

Phillips Board of Education Regular Board Meeting

Monday, August 21, 2017
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	
	1. Fall Sports Participation		
	C. Director of Pupil Services Report	Lemke	
	1. Seclusion and Restraint Annual Report		
	D. Superintendent Report	Morgan	
	1. State Budget Update		
	2. SDS Architects Facilities Planning Meeting August 23rd	Hickerson	
	E. Student Liaison Report	Burkart	
	F. Policy Committee Report		
	1. Second Reading of Revised Policy #763 Student NonDiscrimination Food Services		4
	G. Business Services Committee Report	Burkart	
	H. Food Service Director Report	Gastmann	
VI.	Items for Discussion and Possible Action		
	A. District Depositories	Morgan	5
	B. District Public Notices	Morgan	6-7
	C. Academic and Career Planning Website	Lemke	
	D. Approval of One-Percent Salary Offer to PEA	Morgan	
	E. Logger United Booster Club Requests	Burkart	
VII.	Consent Items	Pesko	
	A. Approval of Minutes from July 17, 2017 Board Meeting		8-10
	B. Approval of Revised Minutes from May 15, 2017 Board Meeting		10
	C. Approval of Second Reading of #763 Student NonDiscrimination Food Services Policy		
	D. Approval of Personnel Report		11-12
	E. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	

IX.	<p>Motion to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 1985(1)(c) for the purpose of considering employment, promotion, retirement, 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"> ● Vacancy Staffing 	Pesko	
X.	<p>The Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(1), if necessary to act on motions made during the executive session.</p>	Pesko	
XI.	Adjourn	Pesko	

STUDENT NONDISCRIMINATION FOOD SERVICES

763

Students in the School District of Phillips shall have an opportunity to participate in school lunch and milk programs. These programs shall be administered by the superintendent, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the District shall offer free and reduced price food services to students who qualify.

Individual student account balances will be reviewed on a case-by-case basis. The director of food service in partnership with the building administration office staff will prepare a monthly report of all negative balances to the superintendent's office. Negative balance accounts determined to need communication will receive written notice of the account statement which will include the contact person assigned for assistance. Students in grades 4K - grade 8 will continue to receive school-provided meals during the process of review. Students in grades 9-12 may be denied access to school-provided meals only by the superintendent or his/her designee.

Vending machines may be installed in District schools when approved by the Board.

The School District of Phillips shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap.

*LEGAL REF.: Sections 118.13, 120.10(16), 120.13(6) & (10) Wis. Statutes
PI 9.03(1) of the Wisconsin Administrative Code*

CROSS REF.: Discrimination Complaint Procedures

*Approved: 07/14/87
Revised: 06/19/00
Revised: 08/21/17*

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

MEETING DATE: August 21, 2017

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 21, 2017

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/Accountability Report (NL, WP)
- Notice of Special Education Referral and Evaluation Procedures (NL, WP)
- Special Needs Scholarship Program (Annually through Special Ed Dept)
- 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/Habitual Truancy (HB)
- Student Locker Searches (HB)
- Youth Option Programs (HB)
- Use or Possession of Electronic Communication Devices (HB)
- Meningococcal Disease Information (STHP)
- Student Bullying (HB)
- Notice of Academic Standards (NL)
- Mandatory Reporting of Child Neglect & Abuse (Staff Inservice)
- Notice to Staff of Suicide Prevention Resources (Staff inservice)
- NEW - Meal Charge Policy (STHP/WP)
- NEW - Education for Employment/Academic & Career Planning (WP)
- NEW - School Wellness Policy (WP)

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

AGENDA CATEGORY:

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

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

RATIONALE: Meets state and federal guidelines

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

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, July 17, 2017

- 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, Fox, Krog, Marlenga, Pesko, Rose, Willett, and Student Liaison. Absent: Distin Administration present: Morgan, Lehman, Hoogland and Lemke. Others: Staff 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 - Terra Gastmann sent a report through Board Member Marlenga that the summer school feeding program served 3,822 meals during the three week session. The new program site at the Phillips Day Care went well.
- VI. Administrative and Committee Reports
 - A. PhMS/PHS Principal Report
 1. Custodians are working diligently to complete their work and prepare several more rooms for use beginning this fall.
 2. Working on finalizing schedules for the fall. We have 17 new students to date in grades 6-12.
 3. The dress code is being rewritten in the Student Handbook to reflect Board Policy #443.1.
 - B. Director of Pupil Services Report - Vicki Lemke and Rebecca Macholl presented the data that will be included in a web page for Academic and Career Planning. The actual website will be presented for approval at the August Board meeting. Board members were encouraged to review the information and contact Ms. Lemke or Ms. Macholl with any suggestions or questions.
 - C. Superintendent Report
 1. After reviewing district transportation routes, it has been decided that we will replace the retired bus driver and not combine routes. This may be necessary in the future for financial reasons. We are considering using ASP vans for late transportation for student athletes.
 2. The facility utilization committee did not meet this month. The admin team will be meeting with the architect and then a committee meeting will be scheduled early in August.
 3. Phase One of the FabLab project is going well. Two pieces of equipment have been ordered, we are working on power upgrades, and room repurposing. The classroom next to the high school office has been prepped and is waiting for contracted work.
 4. The PhMS gym has been sanded, retaped and finished.
 - D. Financial Manager Report - Quarterly Financial Report showed year-to-date expenditures as of June 30, 2017 were \$7,991,896.73 (89.53% of budget) and revenues were \$8,746,948.21 (100.35% of budget). The total cash available was \$2,221,512.88. No line of credit has been used this fiscal year.
 - E. Student Liaison Report - Football will begin in two weeks. There are not as many players as we had hoped for at this time, but school has not yet started. We have a full nine-game schedule with three home games. Some JV games will be 11-man. Cross country is having fun runs twice a week and volleyball is participating in summer league play.

- F. Policy Committee Report
 - 1. Worked on dress code wording for the Student Handbook with Principal Hoogland.
 - 2. The curriculum policy was suspended last fall for committee work. The Board needs to determine if we continue the suspension or reinstate the current policy without revision.
 - 3. Worked on revision to Policy 763 Student Nondiscrimination Food Service to meet new DPI requirements. The policy is presented for first reading tonight.
- G. Business Services Committee Report
 - 1. There are no updates yet on the State budget
 - 2. FabLab timeline and approximate costs were presented for year one. Equipment was ordered and teachers are receiving training on the new equipment.
 - 3. Summer maintenance projects were reviewed. Overall, projects are ahead of schedule.
 - 4. A third propane bus has been purchased. The district office will be contacting Medford Coop about adjusted propane price for purchasing a third bus.
 - 5. Logger United Booster Club survey indicated parents requesting the return of a late bus for sports practices.
 - 6. Bills were reviewed for June 2017.
- H. Grant Writer Report - Dale Houdek reported that we were awarded the AODA Grant for \$15,000 for two years. The grant was awarded based on increased AODA abuse by the adult community (parents). The focus on the district's K-12 students was on mental health activities. Year-end reports for the WEEB grant and the Financial Literacy Grant are due in September. We should begin to look at resubmitting another FabLab grant.

VII. Items for Discussion and Possible Action

- A. Principal Hoogland reported that the boys soccer program does not have enough athletes to field a team this fall and there is no coach. He asked the Board to grant authority to the superintendent, athletic director and himself to make the decision to suspend the program for this fall if necessary. Girls tennis is also without a coach and does not have enough for a full-team, but could play individual and doubles matches.
- B. All paperwork has been completed and sent to the State Trust Fund for the refinancing loan.
- C. Emergency Motion (Willett/Krog) to approve purchase of hot water heater for the elementary school for \$5,832.00. Motion carried 8-0.
- D. Motion (Willett/Krog) to approve the utilization of the School District of Phillips academic standards for the 2017-2018 school year. Motion carried 8-0.

VIII. Consent Items - Motion (Willett/Adolph) to approve consent items. Motion carried 8-0.

- A. Approved minutes from June 15, and June 19, 2017 board meetings.
- B. Approve bills from June 2017 (#342632-342821 and wires) for a total of \$576,437.50
- C. Approved personnel report
 - 1. Continued non-faculty coaching contracts for Steven Precour, varsity football head coach; Lance Johnson, assistant varsity head coach; Jodi Podmolik, junior varsity volleyball coach.
 - 2. Hiring of Kyrstin Gabay as assistant cross country coach.
 - 3. Resignations from Erica Johnson, elementary teacher (1 year) and Barb Meyers, Title I teacher (31 years).

- IX. The next regular board meeting will be held on August 21, 2017 at 6:00 pm. Items to include on the agenda are athletic participation in fall sports, State budget update, 2nd Reading of Policy #763, ACP website approval.
- X. Motion (Willett/Korg) to adjourn at 7:26 pm. Motion carried 8-0.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

REVISION

Board Meeting Minutes
May 15, 2017
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VII. Items for Discussion and Possible Action

- G. Motion (Willett/Distin) to approve resolution to approve and authorize that application be made by the President and Clerk of the School Board to the Board of Commissioners of Public Lands for a State Trust Fund loan in the amount of Two Hundred Thirty Seven Thousand and 00/00 (\$237,000) for the purpose of financing construction of fab lab; and is hereby authorized to borrow from the Trust Funds of the state of Wisconsin the sum of Nine Hundred Forty Six Thousand Nine Hundred Seventy Three and 68/100 Dollars (\$946,973.68) for the purpose of refinancing BCPL Loan #2011100 and for no other reason. Such loans are payable in annual installments with interest at the rate of 3.50 percent per annum, from the date of making the loan to the 15th day of March next and thereafter annually as provided by law. Be it further resolved that there is levied on all taxable property within the School District of Phillips a direct, irrevocable annual tax sufficient in amount to pay the principal and interest on the loan as they become due. Be it further resolved that we, the members of the School Board of the School District of Phillips, Wisconsin, do not intend to use our exemption authority within the purview of Section 67.12(12)(e)(2g), Wisconsin Statutes, for the application of this loan. Motion carried 9-0.

**Personnel Report
July 14 - August 17, 2017**

New Hires/Transfers

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Leanne Benson PES Cook I	Replace Linda Kucaba	\$11.56/hr	\$15.16/hr	8/21/2017
Jason Lazar JV Football Coach	Replace Brandon Kozak	\$1,838.08	Same	8/1/2017
Brent Jenkins Custodian I - Pool	Replace Justin Matsick	\$15.06/hr	\$15.06/hr	8/2/2017
Arica Beard Grade 1 Teacher	Replace Erica Johnson	\$48,000.00	\$49,490.00	8/21/2017
Angie Ericksen, PES/PhMS Math Interventionist	Replace Barb Meyers	\$56,000.00	\$53,734.63	8/21/2017
Jeff Willers Girls Tennis Coach	Replace Mike Rocheleau	\$2,411.89	Same	8/8/2017
Erik Johnson Long-term Substitute	Special Education Position	\$179.34/day	N/A	9/1/2017
Non-Faculty Extra Curricular Contract Renewals	See Page 2			
Faculty Extra Curricular Contract Renewals	See Page 2			

Recruitment

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
Bus Route Driver	Replace Greg Meskill	Bus Garage	05-04-2017
Special Education Teacher	Replace Erik Johnson	Phillips Middle/High	07-21-2017

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location

2017-18 Extra Curricular/Co-Curricular Contract Renewals

Faculty:

Tim Brown	Varsity Wrestling Coach	\$ 2,872.20
Bob Dural	Varsity Baseball Coach	\$ 2,412.94
Blake Edwards	Varsity Softball Coach	\$ 2,412.94
Blake Edwards	PhMS Head Basketball (Boys) Coach	\$ 1,493.38
Brent Edwards	PhMS Student Council Advisor	\$ 573.81
Brent Edwards	JV Basketball Coach	\$ 2,067.18
Brent Edwards	JV Baseball Coach	\$ 1,608.98
Paul Feuerer	PHS Forensics Advisor	\$ 1,034.12
Kyrstin Gabay	PhMS Track Coach	\$ 1,034.12
Tammy Holman	PhMS Forensics Advisor	\$ 459.26
Jack Hoogland	PhMS Wrestling Coach	\$ 1,034.12
Jennie Kleinhans	PhMS Asst. Girls Basketball Coach	\$ 1,034.12
Ray Knihtila	PHS Band Director	\$ 1,838.08
Ray Knihtila	PhMS Band Director	\$ 367.83
Stacie Mollman	PHS Yearbook Advisor	\$ 2,056.67
Floyd Mootz	PhMS Yearbook Advisor	\$ 459.26
Erik Olson	Varsity Cross Country Coach	\$ 2,411.89
Erik Olson	Varsity Track Co-Head Coach (Boys)	\$ 2,412.94
Marc Peterson	High Quiz Bowl Advisor	\$ 1,003.64
Marc Peterson	PHS Student Council	\$ 1,034.12
Garith Pipkorn	PHS Assistant Track Coach	\$ 1,111.51
Tyler Ring	PES Before School Activity Director	\$ 2,250.00
Tyler Ring	Summer School Director	\$ 6,150.90
Vicki Spacek	PhMS Assistant Track Coach	\$ 713.53
Tara Strassburger	PhMS Girls Head Basketball Coach	\$ 1,493.38
Rebecca Trimner	PES Choir Director	\$ 57.80/Each
Rebecca Trimner	PhMS Choir Director	\$ 230.15
Rebecca Trimner	PHS Choir Director	\$ 230.15

Non-Faculty:

Kay Belan	National Honor Society	\$ 344.71
Courtney Janak	PES After-School Program Lead Teacher	\$19,190.00
Anne Knudson	Athletic Director	\$ 5,254.54

FDT	OBJ FUNC	PRJ	OBJ	2017-18 Revised Budget	2016-17 Revised Budget	July 2017-18 Monthly Activity	July 2016-17 Monthly Activity	2017-18 FYTD Activity	2016-17 FYTD %	2017-18 FYTD %	2016-17 FYTD %
10E	---	11	UNDIFFERENTIATED CURRICULUM	1,730,254.00	1,664,547.23	14,427.45	28,701.87	14,427.45	0.83	0.83	1.72
10E	---	12	REGULAR CURRICULUM	1,790,664.00	1,611,639.19	6,638.07	11,352.87	6,638.07	0.37	0.37	0.70
10E	---	13	VOCATIONAL CURRICULUM	394,455.00	333,044.29	3,159.82	1,894.06	3,159.82	0.80	0.80	0.57
10E	---	14	PHYSICAL CURRICULUM	167,250.00	150,867.00	1,000.46	500.00	1,000.46	0.60	0.60	0.33
10E	---	16	CO-CURRICULAR ACTIVITIES	143,063.00	142,173.00	199.40	3,391.44	199.40	0.14	0.14	2.39
10E	---	17	OTHER SPECIAL NEEDS	15,258.00	21,144.00	50.00	3,877.83	50.00	0.33	0.33	18.34
10E	---	21	PUPIL SERVICES	169,867.00	136,084.00	1,731.99	1,664.98	1,731.99	1.02	1.02	1.22
10E	---	22	INSTRUCTIONAL STAFF SERVICES	212,777.00	234,019.29	11,292.58	7,173.72	11,292.58	5.31	5.31	3.07
10E	---	23	GENERAL ADMINISTRATION	277,643.00	270,055.00	27,011.85	26,499.33	27,011.85	9.73	9.73	9.81
10E	---	24	SCHOOL BUILDING ADMINISTRATION	575,096.00	522,277.84	32,478.65	35,187.39	32,478.65	5.65	5.65	6.74
10E	---	25	BUSINESS ADMINISTRATION	1,949,104.00	1,877,817.00	109,465.93	73,004.25	109,465.93	5.62	5.62	3.89
10E	---	26	CENTRAL SERVICES	338,091.00	341,111.00	28,967.07	22,929.59	28,967.07	8.57	8.57	6.72
10E	---	27	INSURANCE & JUDGMENTS	130,114.00	128,754.00	29,996.00	29,944.98	29,996.00	23.05	23.05	23.26
10E	---	28	DEPT SERVICES	13,053.72	4,351.24	1,087.81		1,087.81	8.33		
10E	---	29	OTHER SUPPORT SERVICES	153,738.00	129,249.68	83,932.21	75,639.98	83,932.21	54.59	54.59	58.52
10E	---	41	TRANSFERS TO ANOTHER FUND	804,751.00	804,750.40						
10E	---	43	PURCHASED INSTRUCTIONAL SERV	552,191.00	552,191.00	3,429.85	1,500.00	3,429.85	0.62	0.62	0.27
10E	---	49	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00						
Grand Expense Totals				9,419,409.72	8,926,115.16	354,869.14	323,262.29	354,869.14	3.77	3.77	3.62

Number of Accounts: 958

Funds Available to the District as of July, 2017:

First National Bank (General Checking)	1,379,029.47
Local Gov't Investment Pool	249,862.60
First National Bank (Savings)	4,307.46
Total	1,633,199.53
Flex Spending (Checking)	14,401.61

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

Total Borrowed (through 07/31/17): 0.00

FDTLOC SRC FUNC	PRJ LOC SRC	2017-18 Revised Budget	2016-17 Revised Budget	July 2017-18 Monthly Activi	July 2016-17 Monthly Activi	2016-17 FYTD Activity	2017-18 FYTD Activity	2016-17 FYTD %	2017-18 FYTD %
10R---	211 50000-	4,479,471.00	4,581,333.00						
	---	4,479,471.00	4,581,333.00						
	---	2,269.00	2,488.00						
	---	9,465.00	9,465.00	742.74	676.69	676.69	742.74	7.85	7.15
	---	1,416.00	1,416.00						
	---	13,000.00	15,000.00						
	---	12,960.00	12,960.00	1,165.64	1,726.50	1,726.50	1,165.64	8.16	13.32
	---	7,464.00	7,464.00	609.20	662.28	662.28	609.20	8.16	8.87
	---	15,500.00	15,500.00						
	---	14,000.00	14,000.00	1,165.64	1,009.45	1,009.45	1,165.64	8.33	7.21
	---	197,828.00	233,806.00	601.45			601.45	3.54	
	---	17,000.00	1,500.00						
	---	4,900.00	4,900.00						
	---	61,226.00	65,000.00						
	---	26,215.00	31,018.00						
	---	2,829,171.00	2,718,191.00						
	---	5,520.00	13,861.00						
	---	205,895.00	210,652.52						
	---	2,113.00	2,113.00						
	---	6,969.00	6,969.00						
	---	78,200.00							
	---	352,800.00	197,750.00						
	---	188,289.00	202,430.00						
	---	189,107.00	207,494.00						
	---	42,500.00	42,500.00						
	---	3,000.00	3,000.00						
	---	39,161.16							
	---	66,268.00	66,267.58	180.00			180.00	0.27	
	---	10,000.00	10,000.00	1,394.85	1,000.00	1,000.00	1,394.85	13.95	10.00
	---	200.00	200.00						
	---	8,839,746.00	8,716,439.26	4,693.88	5,074.92	5,074.92	4,693.88	0.05	0.06
	---	8,839,746.00	8,716,439.26	4,693.88	5,074.92	5,074.92	4,693.88	0.05	0.06

Grand Revenue Totals 8,839,746.00 8,716,439.26 4,693.88 5,074.92 5,074.92 0.05 0.06

Number of Accounts: 35

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