

## Board Meeting Update

May 16, 2016

### Student News

- 1) Students of the Month:
  - PES: April: Jevin Setterman (5), and Mia Esterholm (5)
  - May: Braden Yanich (5), Chasey Edinger (5)
  - PhMS: Sophia DeByl (6), Austin Hadt (7), Jackson Tenut (8)
- 2) PES - Battle of the Books Team - 1st Place at CESA 12 competition: Connor Gabay, Alec Bjork, Carli Foytik
- 3) PES - 2016 Northwoods Invasive Poster Contest Division 5: Taylor Ringersma - 2nd Place, Logan Fore-Grant - Honorable Mention (This contest included 15 schools/23 classrooms)
- 4) PHS - Marawood Conference Art Show - Gabrielle VonSeggern - two 1st place medals
- 5) PHS - Ellie Lochner - WIAA Scholar Athlete (Four girls and four boys chosen statewide from Division 3)
- 6) PHS Student Liaison to the Board for 2016-17 will be Morgan Edwards. Alternate will be Kristin Belan

### The following items were approved during open session of the May 16, 2016 Board of Education organizational meeting.

- 1) Board Officers: Jon Pesko, President; Marty Krog, Vice President; Wendy Rodewald, Clerk; Willy Marlenga, Treasurer
- 2) CESA #12 Delegate: Marty Krog
- 3) WASB Delegate Assembly: Mark Distin
- 4) Official Newspaper: Price County Review

### The following items were approved during open session of the May 16, 2016 Board of Education meeting.

- 1) Approved CESA #12 contract not to exceed current year amount.
- 2) Approved purchase of two propane buses this year (15-16) and a third next year (16-17) if federal grant is approved.
- 3) Approved an increase of \$.15 for PhMS school lunch prices to meet USDA mandated meal price increase.
- 4) Approved change in 2016-17 calendar (see attached new copy)
- 5) Approved personnel report:
  - a) Approved hiring Connie Schoenborn (grade 5 teacher), Marissa Vyskocil (grade 5 teacher), Krystin Gabay (grade 5/6 teacher), Ray Knihtila (one-year band director), and Lynn Olson (50% Title 1 teacher).
  - b) Approved resignations from Lisa Reiff, paraprofessional (23 years) and Sue Badger, cook (6 years).
- 6) Approved changes to 2016-17 Handbook (see attached)
- 7) Approved Credit Card/PCard Policy and the PCard Manual for second reading. All approved policies are located on the district website.
- 8) Approved minutes from April 18 and all bills.

### The following items were approved following executive session of the May 16, 2016 Board of Education meeting:

- 1) Approve the parameters for 2016-17 wages/salaries for all employees.
- 2) Accept nine resident student requests to attend non-resident schools through open enrollment beginning with the 2016-17 school year.
- 3) Accept seven non-resident student requests to attend School district of Phillips through open enrollment beginning with the 2016-17 school year.

**Next Meeting:** June 20, 2016 - 6:00 pm

# School District of Phillips

2016-2017

July 2016						
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31						

August 2016						
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September 2016						
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October 2016						
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November 2016						
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December 2016						
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February 2017						
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March 2017						
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April 2017						
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May 2017						
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June 2017						
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Beginning of Quarter      9/1, 11/4, 1/23, 3/28

Vacation / No School      9/5, 11/21-25, 12/26-1/2, 4/14-17, 5/29

No school for students, Staff Inservice Days      8/22-23, 3/24

1:00 pm release days, District Collaboration      9/23, 10/21, 11/18, 12/23, 1/20, 2/17, 4/28

★ Graduation: May 26, 2017

\* Price County Fair ~ August 24-28

\* Staff Inservice ~ will also need one floating day during summer

Last day of classes

revised 05/16/2016

## **SECTION 1      PURPOSE OF HANDBOOK AND ORGANIZATIONAL STRUCTURE**

### **1.1      PURPOSE OF HANDBOOK**

Each of you is a valued staff member and has an integral part in accomplishing our mission of the School District of Phillips. To help guide our working relationship, this Handbook is being provided as a method of communicating general District information, rules and regulations. Its purpose is to familiarize employees with the personnel policies of the School District.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on Board of Education policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change. ~~In the event any provision in this Employee Handbook conflicts with any applicable collective bargaining agreement provision, the collective bargaining agreement shall control.~~ The Board of Education reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: employee meetings, posting of the change on the employee bulletin board, email, or corrections in the Employee Handbook itself.

Pursuant to Wis. Stat. § 118.21, the School Board shall contract in writing with teachers. Please note that nothing contained in this Handbook is to be construed by any employee as establishing, or modifying such teacher contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

## SECTION 2      PERSONNEL

### 2.1 WORKING TOGETHER

#### 2.1.9 USE OF CREDIT CARD/P-CARD POLICY

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit card/P-cards.

Credit card/P-cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit card/P-cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card/P-card. Under no circumstances shall credit card/P-cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card/P-card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in:

- a loss of credit card/P-card privileges,
- disciplinary action, up to and including termination,
- personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase,
- and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit card/P-cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit card/P-cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit card/P-cards, the types of expenses which can be paid by credit card/P-card, and their proper supervision and use.

*Ref. Board Policy 673.1, Use of Credit Cards/673.2 P-Card Procedure Manual*

## **SECTION 4      EMPLOYEE BENEFITS-APPLICABLE TO ALL EMPLOYEES**

### **4.6      MEDICAL AND DENTAL INSURANCE**

There shall be no cash payments in lieu of insurance.

Effective July 1, 2013, the District's contribution toward single or family medical insurance premiums will be 80% **for full-time employees and 60% for a family plan for less than full-time employees**. Health insurance plan design is determined by the District and may include a health reimbursement account ("HRA"). Effective July 1, 2013, the District contributions toward single or family dental insurance will be 80% **for full-time employees and 60% for a family plan for less than full-time employees**.

The District contribution to employee medical and/or dental insurance will be prorated based on the base annual days of employment, and base hours per week. The full District contribution will be allowed for twelve-month (260 days) employees scheduled for at least 30 hours per week and for all full-time contractual teaching and professional staff.

## **SECTION 7      COMPENSATION**

### **7.1      RETIREMENT**

#### **7.1.1.      EARLY RETIREMENT-CERTIFIED PERSONNEL**

Effective July 1, 2013, teachers shall be categorized according to years of consecutive, full time teaching service to the District for purposes of determining their early retirement benefits under this Section. Such classification is not subject to change.

For purposes of the continuous years of teaching service requirement provided for in this Section, service shall not be deemed interrupted if the employee is on full or partial layoff for two (2) consecutive years or less and subsequently returns to a full-time teaching position, provided however that the teacher shall not continue to accrue years of service while on such layoff. If, at the end of such two year period, the laid off teacher does not return to a full-time teaching position, then the potential retirement benefit accrual for purposes of the requisite continuous years of service shall start over again at zero.

A teacher must notify the School Board in writing by February 1<sup>st</sup> of his/her intent to retire at the conclusion of the applicable school year and complete the school year immediately preceding the date of retirement in order to be eligible for any early retirement benefits provided for in this Section.

The District retains the right to bargain individually with teachers at its discretion with respect to early retirement benefits.

A. Teachers with at least 25 years of consecutive, full time teaching service to the District as of July 1, 2013 shall be eligible for the following once they attain the age of 55 (by the end of the contract year in which he/she intends to retire):

1. Upon the eligible teacher's retirement, the District agrees to contribute up to sixty thousand (\$60,000) dollars into a Health Reimbursement Arrangement ("HRA") for the eligible retiree under this subsection. Such contribution shall be made over ten (10) equal installments during the five (5) year period following their retirement or until he/she attains the age of Medicare eligibility, whichever occurs first. Such contributions shall immediately vest with the retiree and his/her heirs as permitted per IRS regulations.
2. A teacher may elect to remain a member of the District's health insurance group for a maximum of five (5) years or until he/she attains the age of Medicare eligibility if deemed eligible by the carrier; provided, however, that he/she comply with the terms and conditions of this Section, including the full payment of any premiums to the carrier, unless otherwise provided herein. Failure to comply with the requirements of this Section shall result in the retiree being ineligible for the benefits as described. Retirees and their spouses shall be subject to any changes in the terms and conditions of the District's health insurance plans.
3. **Beginning 2016-2017, an additional \$1,500 will be added to the retirement total for longevity pay.**

B. Teachers with at least 20 years, but less than 25 years, of consecutive, full time teaching service to the District as of July 1, 2013 shall be eligible for the following once they attain the age of 55 (by the end of the contract year in which he/she intends to retire):

1. Upon the eligible teacher's retirement, the District agrees to contribute up to forty thousand (\$40,000) dollars into a Health Reimbursement Arrangement ("HRA") for the eligible retiree under this subsection. Such contribution shall be made over ten (10) equal installments during the five (5) year period following their retirement or until he/she attains the age of Medicare eligibility, whichever occurs first. Such contributions shall immediately vest with the retiree and his/her heirs as permitted per IRS regulations.
2. A teacher may elect to remain a member of the District's health insurance group for a maximum of five (5) years or until he/she attains the age of Medicare eligibility, whichever occurs earlier, if deemed eligible by the carrier; provided, however, that he/she comply with the terms and conditions of this Section,

including the full payment of any premiums to the carrier, unless otherwise provided herein. Failure to comply with the requirements of this Section shall result in the retiree being ineligible for the benefits as described. Retirees and their spouses shall be subject to any changes in the terms and conditions of the District's health insurance plans.

3. **Beginning 2016-2017, an additional \$1,000 will be added to the retirement total for longevity pay.**

C. Teachers with at least 15 years, but less than 20 years, of consecutive, full time teaching service to the District as of July 1, 2013 shall be eligible for the following once they attain the age of 55 (by the end of the contract year in which he/she intends to retire):

1. Upon the eligible teacher's retirement, the District agrees to contribute up to twenty thousand (\$20,000) dollars into a Health Reimbursement Arrangement ("HRA") for the eligible retiree under this subsection. Such contribution shall be made over ten (10) equal installments during the five (5) year period following their retirement or until he/she attains the age of Medicare eligibility, whichever occurs first. Such contributions shall immediately vest with the retiree and his/her heirs as permitted per IRS regulations.
2. A teacher may elect to remain a member of the District's health insurance group for a maximum of three (3) years or until he/she attains the age of Medicare eligibility, whichever occurs earlier, if deemed eligible by the carrier; provided, however, that he/she comply with the terms and conditions of this Section, including the full payment of any premiums to the carrier, unless otherwise provided herein. Failure to comply with the requirements of this Section shall result in the retiree being ineligible for the benefits as described. Retirees and their spouses shall be subject to any changes in the terms and conditions of the District's health insurance plans.
3. **Beginning 2016-2017, an additional \$500 will be added to the retirement total for longevity pay.**

D. Newly hired teachers and teachers with less than 15 years of consecutive, full-time teaching service to the District as of July 1, 2013 shall be eligible for the following:

1. The District agrees to deposit five hundred (\$500) per year into an HRA for each full-time eligible teacher for a maximum of twenty (20) years OR UPON MEDICARE ELIGIBILITY WHICHEVER OCCURS FIRST. Such deposit shall be recorded the last week in July following the successful completion of the preceding school year. Deposits will earn interest and carry over from year to year. A teacher will be vested in the HRA when he/she has at least fifteen (15) continuous years of teaching service in the Phillips School District. Employees

who are not 100% vested under the Vesting Schedule at the time of termination shall forfeit their unvested funds. In the event of the death of the Participant, the Participant's spouse, and all of the Participant's qualifying dependents, any vested funds remaining in the account shall be forfeited.

2. Such teachers will not be eligible to remain a member of the District's health insurance group upon retirement.
3. Teachers will not be allowed to access any such HRA funds until their retirement from the District.