

# Phillips Board of Education Regular Board Meeting

Monday, July 15, 2013  
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.

<b>School District of Phillips Regular Board Meeting Agenda</b>		Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)	Baratka	
II.	Roll Call of Board Members	Baratka	
III.	Review of Compliance of Open Meeting Law	Baratka	
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.	Baratka	
V.	Administrative Reports and Committee Reports		
	A. Principal Reports	Hoogland/Scholz	
	B. Student Liaison Report	Schleife	
	C. Superintendent Report	Morgan	109
	D. Finance Report	Theeder	
	1. Monthly Report of Revenues & Expenditures		
	2. Budget Revisions 2012-13		
	E. Summer Food Service Report	Gastmann	
VI.	Items for Discussion and Possible Action		
	A. Athletic Committee Status	Hoogland	110-111
	1. Recommendation for Athletic Budget Reductions for 2013-14		
	2. Athletic Director Recruitment Update		
	B. First Aid Availability at Sporting Events	Distin	
VII.	Consent Items	Baratka	
	A. Approval of Minutes from June 17, 2013 Regular Board Meeting		112-115
	B. Approval of Budget Revisions 2012-2013		
	C. Approval of Personnel Report – Hiring, Recruitment, Resignation/ Retirement		116-117
	D. Approval of Bills		
VIII.	Items for Next Board	Baratka	
IX.	Motion to convene into executive session at the conclusion of the open session pursuant to 19.85(1)(f), Wis. Stats., for the purpose of considering exception applications for open enrollment requests for 2013-14 school year.	Baratka	
	• Open enrollment requests for students to enter the District		
X.	The Board may reconvene into open session pursuant to 19.85(2), Wisc. Stats., if necessary, to act on motions made during the executive session.	Baratka	
XI.	Adjourn	Baratka	

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

**MEETING DATE: 07/15/2013**

**TOPIC: *Superintendent's Report***

**BACKGROUND: *The following is a listing of items I have worked on to date:***

1. Review of negotiations of each employment group.
2. Established schedule of admin team and office team meetings.
3. Reviewed and approved building admin plan for staff placement and assignments. You will receive a copy at this meeting.
4. Reviewed and approved building admin plan for scheduling of classes. An overview of this plan will be presented. However, the final schedule will not be 100% complete at the time of this meeting.
5. Review of Employee Handbook 2013-14
6. Reviewed and approved admin plan for Athletic/Activities Director. This is a separate item on the agenda.
7. Unpacked and rearranged my new office, consumed a lot of coffee and learned that I have a lot of keys.

**BUDGET/FISCAL IMPACT:** None at the time of this report. However, I would like to note that I have approved two expenditures and denied nine and its only day three of my tenure. I think that I'm doing pretty well so far!

**POLICY IMPACT:** None at the time of this report.

**AGENDA CATEGORY:**

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

**PROPOSED MOTION:**

**RATIONALE:**

**CONTACT:** Rick Morgan **Ph:** 715-339-2419 #2001 **E-MAIL:** [rmorgan@phillips.k12.wi.us](mailto:rmorgan@phillips.k12.wi.us)

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

**MEETING DATE: July 15, 2013**

**TOPIC: 13-14 Athletic Reductions**

**Athletic Budget Reduction 13-14 (Target \$17,500)**

**12-13 Uniforms**

\$1,064 Girls Soccer  
\$2,134 Softball  
\$2,757 Wrestling  
\$3,435 BBB  
\$810 FB

**13-14 Uniforms**

No District funds allotted to uniforms. Any mandatory purchases will need to be from activity accounts.

***Savings: \$10,200***

**12-13 Football transportation**

Bus and van to football games (van cost of \$443.97)

**13-14 Football transportation**

No van, equipment to be transported on bus

***Savings: \$443.97***

**12-13 Ticket takers at events**

Approximately 60 events at \$29.88 (2 at football and basketball)

**13-14 Ticket takers at events**

Volunteer ticket takers at all events

***Savings: approx. \$2000.00***

**12-13 Transportation**

Vast majority of trips used a bus for away events. \$1.15/mile + (\$14.21/hour + benefits)

**13-14 Transportation**

Use 1 van @ \$0.565/mile or 2 vans @ \$1.13/mile with coaches driving for smaller teams (varsity VB, wrestling, tennis, CC, etc.)

Example of the savings: Rib Lake (66 miles round trip) van \$36.69 bus \$222.48

***Savings: >\$5,000***

***Total Savings: approx. (\$17643)***

**BUDGET/FISCAL IMPACT:** Uniform reduction is a one-time reduction. Potential savings for transportation should exceed \$5,000. Additional savings should be realized with reassignment of athletic director duties.

**POLICY IMPACT:** Changes in contracts allow for transportation and ticket taker adjustments.

**AGENDA CATEGORY:**

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

**Proposed Motion:**

Approve proposed reductions as presented.

**RATIONALE:** These reductions should have minimal impact on students' participation in extra-curricular activities.

Ad Hoc committee will begin meeting this fall when new Activities Director and Rick Morgan become familiar with Phillips Logger athletics.

**CONTACT:** Colin Hoogland **PHONE :** 339-2141 or 820-2143  
**e-mail:** [choogland@phillips.k12.wi.us](mailto:choogland@phillips.k12.wi.us)

MINUTES OF REGULAR BOARD OF EDUCATION MEETING  
Monday, June 17, 2013

- I. CALL TO ORDER - The regular board meeting of the Phillips Board of Education was called to order by Board President Baratka at 6:00 pm in the Phillips Middle School IMC. The pledge of allegiance was recited by all in attendance.
- II. ROLL CALL OF BOARD MEMBERS – Present: Adolph, Baratka, Distin, Marlenga, Pesko, Rodewald, and Willett. Absent: Arndt and Heidenreich. Also present: Superintendent Leipart and Finance Manager Theder, Principal Hoogland, Special Education Director Potterton, Dave Scholz, Vicki Lemke, staff, students, and community members.
- III. REVIEW OF COMPLIANCE OF OPEN MEETING LAW – President Baratka stated that the 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 FORUM – The new superintendent, Rick Morgan, was introduced.
- V. ADMINISTRATIVE REPORTS AND COMMITTEE REPORTS
  - A. Principal Report
    - a. Principal Hoogland announced the PhMS Students of the month for May were Marie Harrington (6), Mark Cummings (7), and Emilee Kress (8).
    - b. Dave Scholz reported that summer school attendance was 140-160 depending on the week, the summer feeding as served about 90 per week for breakfast and about 145 for lunch. There has been a lot of positive interaction with parents.
    - c. Sue Marshall, PHS German teacher and two students reported on the 12<sup>th</sup> annual German immersion weekend spent at Concordia Language Camp in Bemidji, MN. Our students attended along with Ashland students for a special weekend which allowed for a lot of one-on-one interaction with the counselors/workers. The theme was German culture.
  - B. Phillips Area Aquatic Foundation will be purchasing a chair lift for the pool as the current one has worn out after many years of use. The estimated cost is \$5,000.00. They are looking for approval to make the purchase.
  - C. Student Liaison Report – Kyle Schleife gave a presentation on bullying in schools. He would like to see some kind of help-line or on-line method for students to use in reporting bullying and for staff to be more proactive in dealing with issues of bullying.
  - D. Superintendent Year-in-Review Report  
Superintendent Leipart reviewed six areas that were focused on this year and the challenges of moving forward in these areas including: Educator Effectiveness, the new Employee Handbook, the Eight-Period Day, the

School Report Card, Curriculum Development, and the April 2<sup>nd</sup> Referendum. He praised the District for having dedicated staff and students and challenged the Board to respond positively to the changes we are experiencing in demographics, State initiatives, higher standards in student performance, and reductions in revenue. He assured the Board that he would remain an advocate for rural schools and communities in his new position in Merrill.

- E. Superintendent Leipart asked the Board to be sure to review the notes on the 2013-15 State Budget update in reference to voucher expansion, revenue limit, categorical aid, federal forestlands and the Fund 80 cap and accountability in the board meeting packet.
- F. Special Education Year-in-Review Report - Special Education Director Tom Potterton and Vicki Lemke
  - a. The special education enrollment at the beginning of the year was 120. With seniors exiting and transfers the enrollment figure as of June 17 is 107.
  - b. There were 23 referrals throughout the year with 15 students being identified as having a disability (LD-1, ED-6, CD-1, Vision – 1, Speech/ Language – 3, Significantly Developmentally Delayed [preschool] – 2, Other health impairment – 1)
  - c. Two staff members resigned during the year and were replaced in the areas of early childhood education and speech/language therapy.
  - d. Two new teachers have been hired for 2013-14 to replace Nancy Anderson who is retiring and Vicki Lemke who will be special education director.
  - e. All required documentation has been submitted for the special education self-assessment. There will be an on-site audit by DPI in August to review files and confirm that we have followed our corrective action plan.
  - f. The special education budget for 2013-14 is being prepared. There is a 7% reduction in preschool funds and an 8% reduction in flow-through funding. Challenges and considerations in budgeting were discussed.
  - g. Vicki Lemke updated the Board on where we are with Rtl in relation to the new SLD requirements that will go into effect in December 2013. Most of the work to be done here is in the upper grade levels with scheduling of intervention times and training of staff.
  - h. Tom thanked the Board for allowing him to work in Phillips this year and stated that he felt like part of the team with the staff from day one. He stated that the Board has made a good decision to have a full-time director with the challenges ahead with state initiatives, new staff, and reductions necessary for next year.
- G. Finance Report – Leah Theder
  - 1. Year-to-date expenditures as of May 31, 2013 were \$6,662,380.05 (74.41% of budget) and revenues were \$5,222,891.54 (61.53% of budget). The total cash available was \$740,598.58

2. Budget revisions will be tabled until next month. Not all grant revisions are complete.
  3. The 2013-14 preliminary balanced budget was presented. Fund 10 revenues and expenditures are being projected at \$8,453,659.24.
- H. The negotiations committee met on June 5, 2013 with Josh Skubal representing the PEA and NEST groups and on June 12, 2013 with John Spiegelhoff representing 1405B group. The only item to be negotiated under new state regulations is base wage. Each group presented their proposals.

VI. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- A. The formula for calculating health insurance benefits for all employees established in the new 2013-14 Handbook will not meet the requirements under the Affordable Health Care Act. The administration is recommending that we use current language for 2013-14 until the Health Care language is clarified. Motion (Willett/Adolph) to approve the change in the 2013-14 employee handbook to reflect the change in health benefit district contribution to 80% of a single or family plan for full-time, 12-month employees and 80% of a single plan and 60% of a family plan for 9-month employees. Motion carried 7-0.
- B. The athletic ad hoc committee was not able to meet with coaches in June due to scheduling. A meeting will be held in July to begin work on the budget reduction and long-range sustainability plan. The most urgent need is the recruitment of a part-time athletic director as Paul Feuerer will be reassigned to full-time teaching this fall. The Board authorized administration to go ahead with this recruitment. The Marawood Conference will go to an even north and south conference for 2014-15 with Edgar moving to the north.

VII. CONSENT ITEMS

- 1) Motion (Willett/Adolph) to approve consent items. Motion carried 7-0.
  - a. Approve minutes from May 20, 2013 regular and organizational board meetings.
  - b. Approve line of credit use for fiscal year 2013-2014.
  - c. Approve personnel report (hiring of Caleb Lallemond - Custodian I/Pool; John Deneen – special education teacher PhMS/PH; Vicki Haskins – special education teacher PES; Patricia Bacher – Part-time Custodian II PES; Julie Kubly – Part-time Custodian II PHS; resignations from Brenda Harrison – guidance counselor and Janine Hoogland – PHS teacher)
  - d. Approve second reading of Policy #421 Rule I Enrollment for 4K, Kdgn, and First Grade.
  - e. Approve community pool purchase of chair lift
  - f. Approve bills from April 2013 (#335234-335367 and wires) for a total of \$293,356.09.



- VIII. ITEMS FOR NEXT MEETING – The next regular board meeting will be held on July 15, 2013 at 6:00 pm. Items for next meeting include presentation by Mark Distin on proper first aid availability for all events and training for coaching staff.

President Baratka publically thanked Superintendent Leipart for his work with the district for the past five years and wished him best in his new position in Merrill.

- IX. ANNOUNCEMENT OF EXECUTIVE SESSION –The board will convene into executive session at the conclusion of the open session pursuant to 19.85 (1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- Non-affiliated Employee and Administrative Wages for 2013-14
  - Classification of a 1405B Employee
  - Consider Recall of PEA Member on Layoff
- X. ANNOUNCEMENT TO RECONVENE - The Board may reconvene into open session pursuant to Wisconsin Statutes Section 19.85(2), if necessary, to act on motions made during the executive session.
- XI. MOVE TO EXECUTIVE SESSION – Motion (Adolph/Pesko) to move into executive session as previously announced. Motion carried with roll call vote 7-0. Open session meeting adjourned at 7:45 p.m.
- XII. RETURN TO OPEN SESSION – (Adolph/Willett) to reconvene to open session. Motion carried 7-0.
- XIII. ACTION ITEM – Motion (Willett/Adolph) approve the following items: Motion carried 7-0.
- a. Due to economic conditions as a result of the failed referendum, nonaffiliated staff and administrative will have 0% increase in wage for the 2013-2014 fiscal year.
  - b. Reclassify Mark Henn from Custodian II status to Custodian I status due to increased responsibilities.
  - c. Recall Heather Ringersma to full teaching responsibilities due to resignation of Janine Hoogland.
- XIV. ADJOURN - Motion (Willett/Adolph) to adjourn meeting at 8:30 pm. Motion carried 7-0.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

**Personnel Report  
June 17 – July 12, 2013**

**This Report will be updated at the meeting.**

<b>New Hires/Transfers</b>					
<b>Name/Location Position Description</b>	<b>Category</b>	<b>Position Status</b>	<b>New Salary</b>	<b>Previous Employee Salary</b>	<b>Effective Date</b>
See attached sheet for Faculty Extra Duty Contracts	PEA	Continued from 2012-2013	No change	N/A	7/1/2013
Non-Faculty Coaching for 2013 Fall Season: Var. Football – Darrell Gago Var. Asst. Ftball – BJ Bolz JV Football – Steve Precour X-Country – Kristi Speer Boys Soccer – Jeff Jasurda JV Volleyball – Jodi Podmolik	PEA	Continued from 2012-2013 previously approved (football)	No change	N/A	7/1/2013
Nat'l Honor Society Advisor Kay Belan	PEA	Replace Brenda Harrison	\$ 328.00	\$ 328.00	9/3/2013

<b>Recruitment</b>				
<b>Position</b>	<b>Position Status</b>	<b>Category</b>	<b>Location</b>	<b>Posting Date</b>
K-12 Guidance Counselor	Replace Brenda Harrison	PEA	K-12	June 13, 2013
PhMS Girls Head Basketball	Replace Scott Jacquart	PEA	PhMS	

<b>Retirements – Resignations</b>					
<b>Name</b>	<b>Position</b>	<b>Resignation/ Retirement</b>	<b>Effective Date</b>	<b>Years of Service</b>	<b>Location</b>

Faculty Contracts – Extra Duties

Tim Brown	Varsity Wrestling Coach	\$2,733.00
Bob Dural	Varsity Baseball Coach	\$2,296.00
Blake Edwards	PhMS Head Boys Basketball Coach	\$1,421.00
	PHS Softball Coach	\$2,296.00
Brent Edwards	PHS JV Baseball Coach	\$1,531.00
	PHS JV Basketball Coach	\$1,967.00
	PhMS Student Council	\$ 546.00
Paul Feuerer	PhMS Forensics Advisor	\$ 437.00
	PHS Forensics Advisor	\$ 984.00
Jean Flower	FBLA Advisor	\$ 984.00
Kim Fuhr	½ PHS Student Council Advisor	\$ 492.00
Jack Hoogland	PhMS Wrestling Coach	\$ 984.00
Jennie Kleinhans	PhMS Girls Assistant Basketball Coach	\$ 984.00
Justin Lindgren	PHS Band Director	\$1,749.00
	PhMS Band Director	\$ 350.00
	½ PHS Track Coach	\$1,148.00
Rebecca Lovejoy	PHS Choir	\$ 219.00
	PhMS Choir	\$ 219.00
	PES Choir Concert	\$ 55.00/each
	PHS Girls Soccer Coach	\$2,296.00
Floyd Mootz	PhMS Yearbook Advisor	\$ 438.00
Erik Olson	PHS X-Country Coach	\$2,295.00
	½ PHS Track Coach	\$1,148.00
Marc Peterson	½ PHS Student Council	\$ 492.00
	Quiz Bowl Advisor	\$ 955.00
Amy Pippenger	PHS Boys Tennis Coach	\$2,295.00
	PHS Girls Tennis Coach	\$2,295.00