

# Phillips Board of Education Regular Board Meeting

Monday, December 16, 2019  
6:00 p.m.

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.	Public notice of this 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	Pesko	
IV.	Public Participation Forum – Where members of the public will be allowed to make brief presentations to the board on items of interest to the school district. No action will be taken on items presented.	Pesko	
V.	Administrative Reports, Committee Reports, and Conference/ Workshop Reports		
	A. Elementary Principal Report	Scholz	
	B. PhMS/PHS Principal Report	Hoogland	
	C. Director of Pupil Services Report	Lemke	
	1. Academic/Career Planning Website Approval		
	2. Assessment Update		
	3. School Report Card		
	4. State Special Education Conference		
	D. Superintendent Report	Morgan	
	1. Redefining Ready Report Card Report		
	2. State Education Convention Board Resolution Review		
	E. Student Liaison Report	Roush	
	F. Policy Committee Report	Burkart	
	1. First Reading Policy #164 Board Member Compensation and Expenses		3
	2. Second Reading Policy #264 Counselor Job Description		4-7
	G. Transportation/Facilities Committee Report	Krog	
	H. Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
	A. Resolution Language Options	Morgan	
	B. Miron Construction Update	Pestebak	
	C. 2020-2021 School Year Calendar Presentation	Hoogland	8
VII.	Consent Items		
	A. Approval of Minutes from November 25, 2019 Regular Board Meeting and December 9, 2019 Special Board Meeting	Pesko	9-12
	B. Second Reading of Policies		
	C. Approval of Personnel Report		
	D. Approval of Bills		13 PDF
VIII.	Items for Next Board Meeting	Pesko	
IX.	Adjourn	Pesko	

1. Board members who travel in their own vehicles while engaged in recognized school duties shall be reimbursed by the District at the rate established by the IRS.
2. Board members shall receive per-meeting or annual salary reimbursement as established by the annual meeting.
3. When school duties require a Board member to be absent from his/her regular employment, he/she shall receive reimbursement as established by the annual meeting or State law (120.10).
4. Board of Education members shall also be reimbursed for expenses incurred in attending meetings sponsored by Departments of the State of Wisconsin, Administrator of Cooperative Education Service Agencies, the Wisconsin Association of School Boards, insurance seminars, and one annual meeting, per member, of a National Association. Reimbursement requires itemized voucher sworn to by the member and receipts where possible.
5. Board members will submit quarterly claims for meetings and expenses. Payments shall be made following quarterly meetings for March, June, September, and December.

Ref. *Wisconsin Statutes 120.10(4)*  
*Wisconsin Statutes 120.43(3)*

*Approved:*  
*Revised: 12/15/1997*  
*Revised: 04/19/2010*  
*Revised:*

**SCHOOL DISTRICT OF PHILLIPS  
JOB DESCRIPTION**

<b>Position Title</b>	<b>Date Revised</b>	<b>Board Policy</b>
6 -12 School Counselor	Draft	246

**Immediate Supervisor:** Director of Pupil Services

**BASIC FUNCTIONS AND RESPONSIBILITIES**

The school counselor provides a program of services under the supervision of the Director of Pupil Services. The school counselor will assist in the orientation and placement services for students, provide counseling in the areas of academic, personal/social, and careers. Will work with grade level teams with respect to student intervention, daily monitoring students on behavioral contracts, and help with test-taking skills. The counselor also acts as a liaison with school/community organizations.

**ESSENTIAL JOB FUNCTIONS**

- 1) Review incoming student records and assists in placement and orientation of new students.
- 2) Assist with behavioral interventions and special education referrals
- 3) Coordinates State assessments for 9-12 students as well as providing data to the Board of Education when results are public
- 4) Member of the District crisis management team
- 5) Work with individual students and groups of service to address issues of friendship, school achievement, family, mental health, and community.
- 6) The counselor will actively work with community agencies in dealing with child abuse and neglect, alcohol and other drug abuses, attendance, and program modification.
- 7) Works with finance manager on Carl Perkins grant.
- 8) Will coordinate and implement the ACP (Academic and Career Planning) program.

**SUPERVISION RECEIVED:** Director of Pupil Services

**SUPERVISION EXERCISED:** Implementation and oversight of CREW structure. Strategically plan CREW meetings to address and assess goals and objectives of the building administration.

**QUALIFICATIONS, TRAINING, AND EXPERIENCE**

- 1) Wisconsin DPI license in guidance and counseling
- 2) Knowledgeable about statewide and district assessments
- 3) Knowledge of RtI-Response to Intervention, PBIS- Positive Behavior Intervention Systems, The American School Counseling National Model
- 4) Able to provide individual, small group and classroom guidance
- 5) Ability to work with families and students with diverse backgrounds and experiences to improve school performance.

## **ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS**

1. A person with counseling experience in the areas of State testing, the IDEA process, behavior strategies and learning styles.
2. A person who understands the wants, needs, motivations, and aspirations of all students.
3. A specialist who can provide leadership and can communicate well with a teaching staff comprised of veteran and novice professionals.
4. A leader who has experience in staff development, transitions, and student assessment.
5. A person who exhibits personal integrity and professionalism.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SCHOOL DISTRICT OF PHILLIPS  
JOB DESCRIPTION**

<b>Position Title</b>	<b>Date Revised</b>	<b>Board Policy</b>
PES School Counselor	Draft	246

**Immediate Supervisor:** Director of Pupil Services

**BASIC FUNCTIONS AND RESPONSIBILITIES**

The school counselor provides a program of services under the supervision of the Director of Pupil Services. The school counselor will assist in the orientation and placement services for students, provide counseling in the areas of school, family, personal, and community issues, helps coordinate career planning as appropriate, works with grade level teams with respect to student intervention, daily monitoring students on behavioral contracts, and help with test-taking skills. The counselor also acts as a liaison with school/community organizations.

**ESSENTIAL JOB FUNCTIONS**

- 1) Review incoming student records and assists in placement and orientation of new students.
- 2) Assist with special education referrals and acts as LEA for meetings when needed
- 3) Assist with identification of gifted/talented students and providing for appropriate accommodations.
- 4) Coordinates referral processes for students identified for possible retention.
- 5) Coordinates State assessments for K-5 students as well as providing data to the Board of Education when results are public
- 6) Member of the District crisis management team
- 7) Work with individual students and groups of service to address issues of friendship, school achievement, family, mental health, and community
- 8) The counselor will actively work with community agencies in dealing with child abuse and neglect, alcohol and other drug abuses, attendance, and program modification.

**SUPERVISION RECEIVED:** Director of Pupil Services

**SUPERVISION EXERCISED:** Implementation and oversight of CREW structure. Strategically plan CREW meetings to address and assess goals and objectives of the building administration. Implementation and oversight of PBIS program.

**QUALIFICATIONS, TRAINING, AND EXPERIENCE**

- 1) Wisconsin DPI license in guidance
- 2) Knowledgeable about statewide and district assessments
- 3) Knowledge of RtI-Response to Intervention, PBIS- Positive Behavior Intervention Systems, The American School Counseling National Model
- 4) Able to provide individual, small group and classroom guidance
- 5) Ability to work with families and students with diverse backgrounds and experiences to improve school performance.

## **ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS**

1. Experience in the areas of State testing, the IDEA process, behavior strategies and learning styles.
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4. A leader who has experience in staff development, transitions, and student assessment.
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# School District of Phillips 2020-2021

# DRAFT

July 2020						
			1	2	3	4
5	6	7	8	9	10	11
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Beginning of Quarter

No school for students, Staff Inservice Days

No school for students & staff

★ Graduation: May 28, 2021

Last day of classes May 28, 2021 ~ 1 pm dismiss

6-12 Campus School Day Hours: 8:05 am - 3:30 pm

\* PES testing days ~

\* 6-12 Open House ~ August 18, 2020

\* Summer Staff Inservice ~ 6-12 Staff: 2 days PK-5 Staff: 1 day

\* Total Days ~ 175 Student Days

9 Staff Inservice Days (incl 2 summer floating)

2 Staff/Parent Contact Days

186 Teacher Work Days

\*\* School closure make up days, should we need them:

February 26, June 1, June 2



MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, November 25, 2019

- 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: Burkart, Fox, Houdek, Krog, Pesko, and Pesko. Absent: Halmstad, Lind, Rose, and Student Liaison. Administration present: Superintendent Morgan Others: Staff and community members.
- 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 - Ryan Halmstad voiced concern about students having long bus rides, and requested that routes be added to allow for students to return home in less than an hour.
- V. Administrative and Committee Reports
  - A. Paula Houdek reported on the AODA mental health regional meeting which includes school districts, hospital, library, county offices and others. It was very helpful to see all that is being done in this area.
  - B. Superintendent Report
    1. State and federal grants were reviewed during the business services committee. Paula Houdek requested a public report on these as well as the Fab Lab and Safety grant.
    2. There are some shared costs that the district will be responsible for in the community ball park project. When a specific cost is determined, it will be brought to the Board for approval.
  - C. Policy Committee Report
    1. No changes were made to the counselor job descriptions. They are being presented for first reading tonight.
    2. Board policy development, board member compensation, and therapy animals in schools policies were reviewed. These will be considered for revision at the next meeting.
  - G. Transportation/facilities committee met and discussed:
    1. Facilities: Met with the community ball park representatives. The bleacher work is completed. The pool pumps are replaced. The elementary heating system still needs adjustment.
    2. Transportation: DOT inspections were completed and any issues found were resolved. Discussed brake line issues.
  - H. Business services committee met and discussed:
    1. School Perceptions survey and resolution timeline were discussed.
    2. Discussed the listing of state and federal grants.
    3. Heard reports from the facilities/transportation committee meeting
    4. Friend of Education award will be presented on December 3rd at the basketball game.
    5. New federal regulations exercised through the state on supervisor position salary minimum takes effect January 1, 2020.
    6. Bills were reviewed.
- VI. Items for Discussion and Possible Action.
  - A. A meeting date of December 9, 2019 at 6:00 p.m. was suggested to look deeper into the survey information and have an opportunity to discuss resolution language

prior to the January board meeting. The deadline to approve a resolution is the end of January. A copy of the compiled comments will be emailed to Board members at the end of tonight's meeting in preparation for the special meeting.

- VII. Consent Items - Motion (Willett/Krog) to approve all consent items. Motion carried 6-0.
  - A. Approved minutes from October 21, October 30, and November 6 Board meetings.
  - B. Approved personnel report (hiring of Rebecca Steinbach as Take Ten Paraprofessional).
  - C. Approved bills from October 2019 (#346486-346667 and wires) for a total of \$694,757.92.
- VIII. The next regular board meeting will be held on December 16, 2019 at 6:00 p.m. Items to include Academic & Career Planning website approval, second reading of counselor job descriptions, district assessment and school report card report.
- IX. Motion (Willett/Krog) to adjourn at 6:53 p.m. Motion carried 6-0.

Respectfully submitted,

Tracie Burkart, Clerk

Board of Education

SCHOOL DISTRICT OF PHILLIPS  
Special Board Meeting Minutes  
Monday, December 9, 2019  
Phillips Middle School Learning Center

- I. Call to Order:  
The meeting was called to order at 6:02 PM by Vice-President Krog. Present from the Board members: Burkart, Fox, Halmstad, Houdek, and Lind. Those absent: Pesko, Rose and Willett. Administration present were Superintendent, Mr. Morgan
- II. Review of Open Meeting Law – Vice-Present Krog
- III. Secretary Designation – Burkart  
Opening remarks by Vice-President Krog to review goals of tonight's meeting: a) disseminate information b) review sample resolution c) no actionable items at this meeting, informational only and d) time for questions
- IV. School Perceptions Survey Review
  - Sue confirmed that 878 respondents were counted and then paper surveys "trickled" in and are added into data entry. Future responses would also be added unless school board was to direct a cut off. Sue reported 891 total portal and papers responses as of today's date. She noted that additional responses may not make a statistical difference.
  - Megan talked about the formation of the next committee planning presentations with a goal of December 16 to announce that a committee is being formed. Megan is working on key messaging and would give to the group for initial feedback. Goal would be the 1<sup>st</sup> or 2<sup>nd</sup> week of January, after adoption for committee formation.
  - Megan recommends starting with school board member committee (3-4 minimum) by the end of this week or beginning of next week to go through data with Rick prior to sub-committee formation. May need Sue to assist with data desegregation after questions are developed.
  - Rick will add agenda item to Business Services meeting on December 12<sup>th</sup> for committee formation
  - Sue pointed out that the non-parent/non-staff in district individuals are statistically relevant to who votes. Use data to identify those who are not sure. No's typically are not going to change. Maybes will flip about a 1/3<sup>rd</sup>. Sue recommends focusing: a) targeted literature drops and face-to-face b) make sure yes get to the polls.
  - Megan will go over the timeline for reaching key stake holders at the full board meeting on Monday
  - \*Each board member should identify 1-2 groups that they would be able to meet with for the board meeting discussion
  - Discussion on the survey comments. Sue indicated that the comments given reflect themes that are expressed as identified by reviewers and computer software. Ms. Houdek requested that the full list of comments be released to all board members for review as individuals may pick up on the history of local comments.
  - Sue will send out the full list of comments to board members via email.

V. Sample Resolution Language Options

Discussion on the proposed language. Noting that there needs to be clarification on how the elementary school is going to be utilized in the future. Need for language to allow for projects if savings occur during the construction process (ex. Parking lot or demolition).

VI. Motion to adjourn (Fox/Halmstad). Motion carried. Adjourn at 7:13 PM.

Respectfully submitted,

Tracie L. Burkart, Clerk  
Board of Education

**Personnel Report - Amended  
November 21, 2019 - December 13, 2019**

**New Hires/Transfers**

Name/Position	Status	Hiring Salary	Previous Salary	Effective

**Recruitment**

Position	Position Status	Location	Posting Date

**Resignations/Retirements**

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Christine Krueger	Elementary Paraprofessional	Resignation	When replacement is found	4 Months	PES

FY	OBJ	FUNC	PRJ	OBJ	2019-20 Revised Budget	2018-19 Revised Budget	November 2019-20 Monthly Activity	November 2018-19 Monthly Activity	2019-20 FYTD Activity	2019-20 FYTD %	2018-19 FYTD %
10E	---	11	----	---	1,815,675.77	1,736,470.55	147,163.02	133,156.79	597,566.68	32.91	31.61
10E	---	12	----	---	2,007,528.59	1,792,078.17	151,922.95	161,772.81	616,470.39	30.71	34.00
10E	---	13	----	---	374,230.74	339,662.90	31,329.03	34,463.41	126,828.57	33.89	36.95
10E	---	14	----	---	175,042.00	168,290.00	13,107.32	14,963.04	57,648.06	32.93	35.04
10E	---	16	----	---	151,461.00	144,955.00	12,438.28	13,588.27	44,014.41	29.06	29.81
10E	---	17	----	---	14,117.00	16,723.40		210.46	3,770.00	26.71	30.79
10E	---	21	----	---	278,458.79	242,190.73	24,005.43	24,646.37	77,483.07	27.83	35.10
10E	---	22	----	---	321,990.00	305,336.62	24,803.31	36,505.11	144,140.82	44.77	34.50
10E	---	23	----	---	286,627.00	265,543.00	20,830.75	28,252.66	120,893.08	42.18	45.81
10E	---	24	----	---	610,610.80	593,202.00	43,072.16	48,721.05	236,944.66	38.80	37.12
10E	---	25	----	---	2,000,648.63	2,026,481.98	150,809.22	146,893.84	799,151.13	39.94	37.85
10E	---	26	----	---	32,640.00	28,460.00	2,130.34	-36,638.30	11,249.44	34.47	42.49
10E	---	27	----	---	172,183.00	142,192.00	84.11		62,317.45	36.19	36.26
10E	---	28	----	---	51,115.00	50,426.00	2,890.05	4,120.70	23,095.74	45.18	46.87
10E	---	29	----	---	323,324.00	287,071.50	11,329.07	35,787.08	158,759.25	49.10	36.94
10E	---	41	----	---	866,000.00	866,000.00			4,624.00	0.88	0.57
10E	---	43	----	---	525,125.00	517,079.00	1,460.00		721.71	35.38	
10E	---	49	----	---	2,040.00	2,040.00					
Grand Expense Totals					10,008,817.32	9,524,202.85	637,375.04	646,443.29	3,085,678.46	30.83	30.31

Number of Accounts: 1381

Funds Available to the District as of November, 2019:

First National Bank (General Checking)	166,220.78
Local Gov't Investment Pool	204,724.34
First National Bank (Savings)	4,354.52
<b>Total</b>	<b>375,299.64</b>

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

Total Borrowed (through 11/30/19): 0.00

EDTLOC SRC FUNC	PRJ LOC SRC	2019-20 Revised Budget	2018-19 November Monthly Activity	2019-20 FYTD Activity	2018-19 November Monthly Activity	2019-20 FYTD Activity	2018-19 FYTD %	2019-20 FYTD %
10R---	180 41800-	5,400.00						
	---	COMMUNITY SERVICE						
10R---	211 50000-	4,013,936.65	3,943,802.00					
	---	CURRENT YEAR PROPERTY TAX						
10R---	213 50000-	2,300.00	2,478.00	353.58	555.77	353.58	15.37	22.43
	---	MOBILE HOME TAX						
10R---	249 50000-	4,000.00	4,000.00	357.18	858.40	3,037.37	22.50	75.93
	---	TRANSPORTATION FEES						
10R---	264 50000-	1,500.00	1,500.00			1,555.00	354.29	103.67
	---	SURPLUS NON-CAPITAL OBJECTS						
10R---	271 50000-	10,000.00	11,000.00		800.00	3,953.00	40.52	35.94
	---	ADMISSIONS						
10R---	279 50000-	10,000.00	11,000.00		1,937.80	3,477.60	34.78	34.57
	---	OTHER SCHOOL ACTIVITY INCOME						
10R---	280 50000-	8,700.00	9,000.00	590.12	1,014.77	10,332.62	116.57	114.81
	---	INTEREST ON INVESTMENTS						
10R---	291 50000-			5,000.00				
	---	GIFTS, FUNDRAISING, CONTRIBS						
10R---	292 50000-	24,700.00	21,000.00	1,385.00	2,739.00	18,804.87	76.13	49.72
	---	STUDENT FEES						
10R---	293 50000-	11,500.00	15,000.00		122.57	4,193.35	38.10	27.96
	---	RENTALS						
10R---	345 50000-	290,904.00	266,042.00					
	---	OPEN ENROLLMENT WI SCH. DIST.						
10R---	515 50000-							
	---	TRANSIT OF AIDS INTER. SOURCES						
10R---	517 50000-	4,385.28	4,385.00					
	---	TRANSIT OF FEDERAL AIDS						
10R---	612 50000-	61,415.00	61,226.00					
	---	TRANSPORTATION AID						
10R---	613 50000-	28,000.00	29,259.00					
	---	LIBRARY AID						
10R---	621 50000-	3,372,389.00	3,239,871.00			478,172.00	14.18	13.33
	---	EQUALIZATION AID						
10R---	630 50000-	114,040.00	127,092.00					
	---	SPECIAL PROJECT GRANTS						
10R---	650 50000-	257,908.56	210,000.00	85,970.00	83,659.00	83,659.00	33.33	39.84
	---	SAGE AID						
10R---	660 50000-	1,640.00	1,650.00					
	---	STATE REVENUE THROUGH LOCAL						
10R---	691 50000-	14,811.00	14,811.00					
	---	COMPUTER AID						
10R---	695 50000-	575,050.00	515,352.00					
	---	Per Pupil Aid						
10R---	699 50000-	47,100.00	92,601.00					
	---	OTHER STATE REVENUE						
10R---	730 50000-	195,663.00	174,225.11					
	---	SPECIAL PROJECT GRANTS						
10R---	751 50000-	153,892.72	143,541.00	43,306.50				
	---	ESEA TITLE IA						
10R---	780 50000-	50,000.00	42,500.00					
	---	FED AID THRU STATE NOT DPI						
10R---	971 50000-	20,000.00	25,000.00	40.00	789.60	2,984.75	53.86	11.94
	---	REFUNDS - PRIOR YR., E-RATE						
10R---	990 50000-	10,000.00	10,000.00			20.00	0.20	27.00
	---	MISCELLANEOUS						
10R---	999 50000-	200.00	200.00		15.00	30.00	15.00	15.00
	---	COPY FEES						
10----	-----	9,289,435.21	8,982,997.11	137,002.38	92,491.91	559,162.26	7.22	6.22
	---	GENERAL FUND						
Grand Revenue Totals		9,289,435.21	8,982,997.11	137,002.38	92,491.91	559,162.26	7.22	6.22

Number of Accounts: 46

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