purchase a new generator to replace the 1952 model that is not working. Bills were reviewed.

VI. Items for Discussion and Possible Action

- A. The 30-day voter petition deadline has expired and Ameresco is completing the requirements for new vendor processing for two of the four subcontracts. They anticipate beginning on-site work for the boiler plant burner upgrade in August, the lighting retrofits/control, and building automation and digital control in September. The roof project will begin as soon as it can be scheduled with Mauer Roofing.
- B. The Employee Handbook proposed revisions will be reviewed by the Policy Committee and recommendations forwarded to the full board in August for final decision.
- C. The PHS music department is requesting \$13,000 from the Board toward new marching band uniforms. Fundraising will be responsible for the remaining \$13,000. The board will make a decision on this request in August.

VII. Motion (Willett/Adolph) to approve following consent items. Motion carried 6-0.

- A. Approve minutes from June 16, 2014 regular.
- B. Approval of bills from June 2014 (#337159-337393 and wires) for \$631,183.73.
- C. Approved personnel report:
 - 1. Hiring of Luanne Angelo as 6-12 special education teacher.
 - 2. Hiring of Angela Dvorak as 6-12 math teacher
 - 3. Hiring of PHS fall non-faculty coaches (Kristi Speer, cross country assistant; BJ Bolz and Steven Precour, co-head football; Trent Ballerstein, assistant football; Jeff Jasurda, boys soccer; and Jodi Podmolik, assistant volleyball)
 - 4. Hiring of Rick Holan as PHS girls tennis coach
- D. Approved 2014-15 line of credit through First National Bank.

- VIII. The next regular board meeting will be held on August 18, 2014 at 6:00 pm. Items for next meeting include planned meeting items as well as action on grant writer position, PHS band

uniforms, Employee Handbook recommendations from policy committee, and Law Conference update.

- IX. Motion to convene into executive session at the conclusion of the open session pursuant to 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss administrative contract language.
- X. 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.
 - 1.
- XI. Motion (Adolph/Krog) to move to executive session as announced. Motion carried 6-0 with a roll call vote. Open session adjourned at 7:57 pm.
- XII. Motion (Adolph/Krog) to adjourn meeting. Motion carried 6-0. Adjourned at 8:30 p.m.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**Personnel Report - Amended
July 19, 2014 - August 15, 2014**

New Hires/Transfers				
Name/Location Position Description	Category/Status	New Salary	Previous Employee Salary	Effective Date
Jason Matsick Custodian I/Pool	Replace Caleb Lallemond	90 Day \$13.20 Base \$14.56	\$14.35/hr	8/24/2014
Mike Rocheleau PHS Boy's Tennis Coach	Replace Amy Pippenger	\$2,295	\$2,295	Spring Season
Sue Marshall German Teacher	Reduction in FTE from 1.0 to .75			Fall 2014
Kim Fuhr Math Teacher	Increase in FTE from .84 to 1.0			Fall 2014

Recruitment				
Position	Position Status	Category	Location	Posting Date
Bus Route Driver	Replace Tania Van De Hei	Bus Driver	Bus Garage	7-29-2014
Custodian I - PHS 2nd Shift	Replace Mark Henn	Custodian	PHS	8-11-2014

Retirements – Resignations					
Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Tania Van De Hei	SPED Bus route driver	Resignation	7/29/2014	6	Bus Garage
Mark Henn	Custodian I/PHS 2nd Shift	Resignation	8/24/2014	6	PHS

Requested Item/ Status in Handbook	Requested Response	Committee Recommendation	Consider w/additional compensation
3.1.6 Mandatory direct deposit for all employees.		YES	
Overtime paid on weekend if 1405B group takes a PTO day during the week.	Overtime not paid if PTO day is used during the same pay period. Only allowed if there is a paid holiday or vacation.		X
Use of bus driver for more than ten students	No longer practiced	YES	
Quarterly Attendance Bonus for 1405B members	Finance office: Recommendation to eliminate practice or offer to all support staff. 1405B group: keep bonus for all 12-month employees		X
Two-year recall on layoff			X
Bus plug-in reimbursement - Currently \$130/annually	Review reimbursement rate - last updated two years ago	Up to \$150.00	
Safety/First Aid training pay			X
Shoe allowance - \$50 annually for custodial and food service	Finance office: Require safety shoes, steel toes for custodial and non-slip resistant for food service. Why are we reimbursing if they are not safety shoes? 1405B group: keep allowance for all 12-month employees	Allow ergonomically or professionally appropriate footwear	

Requested Item/ Status in Handbook	Requested Response	Committee Recommendation	Consider w/additional compensation
Paid lunch hour for cooks and free lunch	Food service employees now receive an unpaid lunch. Are they still receiving free lunch? Recommendation to eliminate practice.	Yes - Free lunch	
Unpaid personal day for cooks, custodians, bus drivers, and aides	Recommendations to eliminate practice or offer to all support staff	Any unpaid leave will be by approval of superintendent	
Mileage reimbursement to custodial staff when called in for overtime	Recommendation to eliminate practice. Receiving overtime pay.	No change	
3.1.9 Support staff supervision - The financial manager shall supervise, evaluate and direct the scheduling of the Maintenance Supervisor, the Transportation Supervisor, the Food Service Supervisor, and the bookkeeper.		No	
Appendix B: Substitute secretary and dispatcher wages. Currently \$9.06/hour	Recommended wages be updated to \$10.00/hr. These wages were forgotten last year when other substitute position were updated to \$10.00/hr.	Yes	
Teachers paid for life guarding and subbing for other teachers during the work day.		No	X
4.10.4 (5) Each paid leave payout day accumulated will be paid out at a rate of \$30.00 per day for support staff and \$60.00 per day for professional staff.	Should benefit be the same for all employees?	No change	

Requested Item/ Status in Handbook	Requested Response	Committee Recommendation	Consider w/additional compensation
4.10.4 Severance/Paid Leave Payout	Employees not eligible for payout conversion, receive fifty percent (50%) of their current wage x number of daily hours worked (up to 60 days), may count towards paid leave payout.	No	
6.3 Holiday Pay for 12-month employees	Request that the number of holidays be increased to 10 or 12 days as previously received. Priority order: Day after Thanksgiving, Friday prior to Easter, New Years Eve, and additional day during Christmas break.	Two holidays returned	