

# Phillips Board of Education Regular Board Meeting

Monday, August 15, 2016  
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.

Board Meeting Agenda		Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)	Pesko	
II.	Roll Call of Board Members	Pesko	
III.	Review of Compliance of Open Meeting Law	Pesko	
IV.	Public Participation Forum	Pesko	
V.	Administrative Reports and Committee Reports		
	A. PES Principal Report	Scholz	
	B. PhMS/PHS Principal Report	Hoogland	
	C. Director of Pupil Services Report	Lemke	
	1. Seclusion and Restraint Report		
	D. Superintendent Report	Morgan	
	1. Summer Buildings and Grounds Project Update		
	2. WASDA Legal Conference Update		
	E. Policy Committee	Burkart	
	1. Second Reading of Policy 664 Money Collection and Cash in School Buildings		3
	2. First Reading of High School Credit to Eighth Grade Students		4
	F. Revenue Committee	Pesko	
	G. Business Services Committee	Rodewald	
VI.	Items for Discussion and Possible Action		
	A. Designate District Depositories	Morgan	5
	B. Approve Mandatory District Public Notices 16-17	Morgan	6-7
	C. Grant Writer Report	Houdek	8-9
VII.	Consent Items	Pesko	
	A. Approval of Minutes from July 18, 2016 Regular Board Meeting July 20, 2016 Special Meeting		10-12
	B. Approve Second Reading of Policies as Presented		
	C. Approval of Personnel Report		13
	D. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	
IX.	Adjourn	Pesko	

Money collected by district employees or student treasurers are considered district funds and shall be receipted and promptly deposited in designated district depositories. Monies collected in regard to this policy are to be handled in accordance with good and prudent business procedures.

Where practical, monies shall not be left overnight in schools. All custodians of school funds shall make arrangements to have timely deposits after the conclusion of school events where monies are collected. When not practical, monies shall be deposited no later than the first school work day after the receipt of funds and must be locked in a secure area of the school or office.

All monies collected will be receipted and accounted for without delay to the proper location for deposit and in accordance with the following procedures:

1. All money provided to staff for a purpose related to the district's general operations or in support of a specific activity fund shall be counted and turned into the building secretary daily.
2. All staff and/or student treasurers making a request for monies must submit such request to the building principal most closely related to the event as soon as practical but no later than 24 hours before the event.
3. The responsibility for proper, accurate and timely handling of cash and making bank deposits rests with the building principal.
4. The building principal or designee will provide a cash box with starting cash counted and verified on a district provided ledger sheet for all school activities making a timely request.
5. It is the responsibility of the district employee or student treasurer handling monies to have an accurate count of starting and ending cash utilizing the district provided ledger sheet.
6. Upon receipt of funds, the designated secretary will reconcile with the district employee or student treasurer count and provide the depositor with a receipt for any funds received.

*Adopted: August 15, 2016*

## **CREDIT FOR HIGH SCHOOL COURSES BY MIDDLE SCHOOL STUDENTS**

**345.12**

The Board permits students in 7<sup>th</sup> or 8<sup>th</sup> grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on current pupil assessments and building administrator approval. Any course designated for high school credit taken by 7<sup>th</sup> or 8<sup>th</sup> grade students must be taught by a teacher certified to teach that subject at the high school level and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in any subject area meeting the requirements under this policy.

The Board directs the District Administrator to develop procedures to annually determine whether sufficient student interest and appropriate staffing justifies offering such course(s) or access to space in currently scheduled high school classes.

All high school level classes will be scheduled and assigned in accordance with building level administrative procedures. Space and availability is determined in descending order of grade and/or age of the students.

Courses taken by 7<sup>th</sup> or 8<sup>th</sup> grade students for high school credit shall appear on the student's high school transcript, along with the grade received and the class (will or will not) be factored into the student's high school grade point average. All high school level courses are available to be retaken with the permission of the high school principal.

*Adopted:* \_\_\_\_\_

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

**MEETING DATE:** August 15, 2016

**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:** Molly Lehman **PHONE:** 715-339-2419, ext. 2007 **E-MAIL:** molehman@phillips.k12.wi.us

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

**MEETING DATE:** August 17, 2015

**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 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 (HB)
- Notice of Academic Standards (NL)

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

**BUDGET/FISCAL IMPACT:** Publication of Fall Newsletter to Parents

**POLICY IMPACT:** None

<b>AGENDA CATEGORY:</b> <input type="checkbox"/> Policy/Issues <input type="checkbox"/> Monitoring Data <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Other	<b>PROPOSED MOTION:</b> Approve the publication of all required notices by the District in appropriate forms.
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**RATIONALE:** Meets state and federal guidelines

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

## Grant Writer's Report – July 15, 2016

Dale Houdek

The following information represents significant grant application consideration for the 2015-2016 school year:

### **Grant applications submitted and approved for funding:**

**Financial Literacy Grant** – funded by the State of Wisconsin. There were 51 applications State-wide and 11 were funded, Phillips being one of them. The Phillips High School received \$5,841 for planning and writing a curriculum for a Financial Literacy course to be taught in the 3<sup>rd</sup> quarter of the 2016-2017 school year. Resources will be secured for the class with grant money. Jean Flower, high school teacher, will be teaching the class and is coordinating the effort.

**Wisconsin Environmental Education Board (WEEB) Grant** – Phillips High School received \$2,500 for the grant entitled "Sustainable Forestry Education Using Two Contrasting School Forests and an Urban Forest." Erik Olson, High School/Middle School Special Ed., teacher will work with Pete Bartelt, a private forester, and Bob Dural, Field Science teacher, to develop a short course curriculum for students focusing on sustainable forestry practices. Students will be involved in marking 2 school forests for thinning and will work with the City of Phillips Tree Committee to learn about urban forestry.

**Urban Forestry Grant** – I worked closely with Gail Huycke to edit and finalize this grant application that was funded for \$25,000 intended to update the City of Phillips tree inventory and the forestry plan. The Phillips Tree Committee will work with high school students to complete this initiative. Student volunteers will hold community events to gain support for the concept of urban forestry. This grant dovetails well with the WEEB grant that the high school received.

### **Grant applications that were explored:**

**Broad Band Grant** – The Wisconsin Public Service Commission managed 1.5 million dollars for potential grants dedicated to Broad Band expansion. In preparation for writing a grant proposal, I became a member of the Broad Band Enhancement Committee which is sponsored by the Price County Economic Development Association. As a committee, we decided to apply for a Broad Band grant in collaboration with the Price County Telephone Company. I attended a Broad Band grant training session in Hayward to get a better handle on the terminology that would improve chances of writing a successful proposal. Just prior to writing the grant, the Price County Telephone Company didn't feel they had adequate budgetary information to proceed. The committee will concentrate on preparing for obtaining more thorough documentation for the 2017 round of grant opportunities.

**Alcohol and Other Drug Abuse (AODA) Grant:** I met with school administration, the District psychologist, and guidance counselors to discuss the potential for applying for a DPI \$25,000 AODA grant aimed at addressing AODA issues in the high school. The group agreed the need



exists, but more documentation is needed on the severity of the problem to improve success in being funded. The tentative plan is to apply in 2017.

**Fab Lab Grant:** The Wisconsin Economic Development Corporation (WEDC) was funding up to \$25,000 for start-up funds for Fab Labs in schools. Schools needed to match 25% of the grant. Troy Makovsky, Tim Brown, and I visited the 3 Lakes Fab Lab to get a better understanding of what it takes to create a Fab Lab (Mr. Morgan and other Board members also visited 3-Lakes in the summer of 2015). In the end, we all decided that we were not ready to apply for this grant for a myriad of reasons (see the Price County Review article regarding Park Falls Schools on the questions that arose after receiving their grant) including: Is the District prepared to fund a complete Fab Lab (required by the grant)? Is space adequate? Who coordinates the k-12 use of the lab? Who coordinates the community use of the lab (required by the grant)? Who maintains the equipment? Does this require a change in curriculum? Etc., Etc., Etc., Future application for this grant is possible, however, more ground work is necessary.

**Fast Forward Apprenticeship Grant** – The Department of Workforce Development Wisconsin Fast Forward Blue Print for Prosperity initiative has money available for high students to be trained on the job for miscellaneous technical skills. I contacted other schools that received this grant and was in touch with a person in charge of the grant for complete information relative to application (Not every school supported the idea after being involved). Mr. Morgan, Colin and I explored the possibility of applying for this grant but felt more advance business support was necessary. Future application is an option.

I continue to search grant opportunities that would benefit the School District of Phillips and am on a number of "grant alert" lists from the State and through a number of legislators and their representatives. Mr. Morgan forwards grant opportunities as they arise.

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, July 18, 2016

- I. The Phillips Board of Education meeting was called to order by President Pesko at 6:00 pm in the 6-12 Learning Center. The Pledge of Allegiance was recited.
- II. Present: Adolph, Burkart, Distin, Krog, Pesko, Rodewald, Willett and Student Liaison Edwards. Absent: Marlenga & Rose. Administration present: Morgan, Hoogland, and Scholz. Others: Staff, students, community members, and Price County Review.
- III. 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 Price County Review.
- IV. Public Participation - None
- V. Administrative and Committee Reports
  - A. Principal Hoogland introduced Sue Marshall, Gabrielle VonSeggern, and Olivia Bushman who then made a presentation of the 2016 student trip to Germany.
  - B. Pupil Services Director Lemke had nothing new to report this month.
  - C. Superintendent Report
    1. The summer buildings and grounds project are all going well and on schedule.
    2. Logger Crew 2016-17 will begin with one day a week. All students and staff will be involved in a Crew.
    3. Board members and attendees all participated in a Crew demonstration with theme of collecting Habits of Scholarship words that will be narrowed down by the Staff Development committee and students to three words that all students and staff will use for the upcoming year.
  - D. Finance Manager Report - Quarterly Financial Report showed year-to-date expenditures as of June 30, 2016 were \$7,935,604.28 (89.25% of budget) and revenues were \$8,735,759.25 (97.14% of budget). The total cash available was \$2,028,680.86. Fund 49 checking was closed as the energy efficiency projects are complete. No line of credit has been used this fiscal year.
  - E. The policy committee met on July 13, 2016 and focused on policies related to finance. Policy #664 Money Collection and Cash in School Buildings is being presented for first reading tonight. Earning credits in grade 8 for high school classes and volunteer bus drivers will be on the agenda for next month.
  - F. Business services committee met on July 14, 2016 and discussed the additional compensation plan along with Leadership Communication Team members, Also discussed were district finance staffing update, technology support, curriculum for technology and improvement needs in technology education. Bills were reviewed
  - G. Food Service Director Terra Gastmann reported that the summer feeding project was again a huge success with 3,483 meals served over the 12 days. The kitchen remodeling project has begun. The tables should be delivered soon. A baker will be hired this year for 15 hours a week to prepare all our breads. A new delivery design should address the issue of long lines. The salad bar will be moved to the snack bar location.
- VII. Items for Discussion and Possible Action
  - A. Cooperative purchasing was discussed. Items currently purchased cooperatively include our foodservice food and supplies and paper. The idea of cooperative

health insurance bidding was discussed. Our insurance broker will begin working on health insurance options after the first quarter of claims.

- B. Motion (Adolph/Distin) to continue with the utilization of the School District of Phillips academic standards for the 2016-2017 calendar year. Motion carried 7-0.
- C. Motion (Distin/Willett) to renew our line of credit in the amount of \$1,500,000.00 with First National Bank. Motion carried 7-0.
- D. Motion (Willett/Burkart) to accept the 2016-17 Additional Compensation Plan as presented by the Leadership Communication Team. Motion carried 7-0. The Plan will be presented to all employees at the August 22, 2016 inservice.
- E. Amy Edwards and three students participated by invitation at the Governor's Listening Session held in Phillips the end of June. Both Amy and Morgan Edwards gave their positive impressions of the meeting. President Pesko also attended and the Governor toured United Pride Dairy that day as well.

VIII. Consent Items

- A. Motion (Adolph/Krog) to approve minutes from June 20, 2016 regular board meeting. Motion carried 7-0.
- B. Motion (Distin/Pesko) to approve Molly Lehman as Finance Manager. Motion failed 3-4 by roll call vote (Y-Distin, Rodewald, Pesko, N-Adolph, Burkart, Krog, Willett).
- C. Motion (Adolph/Burkart) to approve remaining personnel report items. Motion carried 7-0.
  - 1. Approve hiring Jessica Nichols as special education teacher, Jessica Curler as before-school paraprofessional, Josephine Weber as part-time baker, and fall season coaches (BJ Bolz and Steven Precour - co-head football, Dan Eklund - JV football, Mark Fuhr - varsity boys soccer, Jodi Podmolik - JV volleyball, and Kristi Speer - assistant cross country.
  - 2. Approve resignations from Jessica Curler as after-school paraprofessional, and Rick Holan as girl tennis coach.
- D. Motion (Rodewald/Adolph) to approve bills from June 2016 (#340760 - 340981 and wires) for \$918,072.88.

IX. The next regular board meeting will be held on August 15, 2016.

X. Motion (Krog/Adolph) to adjourn at 8:05 p.m. Motion carried 7-0.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

SCHOOL DISTRICT OF PHILLIPS  
Special Board Meeting Minutes  
Thursday July 20, 2016 – 5:00 pm  
Phillips Middle School Rm #143

The meeting was called to order at 4:53 pm by Board President Pesko. Also present were Rodewald, Marlenga, Willett, Distin, Burkart, Adolph, Krog and Superintendent Morgan.

Motion (Distin/Krog) to convene into executive session. Motion carried with roll call vote 8-0.

Motion (Adolph/Distin) to reconvene into open session. Motion carried 8-0.

Motion (Marlenga/Distin) to approve the Business Manager's contract with the following conditions.

- The first year will be considered as on the job training
- Timeline will be set, by the Business Manager elect, to enroll and complete the certification within three years
- Established incremented increase in salary will remain as designated timeline goals are met
- Mentors for training are established through WASBO
- Additional mentoring and monitoring will be established, with possible hiring, for extra support and day by day efficiency while the Business Manager's position timeline is met. Motion Carried 8-0.

Motion (Adolph/Krog) to adjourn at 6:45 pm. Motion carried 8-0.

Respectfully Submitted,

Wendy Rodewald, Clerk  
Board of Education

**Personnel Report  
July 16 - August 12, 2016**

**New Hires/Transfers**

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Don Paulus Cook II	Replace Susan Badger	\$11.45	\$11.45	8-22-2016
Mike Rochealeau Girls Tennis Coach	Replace Rick Holan	\$2,388.01	\$2,388.01	Fall Season

**Recruitment**

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
District Accounting Clerk	Replace Molly Lehman	District Office	07-05-2016
Paraprofessional	Replace Beth Klepac	Phillips Middle/High School	09-04-2016

**Resignations/Retirements**

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Beth Klepac	Paraprofessional	Resignation	09-04-2016	6	PhMS/PHS

EDTLOC	SRC	FUNC	PRJ	LOCAL	2016-17	2016-17	2016-17	2016-17	2016-17	2015-16	2015-16
					Revised Budget	Monthly Activity	FYTD Activity	FYTD & Monthly Activity	FYTD & Monthly Activity	FYTD %	FYTD %
10R---	211	50000-			4,711,595.00						
					CURRENT YEAR PROPERTY TAX						
10R---	213	50000-			2,488.00						
					MOBILE HOME TAX						
10R---	249	50000-			9,465.00	676.69	676.69	7.15	87.00	6.21	
					TRANSPORTATION FEES						
10R---	264	50000-			1,416.00						
					SURPLUS NON-CAPITAL OBJECTS						
10R---	271	50000-			15,000.00						
					ADMISSIONS						
10R---	279	50000-			12,960.00	1,726.50	1,726.50	13.32	1,992.90	24.01	
					OTHER SCHOOL ACTIVITY INCOME						
10R---	280	50000-			7,464.00	662.28	662.28	8.87	644.66	6.91	
					INTEREST ON INVESTMENTS						
10R---	292	50000-			15,500.00						
					STUDENT FEES						
10R---	293	50000-			14,000.00						
					RENTALS						
10R---	345	50000-			226,124.00	1,009.45	1,009.45	7.21	806.34	5.76	
					OPEN ENROLLMENT WI SCH. DIST.						
10R---	515	50000-			1,500.00						
					TRANSIT OF AIDS INTER. SOURCES						
10R---	517	50000-			4,900.00						
					TRANSIT OF FEDERAL AIDS						
10R---	612	50000-			65,000.00						
					TRANSPORTATION AID						
10R---	613	50000-			31,018.00						
					LIBRARY AID						
10R---	619	50000-			119,850.00						
					OTHER STATE AID						
10R---	621	50000-			2,514,777.00						
					EQUALIZATION AID						
10R---	630	50000-			5,120.00						
					SPECIAL PROJECT GRANTS						
10R---	650	50000-			210,652.52						
					SAGE AID						
10R---	660	50000-			2,113.00						
					STATE REVENUE THROUGH LOCAL						
10R---	691	50000-			7,486.00						
					COMPUTER AID						
10R---	730	50000-			170,322.00						
					SPECIAL PROJECT GRANTS						
10R---	751	50000-			207,494.00						
					ESEA TITLE IA						
10R---	780	50000-			20,000.00						
					FED AID THRU STATE NOT DPI						
10R---	861	50000-			3,000.00						
					EQUIPMENT SALES/LOSS						
10R---	969	50000-			45,000.00				3.00		
					OTHER ADJUSTMENTS						
10R---	971	50000-			200.00				16,429.33	36.51	
					REFUNDS - PRIOR YR., E-RATE						
10R---	999	50000-			8,424,444.52	4,074.92	4,074.92	0.05	19,963.23	0.22	
					COPY FEES						
10----					GENERAL FUND						

Grand Revenue Totals 8,424,444.52 4,074.92 4,074.92 0.05 19,963.23 0.22

Number of Accounts: 31

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

FDT	OBJ	FUNC	PRJ	OBJ	Revised Budget	July 2016-17 Monthly Activity	FYTD Activity	2016-17 FYTD	2016-17 Monthly Activity	July 2015-16 Monthly Activity	2015-16 FYTD
10E	11			UNDIFFERENTIATED CURRICULUM	1,663,408.00	28,701.87	28,701.87	1.73	26,616.39	1.61	1.61
10E	12			REGULAR CURRICULUM	1,608,093.00	11,352.87	11,352.87	0.71	5,058.97	0.32	0.32
10E	13			VOCATIONAL CURRICULUM	317,716.00	1,894.06	1,894.06	0.60	1,500.00	0.45	0.45
10E	14			PHYSICAL CURRICULUM	150,867.00	500.00	500.00	0.33	500.00	0.34	0.34
10E	16			CO-CURRICULAR ACTIVITIES	142,173.00	3,391.44	3,391.44	2.39	80.00	0.33	0.33
10E	17			OTHER SPECIAL NEEDS	21,144.00	3,877.83	3,877.83	18.34	1,686.83	1.29	1.29
10E	21			PUPIL SERVICES	136,084.00	1,664.98	1,664.98	1.22	8,432.72	3.96	3.96
10E	22			INSTRUCTIONAL STAFF SERVICES	220,374.00	7,173.72	7,173.72	3.26	23,719.71	8.90	8.90
10E	23			GENERAL ADMINISTRATION	263,519.00	26,499.33	26,499.33	10.06	29,532.57	6.26	6.26
10E	24			SCHOOL BUILDING ADMINISTRATION	522,277.84	35,187.39	35,187.39	6.74	78,533.86	3.96	3.96
10E	25			BUSINESS ADMINISTRATION	1,877,817.00	73,004.25	73,004.25	3.89	11,695.07	3.49	3.49
10E	26			CENTRAL SERVICES	341,111.00	22,929.59	22,929.59	6.72	88,303.17	50.76	50.76
10E	27			INSURANCE & JUDGMENTS	128,754.00	29,944.98	29,944.98	23.26			
10E	29			OTHER SUPPORT SERVICES	13,160.00	75,639.98	75,639.98	574.77			
10E	41			TRANSFERS TO ANOTHER FUND	840,966.00						
10E	43			PURCHASED INSTRUCTIONAL SERV	542,212.00	1,500.00	1,500.00	0.28			
10E	49			OTHER NON-PROGRAM TRANSACTIONS	2,040.00						
Grand Expense Totals					8,791,715.84	323,262.29	323,262.29	3.68	275,659.29	3.10	3.10

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

**Funds Available to the District as of July, 2016:**

First National Bank (General Checking)	1,169,844.55
Local Gov't Investment Pool	188,185.69
First National Bank (Savings)	4,292.26
<b>Total</b>	<b>1,362,322.50</b>

**Current Line of Credit Balance (\$1,500,000 max)** 1,500,000

**Total Borrowed (through 7/31/16):** 0.00