

Phillips Board of Education Regular Board Meeting

Monday, November 17, 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.	Board Photograph at 5:55 pm		
II.	Call to Order (Pledge of Allegiance)	Baratka	
III.	Roll Call of Board Members	Baratka	
IV.	Review of Compliance of Open Meeting Law	Baratka	
V.	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	
VI.	2014 Friend of Education Award	Morgan	
VII.	Administrative Reports and Committee Reports		
	A. Principal Report – PhMS/PHS	Hoogland	
	1. Students of the Month		
	B. Principal Report – PES	Scholz	
	1. Students of the Month		
	C. Director of Pupil Services Report	Lemke	
	1. STAR Data Report		
	2. Special Education Advisory Meeting Report		
	D. Superintendent Report	Morgan	
	1. Leadership Communication Team Report		
	2. Annual State Education Conference		
	E. Policy Committee - November 12, 2014	Rodewald	
	1. First & Second Reading of Policy 631 Post-Issuance Compliance Policy		3-8
	2. Second Reading of Policy 830 Community Use of Buildings and Facilities with Exhibits 1 & 2		9-14
	3. Second Reading of Policy 662.1 Student Activity Fund Management		15-16
	4. Second Reading of Policy 422.1 Foreign Exchange Students		17
	5. Second Reading of Policy 683 Asset Inventories		18
	F. Business Services Committee - November 13, 2014	Rodewald	
VIII.	Items for Discussion and Possible Action		
	A. Ameresco Project Update	Ameresco	
	B. PHS Football Schedule for 2015-16	Morgan	
	C. Resolution to Approve WASBO P-Card Program	Theeder	
IX.	Consent Items	Baratka	
	A. Approval of Minutes from October 20, 2014		19-20
	B. Approval of Personnel Report		21
	C. Approval of Second Reading of Policies as Presented		
	D. Approval of Bills		
X.	Items for Next Board Meeting	Baratka	
XI.	Adjourn	Baratka	

CONTINUING DISCLOSURE

1. *Continuing Disclosure Agreements*

Under the provisions of SEC Rule 15c2-12 (the "Rule"), Participating Underwriters (as defined in the Rule) are required to determine that issuers (such as the District) have entered into written Continuing Disclosure Agreements to make ongoing disclosure in connection with Offerings subject to the Rule. Unless the District is exempt from compliance with the Rule or the continuing disclosure provisions of the Rule as a result of certain permitted exemptions, the Transcript for each issue of related obligations will include a Continuing Disclosure Agreement executed by the District.

2. *Continuing Disclosure Compliance*

In order to monitor compliance by the District with its Continuing Disclosure Agreements, the Director of Finance and Support Services (the "Compliance Officer") will, if and as required by such Continuing Disclosure Agreements:

- Assist in the preparation or review of annual reports ("Annual Reports") in the form required by the related Continuing Disclosure Agreements.
- Maintain a calendar, with appropriate reminder notifications, listing the filing due dates relating to dissemination of Annual Reports, which annual due date is generally expressed as a date within a certain number of days (e.g., 180 days) following the end of the District's fiscal year (the "Annual Report Due Date"), as provided in the related Continuing Disclosure Agreements.
- Ensure timely dissemination of the Annual Report by the Annual Report Due Date, in the format and manner provided in the related Continuing Disclosure Agreements, which may include transmitting such filing to the Municipal Securities Rulemaking Board ("MSRB") through the Electronic Municipal Market Access ("EMMA") System at www.emma.msrb.org in the format prescribed by the MSRB.
- Monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreements) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreements. To be timely filed, such notice must be transmitted within 10 days (or such other time period as set forth in the Continuing Disclosure Agreements) of the occurrence of such Material Event.
- Ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement.
- Respond to requests, or ensure that the District Contact (as defined in the Continuing Disclosure Agreement) responds to requests, for information under the Rule, as provided in the Continuing Disclosure Agreements.

- Monitor the performance of any dissemination agent(s) engaged by the District to assist in the performance of any obligation under the Continuing Disclosure Agreements.

TAX COMPLIANCE

1. *General Policies and Procedures*

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

- The Compliance Officer shall be responsible for monitoring post-issuance compliance issues.
- The Compliance Officer will coordinate procedures for record retention and review of such records.
- All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.
- The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

2. *Issuance of Obligations - Documents and Records*

With respect to each issue of Obligations, the Compliance Officer will:

- Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

3. *Arbitrage*

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.

- Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- Arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

4. Private Activity Concerns

The following policies relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
 - Sale of the facilities, including sale of capacity rights;
 - Lease or sublease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
 - Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
 - Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
 - Joint-ventures, limited liability companies or partnership arrangements;
 - Output contracts or other contracts for use of utility facilities (including contracts with large utility users);

- o Development agreements which provide for guaranteed payments or property values from a developer;
 - o Grants or loans made to private entities, including special assessment agreements; and
 - o Naming rights arrangements.
- Monitoring of private use should include the following:
 - o Procedures to review the amount of existing private use on a periodic basis; and
 - o Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

5. *Qualified Tax-Exempt Obligations*

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

6. *Federal Subsidy Payments*

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

7. *Reissuance*

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

8. Record Retention

The following policies relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- Coordinate with staff to generally maintain the following:
 - The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
 - Documentation evidencing expenditure of proceeds of the issue;
 - Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
 - Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
 - Documentation evidencing all sources of payment or security for the issue; and
 - Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

Ref: Internal Revenue Code of 1986

Approved: November 17, 2014

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 School District 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.

Beginning with the adoption of this policy change (11/17/2014), all existing groups or activities will continue with the previous fee schedule. Supervisory fees will apply to all groups.

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 facility is in use.
2. The building is to be used only for the purposes stated in the permission form.
3. When deemed necessary by the principal, aquatic director or food service supervisor a qualified district personnel and/or a custodian may 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 and/or supervisor.
4. 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.
5. 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.
6. 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.
7. Kitchen equipment is not to be used without prior authorization of the food service supervisor and building principal. Qualified or knowledgeable District personnel will be required to be present, and, the costs of this service will be added to the regular fee. Food Service Supervisor will verify kitchen staffing if applicable.
8. 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.
9. 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.
10. 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.
11. Prior to use of school facilities, the applicant should review the use requirements with the building principal. The applicants who request the pool or kitchen facility must first review the requirements with the aquatic director or food service supervisor.

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, controlled substances and firearms 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 requesting the use of a school facility should obtain an Application for Use of Facilities Form from the requested building office personnel. There is a separate application form for use of the high school kitchen and the pool, both available at the high school office. 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. The completed Application for Use of Facilities will be submitted to the Aquatic Director, for pool use, Food Service Supervisor, for kitchen use, and then the building principal. All other requested facilities will be submitted to that facilities building principal. The form will be submitted to the District office where the Finance Manager will assign a fee if required and the final signature will be by the District Superintendent. Phillips Elementary School or Phillips High School/Middle School Office Personnel will update the building calendar. Copies of the completed and approved forms will be distributed to the requestor, food service supervisor, aquatic director, custodial staff, designated building principal and the District Office. (As per requested facility)
3. User agrees to pay and be responsible for any harm or damage to District's property caused by User, its agents, employees, or guests.
4. 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.
5. 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).
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. If it determined that lifeguards, janitorial services and/or kitchen supervisor are specifically required or if special arrangements are required such as for banquets, etc., a lifeguard/janitorial/supervisor service charge shall be made at a rate determined by the administration, including the requirement of the janitor's/supervisor's presence in the building. The lifeguard, janitorial/supervisor fee shall be paid to the District office.
2. Where the regulations require a charge for building use, the per use fee, plus the charge for janitor services or kitchen Supervisor shall be as follows:

PHILLIPS MIDDLE/HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00/per day
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 50.00/per day
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

PHILLIPS COMMUNITY POOL

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

LOGGER CAMP \$ 50.00/All facilities

Janitorial and supervisory fees will be determined annually by the district office based on wages.

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; 01/11/94; 05/17/99; 05/17/04; 04/21/08; 11/17/14

SCHOOL DISTRICT OF PHILLIPS
Application for Use of Facilities

1. Advanced permission must be obtained from the building principal during school office hours. Facilities use may not occur without a signed approval of building principal, food service supervisor, aquatic director and Superintendent
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.
 - g. Surcharge will be added if equipment/facilities are damaged.
 - h. For use of kitchen facilities, a pre- and post-inspection will be conducted.
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. Complete the Facilities Use form and return it to the building principal. In the event that the facility use includes the kitchen or the pool, the form is first sent to the food service supervisor or aquatic director for signature and approval.
6. 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 lifeguard, janitor services or kitchen supervisor shall be as follows:

PHILLIPS MIDDLE/HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00/per day
Commons	\$ 50.00
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Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

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Gym	\$100.00
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<i>(Not to exceed \$200 per event)</i>	

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

LOGGER CAMP \$ 50.00/All facilities

Lifeguard, janitorial and supervisory fees will be determined annually by the district office based on wages.

**SCHOOL DISTRICT OF PHILLIPS
APPLICATION FOR USE OF FACILITIES**

Note: Use of the kitchen or the pool require an additional application.

Name of Group _____

Type of Activity _____

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

Facilities Requested: _____ PHS _____ PhMS _____ PES
_____ Classroom # _____ Snack Bar _____ Commons _____ Gym
_____ Auditorium _____ Balcony _____ IMC _____ Logger Camp
_____ Other district owned space: specify _____

Date(s) Requested:

Setup _____ Hours of Use _____

Event Date(s) _____ Hours of Use _____

Custodial Services Needed: Yes No

Please specify any specific set up needs you may have: _____

Signature of Requestor: _____

Address: _____

Date: _____ Phone _____

Email: _____

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

Facility Fee: _____

Custodial Fee: _____ (estimate based on \$xx.xx/hr - actual fee will be billed after event)

See Kitchen or Pool Application for additional fees.

Signature _____ Date _____ Date _____

Building Principal

Finance Manager

_____ Date _____

Superintendent

Copies: ___ Building Office ___ Requestor ___ District Office ___ Custodial/Maintenance

STUDENT ACTIVITY FUND MANAGEMENT

662.1

Applicability: This policy applies to all District student activity fund accounts. For purposes of this policy, a student activity fund is a voluntary collection of money, for student activity, organized and conducted with a faculty member's supervision.

Purpose: The purpose of student activity funds is to promote the general welfare, education and morale of all the pupils and to finance the co-curricular activities of the student body organizations. The funds shall be used to augment, but not replace, the activities provided by the District. Funds shall be expended in such a way as to benefit students who have contributed to the accumulation of funds.

Policy: All funds raised by student classes, clubs or organizations shall be under the control of the District and shall be managed in accordance with sound budgetary and accounting procedures. The student activity fund shall be audited in the same manner as regular school funds. The District will not maintain a student activity fund for Booster clubs or other outside organizations. The use of student activity funds is subject to the approval of the student organization and its advisor. If the District solely determines the use of funds, it is not a student activity account and should be accounted for in a District fund.

The District Administrator of the District shall have responsibility and authority to implement all policies pertaining to student activity funds.

The Principal of the school, as trustee, shall be directly responsible for the conduct of student financial activities in accordance with policies, rules, and procedures set forth by the state, District, and District Administrator or Business Manager/designee.

The Principal must apply to the District Administrator or his/her designee, for approval to establish a new student organization fund.

Each class, club or organization shall be assigned a faculty advisor who, under the direction of the Principal, will be responsible for the activities of the organization, including maintaining documentation and approval of all transactions. A list of faculty advisors and club officers will be submitted to the Business Office by October 1st of each year.

The District prohibits the faculty advisors, employees, or students from using any student activity funds in a personal manner or for personal gain. Funds are not to be used as any form of a loan, extension of credit, or compensation. The use of funds in such a manner may be considered a misappropriation and may subject the faculty advisor, student, or employee to disciplinary and/or criminal consequences.

Student activity funds shall be:

- Deposited in a discrete and separate account and not commingled with other District funds.
- Accounted for in the Fund 60 Agency Fund and audited annually by an independent firm.
- Supervised and managed at the building level by the Principal.
- Monitored monthly by the class and club advisors and/or treasurers with a provided detailed statement of activity account transactions.
- Not dependent upon subsidy from general District funds.
- Invested in interest bearing accounts by the Business Manager. Interest received from investments shall be used for the purchase of supplies necessary to maintain the fund.

Each student activity organization shall keep accurate financial records that can be reconciled with statements provided by the District. No organization shall be allowed to operate with a negative balance in its account. Special exception may be made with the approval of the Principal or Business Manager, based on a reasonable expectation that such negative balance is temporary and will be corrected by incoming receipts.

Legal Ref.: Section 120.14(1) Wisconsin Statutes

Adopted: November 17, 2014

ADMISSION OF FOREIGN EXCHANGE STUDENTS

422.1

A maximum of eight (8) foreign exchange students may be enrolled in the School District of Phillips during an academic school year. Exceptions to this rule shall be approved by the Phillips School District Board of Education.

- 1) It is recommended that each foreign exchange student be represented by a bona fide organization recognized by the Phillips Board of Education.
- 2) The School District of Phillips shall receive an application from eligible foreign exchange students by August 15 of the school year for which he/she is applying. Applicants not meeting the deadline must be approved by the Director of Instructional Services or his/her designee. Transcript should be received in English.
- 3) The organization/individual (family) sponsoring the foreign exchange student, where applicable, shall:
 - a) provide the School District with documentation that the foreign exchange student is English proficient;
 - b) provide the School District with the name, address, and telephone number of the host family;
 - c) provide the School District with the name, address, and telephone number of an area representative for the sponsoring organization;
 - d) provide the School District with documentation that the student has health and accident insurance coverage;
 - e) provide an area representative who will physically come to the Phillips High School to discuss the academic progress, social progress, or any problems that school officials may have concerning the foreign exchange student;
 - f) provide academic records, health records and immigration records on the foreign exchange student; and,
 - g) provide the School District with the arrival and departure dates of the foreign exchange student.

The Phillips Board of Education will have the right to terminate attendance if any of the above provisions are not fulfilled or the foreign exchange student violates the rules and regulations established for student conduct.

Foreign exchange students recognized as seniors may participate in the graduation ceremony and will receive a certificate of attendance. Those foreign exchange students that meet all the graduation requirements set by the School District of Phillips shall receive a standard high school diploma. The students are responsible for showing proof of meeting all Phillips High School requirements for graduation before September 1.

Approved: 11/27/00

Revised: 11/16/09

Revised: 11/16/14

ASSET INVENTORIES

683

The District will maintain inventories of moveable equipment and furniture with a unit purchase price of \$500 or more and all technology valued over \$100 or more. Such items with a unit price of \$5,000.00 or more will be designated as fixed assets. Improvements to building and grounds with a cost of \$5,000 or more will be included on the fixed asset inventory.

A physical inventory will be conducted annually. The business office will have overall responsibility for the inventory. Building principals will coordinate the yearly inventory in their buildings. The actual conduct of inventories will be accomplished by those who use the equipment or furniture (teachers, aides, custodians, etc.)

Created: April 23, 2012

Revised: November 17, 2017

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, October 20, 2014

- I. The Phillips Board of Education meeting was called to order by President Baratka at 5:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Baratka, Distin, Krog, Rodewald, Pesko (left 6:56), Marlenga (arrived 5:25), Rose, Willett (arrived 5:40), and student liaison. Administration present: Morgan, Theder, Hoogland, Scholz and Lemke. Others: Staff, students, and community.
- III. President Baratka 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
 - A. Megan Peterson expressed her disappointment at the reasoning the board use to grant additional compensation to a fellow teacher.
 - B. Bill Neuburg from Clean Burn Energy Systems asked the Board to consider purchasing a self-contained, on-site recycling and heating system.
- V. Administrative and Committee Reports
 - A. Principal Report – PES - Dave Scholz
 1. Students of the month for PES are Wyatt Vetter (Gr 4), and Avery Bushman, (Gr 1).
 2. A group of elementary teachers and Principal Dave Scholz attended a weekend conference in Chicago during September to learn more about Daily Five and CAFE. Several of the teachers gave a presentation on what Daily Five is and how it is being used in the K-3 classrooms this year and plans to expand to grades 4-5.
 - B. Principal Report – PhMS/PH
 1. Students of the month for PhMS are Nicholas Mabie (6), Chase Schaake (7) and Jacob Schloer (8)
 2. Student Liaison Otto mentioned the roof replacement has moved to the instructional areas and has been quite loud. She also reported that not having bells during the testing time was good. However, until we have clocks all coordinated this is not an option.
 - C. Pupil Services Report – Vicki Lemke
 1. Statewide ACT testing was completed with grade nine. The alternate test (DLM) will be completed this week. WKCE testing will begin soon with grades 4, 8, and 10.
 - D. Superintendent Report - Rick Morgan
 1. Athletic Director Annie Knudson discussed the timeline for making a decision regarding conference participation in football and options available for the 2015-16 season with board members and coaches/players in attendance. Superintendent Morgan expressed that he wants all who have a vested interest in the football program to be part of the decision and to make their thoughts and concerns known to board members before the November meeting.
 2. The situation with State involvement in Fund 80 purchases has turned out better than expected, and the recommendation to the Board is to go ahead with full Fund 80 levy this year. A committee will be formed to put together a long-term Fund 80 project plan that will include the current levy and any fund balance.

- E. Finance Manager Report Quarterly Report - Year-to-date expenditures as of September 30, 2014 were \$1,275,046.14 (15.08% of budget) and revenues were \$419,481.51 (4.91% of budget). The total cash available was \$2,109,127.65. Fund 49 Balance was \$1,494,912.36. No line of credit has been used this fiscal year
- F. Student liaison report was given.
- G. PEA/Board Negotiations met on September 23, 2014. An agreement was made with PEA and they have ratified. Discussion was held on how to use supplemental pay and retaining teachers in the future.
- H. Policy Committee met on October 8 and 16, 2014. Policies #662.1 Student Activity Monies, #442.1 Foreign Exchange Students, and #683 Asset Inventories are being forwarded to the board for first reading. Policy #830.1 Community Use of Building/Facilities continues to be in process. Discussion was held on fees and a final revision will be brought to the November meeting for second reading.
- H. Business Services committee met on October 16, 2014. Items discussed included Fund 80 levy and transportation needs/maintenance costs.

VI. Items for Discussion and Possible Action

- A. Ameresco representative Kent Wolf gave the monthly report on the projects. The lighting project is still in the pre-construction stage; the burner replacement project is 25% complete; the automation controls project is 5% complete, and the roof replacement project is 40% complete.
- B. Motion (Adolph/Distin) to certify the 2014-15 levy at \$4,945,450.00 for general fund; \$240,199.80 for non-referendum debt service levy; and \$311,500.00 for Fund 80 for a total of \$5,497,149.80; resulting in a mil rate of 8.8833. Motion carried 8-0.
- C. Motion (Rodewald/Adolph) to approve resolution authorizing the School District of Phillips to exceed the revenue limit on a non-recurring basis for debt service payment to finance energy efficiency measures and products. Motion carried 8-0.
- D. Motion (Rodewald/Marlenga) to affirm administrative directive of September 15, 2014 to negotiate with PEA for percentage increase on salary. Motion carried 8-0.

VII. Motion (Rodewald/Krog) to approve following consent items. Motion carried 8-0.

- A. Approve minutes from September 15, 2014 regular.
- B. Approval of bills from September 2014 (#337394 - #337610 and wires) for \$346,005.15.
- C. Approved personnel report:
 1. Hiring of winter season coaches (Basketball - Trevor Raskie, Scott Olson, Sarah Socha, Donna Lind, Mike Eggebrecht, and Wrestling - Joe Grapa).
 2. Approve volunteer coach Bonnie Calkins for PHS dance team.
 3. Approve faculty extra curricular assignments.
 4. Approve resignation of Karen Meives as district bus driver effective December 31, 2014 (12 years of service).

VIII. The next regular board meeting will be held on November 17, 2014 at 6:00 pm. Items for next meeting include planned meeting items and football decision..

IX. Motion (Otto/Krog) to adjourn meeting. Motion carried 8-0. Adjourned at 7:10 p.m.

Respectfully submitted,
 Wendy Rodewald, Clerk
 Board of Education

Personnel Report - Amended

October 18, 2014 - November 14, 2014

New Hires/Transfers

Name	Location Position Description	New Salary	Previous Employee Salary	Effective Date

Recruitment

Position	Position Status	Location	Posting Date
Bus Route Driver	Replace Karen Meives	Bus Garage	
Bus Route Driver	Replace Mike Morrow	Bus Garage	

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Mike Morrow	Bus Route Driver	Resignation	10-31-2014	7 weeks as route driver	Bus Garage

FYDLOC SRC FUNC	PRJ LOCAL	SRC	Original Budget	October 2014-15 Monthly Activity	FYTD Activity	2014-15 FYD & Monthly Activity	October 2013-14	2013-14 FYD &
10R---	211 50000-	CURRENT YEAR PROPERTY TAX	4,909,242.00					0.00
10R---	213 50000-	MOBILE HOME TAX	2,500.00					
10R---	249 50000-	TRANSPORTATION FEES	5,000.00		879.79	17.60	491.46	23.23
10R---	264 50000-	SURPLUS NON-CAPITAL OBJECTS		288.00				
10R---	271 50000-	ADMISSIONS	14,000.00	2,301.00			2,258.00	43.96
10R---	279 50000-	OTHER SCHOOL ACTIVITY INCOME	2,200.00	1,515.00			950.00	79.39
10R---	280 50000-	INTEREST ON INVESTMENTS	9,000.00	731.10			539.46	28.96
10R---	292 50000-	STUDENT FEES	21,000.00	100.00			-1,246.00	75.55
10R---	293 50000-	RENTALS	14,000.00	285.32				34.77
10R---	341 50000-	REGULAR DAY SCHOOL	6,500.00				1,500.00	23.08
10R---	345 50000-	OPEN ENROLLMENT WI SCH. DIST.	165,875.00					
10R---	515 50000-	TRANSIT OF AID INTER. SOURCES	1,500.00		1,000.00	66.67		50.00
10R---	517 50000-	TRANSIT OF FEDERAL AID	4,900.00					
10R---	612 50000-	TRANSPORTATION AID	61,937.00					
10R---	613 50000-	LIBRARY AID	25,000.00					
10R---	619 50000-	OTHER STATE AID	122,850.00					
10R---	621 50000-	EQUALIZATION AID	2,551,414.00		397,469.00	15.78		13.89
10R---	630 50000-	SPECIAL PROJECT GRANTS	5,120.00					
10R---	650 50000-	SAGE AID	229,000.00					
10R---	660 50000-	STATE REVENUE THROUGH LOCAL	1,040.00					
10R---	691 50000-	COMPUTER AID	6,894.00					
10R---	730 50000-	SPECIAL PROJECT GRANTS	144,966.00					
10R---	751 50000-	ESEA TITLE IA	200,406.00					
10R---	780 50000-	FED AID THRU STATE NOT DPI	12,008.79					
10R---	969 50000-	OTHER ADJUSTMENTS				0.01		
10R---	971 50000-	REFUNDS - PRIOR YR., E-RATE	25,000.00	19,784.00		82.07	16,407.00	18.53
10R---	999 50000-	COPY FEES	100.00					
10R---		GENERAL FUND	8,541,452.79	25,004.42	444,485.93	5.19	20,899.92	4.94
Grand Revenue Totals			8,541,452.79	25,004.42	444,485.93	5.19	20,899.92	4.94

Number of Accounts: 31

***** End of report *****

School District of Phillips
Board Exp Check (Date: 10/2014)

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FYTD	OBJ	FUNC	PRJ	OBJ	Original Budget	October 2014-15 Monthly Activity	FYTD Activity	2014-15 FYTD & Monthly Activity	October 2013-14 Monthly Activity	FYTD & Monthly Activity	2013-14 FYTD & Monthly Activity
10E	11			UNDIFFERENTIATED CURRICULUM	1,608,490.80	179,726.65	397,434.20	24.52	128,145.36	128,145.36	23.59
10E	12			REGULAR CURRICULUM	1,624,261.28	190,375.24	388,748.61	23.85	128,916.68	128,916.68	19.23
10E	13			VOCATIONAL CURRICULUM	296,022.70	32,379.75	66,172.73	22.35	23,366.25	23,366.25	18.88
10E	14			PHYSICAL CURRICULUM	145,814.95	15,608.90	37,270.73	25.56	9,482.01	9,482.01	22.04
10E	16			CO-CURRICULAR ACTIVITIES	133,513.56	18,110.03	28,646.92	21.50	12,112.48	12,112.48	24.11
10E	17			OTHER SPECIAL NEEDS	17,494.82	1,823.36	3,807.45	21.76	1,147.18	1,147.18	11.86
10E	21			PUPIL SERVICES	81,918.33	12,723.40	24,427.28	26.35	6,292.75	6,292.75	20.23
10E	22			INSTRUCTIONAL STAFF SERVICES	212,602.65	21,394.39	63,537.96	29.59	20,175.82	20,175.82	22.03
10E	23			GENERAL ADMINISTRATION	249,303.06	26,244.11	84,157.06	33.76	15,734.97	15,734.97	31.24
10E	24			SCHOOL BUILDING ADMINISTRATION	474,718.37	49,028.89	157,135.66	33.10	34,522.41	34,522.41	29.43
10E	25			BUSINESS ADMINISTRATION	1,716,038.23	219,588.13	561,176.84	32.70	150,653.02	150,653.02	25.44
10E	26			CENTRAL SERVICES	336,807.32	43,382.33	96,296.79	28.59	32,344.27	32,344.27	28.50
10E	27			INSURANCE & JUDGMENTS	103,308.25	75.25	10,195.73	9.87	3,232.32	3,232.32	23.27
10E	28			DEBT SERVICES	500.00						
10E	29			OTHER SUPPORT SERVICES	273,113.30		174,509.61	63.90	4,960.40	4,960.40	73.25
10E	41			TRANSFERS TO ANOTHER FUND	675,865.08						
10E	43			PURCHASED INSTRUCTIONAL SERV	493,073.00	12,229.37	14,959.37	2.80	4,286.34	4,286.34	0.82
10E	49			OTHER NON-PROGRAM TRANSACTIONS	12,000.00		-85.00	-0.71			0.00
Grand Expense Totals					8,454,845.70	822,689.80	2,108,391.94	24.72	585,372.26	585,372.26	22.67

Number of Accounts: 911

Funds Available to the District as of October, 2014:

*****	1,102,455.65
*****	20,355.06
Total	1,122,810.71
FNB Energy Efficiency Check Account	1,329,638.53
Current Line of Credit Balance (\$1,500,000 max)	1,500,000
Total Borrowed (through 10/31/14):	0.00