

Phillips Board of Education Regular Board Meeting

Monday, September 16, 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.

School District of Phillips Regular Board Meeting Agenda		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 Report – PhMS/PHS	Hoogland	
	1. Students of the Month		
	2. Start-of-the-Year Report		
	B. Principal Report – PES	Scholz	
	1. Start-of-the-Year Report		
	C. Student Liaison Report	Schleife	
	D. Superintendent Report	Morgan	
	1. Building and Grounds		
	E. Negotiations Committee – August 20, 2013	Rodewald	
	F. Policy Committee	Rodewald	
	1. Second Reading of Bully Policy #443.71 – Revision		147-148
	2. Second Reading of Disposal of Equipment and Supplies Policy #690 – Revision		149
	3. Second Reading of New Fraud Prevention and Reporting Policy #665		150
	G. Business Services Committee		
VI.	Items for Discussion and Possible Action		
	A. Negotiations with the PEA Employees	Morgan	
	B. Request for Conditional Use of District Property to ATV Route Expansion	Morgan	
VII.	Consent Items	Baratka	
	A. Approval of Minutes from August 19, 2013 Regular Board Meeting		151-153
	B. Approval of Personnel Report – Hiring, Recruitment, Resignation/ Retirement		154
	C. Approval of Second Reading of Policies as Presented by Committee		
	D. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Baratka	
IX.	Adjourn	Baratka	

SCHOOL DISTRICT OF PHILLIPS BULLYING POLICY**443.71****Introduction**

The Phillips School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal where the act occurred or director of pupil services.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or director of pupil services.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account

of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The School District of Phillips' employees who are currently under contract in the following positions are identified as investigators: middle/high school principal, elementary principal, and superintendent of schools.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Approved: 08/16/10

Revised: 09/16/13

DISPOSAL OF EQUIPMENT AND SUPPLIES

690

Furniture, equipment and other items which are no longer needed by the District will be disposed of. These items would include any that are in poor physical condition, those unsuitable for programs, surplus items, and those inconsistent with the learning style and needs of students. If the cost of an item has been determined to have value that is less than the cost of selling, the item may be disposed of with the approval of District Administration. The Business Services Committee must approve the sale of equipment whose fair market value exceeds \$5,000 per sale.

Property that has been disposed of by the School District cannot be retrieved for personal use or sale.

All monies received from the sale of any item shall be deposited in the general fund of the School District budget.

Sales

Items shall be sold to the public using a method deemed appropriate by the district administrator or designee. Sales method may include on-line auction, sealed bids, auction or other methods that are effective. Furniture items, equipment and other items which are no longer needed by the School District may be disposed of using any of these methods. In all cases, there will be communication with the general public to provide prior notification of the sale.

Trade-Ins

Quotations for equipment items shall be specified with a trade-in whenever possible. The trade-in offer may be taken into consideration when awarding the bid/quotation.

Junk

Any item that has been offered for sale, or that has been offered for trade-in but has not been sold or traded, or that is otherwise deemed valueless by District Administration, shall be disposed of as authorized by the district administrator or designee in a manner that is most advantageous to the District.

Disposal of Textbooks, Instructional Material

Textbooks, library books, instructional materials or other miscellaneous materials shall be reviewed annually by the appropriate staff and a proper method of disposal shall be recommended to the district administrator or designee.

Approved: 12/13/77
Reviewed: 04/17/00
Revised: 04/21/08
Revised: 05/19/08
Revised: 09/16/13

FRAUD PREVENTION AND REPORTING**665**

The District expects all employees, Board of Education members, consultants, vendors, contractors and other parties maintaining any business relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal, and property resources.

The Superintendent or designee shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative and supervisory team shall be alert for any indication of fraud, financial impropriety or irregularity.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with Board funds, and inappropriate personal use of Board property.

Any District employee who suspects fraud, impropriety or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and/or the Superintendent, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District's legal counsel.

Any employee who reports fraud in good faith shall not be subject to any recrimination for having made the report. Further, failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

Ref: Wisconsin Statute 19.41, 19.59, 946.10, 946.12, 946.13

Approved: 09/16/13

MINUTES OF REGULAR BOARD OF EDUCATION MEETING
Monday, August 19, 2013

- I. The Phillips Board of Education meeting was called to order by President Baratka at 6:00 pm in the Middle School IMC. The pledge of allegiance was recited.
- II. Present: Adolph, Baratka, Distin, Marlenga, Pesko, Willett and Student Liaison Schleife. Absent: Arndt, Heidenreich and Rodewald. Administration present: Morgan, Theder, Scholz and Lemke. Others: Staff members.
- III. President Baratka 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 District Phillips website, and The BEE.
- IV. No public comments.
- V. Administrative and Committee Reports
 - A. Principal Report - Scholz
 1. Reviewed Handbook changes being presented for approval.
 2. Reported summer maintenance is almost complete. Some items were not done this year due to reduction in summer custodial workers. All new technology should be in place by start of school.
 3. Summer school numbers were down as expected. There were many class options at PES and in the community over the three weeks. Current participation total is 266 students.
 - B. Principal Report – Hoogland not present
 1. See board packet for PHS/PhMS Handbook changes being presented for approval.
 - C. Student Liaison Report – Kyle Schleife shared pictures of PhMS and PES playgrounds and the need for weed control and basketball nets. These items are being addressed.
 - D. Superintendent Report – Rick Morgan
 1. The all-employee inservice day held on August 13 was a combination of mandated trainings and team participation in a community connection activity. August 14-15 inservice of teaching staff was held at Barry Wehmler University building to work on Common Cores, evaluation tools, and curriculum development. Feedback from staff has been very positive for all three days.
 2. Met with maintenance staff. Staff will be reporting directly to building principals this year.
 3. Met with transportation staff. Route reduction has taken place and most assignments have been completed. We will meet again once school has started.
 - E. Finance Report – Leah Theder

1. The unaudited 2012-13 budget was presented. Fund 10 has a deficit of \$229,835.99, Fund 50 added \$35,728.38 to its fund balance and Fund 80 added \$21,832.71 to its fund balance.
 2. The Eagle Audit & Accounting were on site August 12 and 13. The audit has gone exceptionally well and the annual report has been submitted. The auditors will complete their work and submit a report to the Board.
 3. District depositories are being presented for approval.
- F. Negotiations Committee met on August 1st with 1405B representatives. The union is asking for 2% increase in base wage. The District is recommending a 0% pay raise due to financial conditions. With new regulations, an impasse is forwarded to the Board of Education for decision.
- G. Policy Committee met on August 7th and is presenting two policies for revision and one new policy for first readings.
- H. Business Services was not able to meet this month.

VI. Items for Discussion and Possible Action

- A. Annual Meeting will be held on September 9, 2013. Discussion was held on how to promote attendance.
- B. The activities director job description has been revised and a contract written. Motion (Adolph/Distin) to approve Anne Knudson as activities director with a \$5,000 increase to her pay and \$50 per event for supervision at home events. Motion carried 6-0.
- C. Motion (Adolph/Willett) to implement a 0% salary increase for 1405B employees for 2013-14 school year. Motion carried 6-0.
- D. Superintendent Morgan informed the Board that for 2013-14 requests for unpaid leaves will be handled with past practice as the Handbook does not address the issue. New procedures will be added for 2014-15.
- E. The District has a request for conditional use of property for ATV route expansion to connect Barry Wehmiller property and Pine Crest Avenue. This would include a small portion along the school district boundary line. This will be an action item next month.

VII. Consent Items

- A. Motion (Willett/Pesko) to approve consent items. Motion carried 6-0.
1. Approve minutes from July 15, 2013 regular board meeting.
 2. Approve mandated public notices in district publications
 3. Approve personnel report: Hiring of Mike Eggebrecht (PhMS head girls basketball coach), Dana Janssen (recalled as paraprofessional), and Maureen Trojak (20% IMC director)
 4. Approve first readings of policies:
 - a) Policy 443.71 Bullying Policy – Revision
 - b) Policy 690 Disposal of Equipment and Supplies Policy – Revision
 - c) Policy 665 Fraud Prevention and Reporting Policy – New
 5. Approve First National Bank of Park Falls, Time Federal, and Local Government Investment Pool as district depositories for this year.

6. Approve bills from June 2013 (#335561-#335592 and wires) for a total of \$677,544.88.

- VIII. The next regular board meeting will be held on September 16, 2013 at 6:00 pm. Items requested for next meeting include conditional use request and report on one-to-one technology.

- IX. President Baratka announced the board will 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.
 - Open enrollment requests for students to enter the district

- X. President Baratka announced 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. Motion (Willett/Adolph) to move into executive session as announced. Motion carried with roll call vote 6-0. Open session adjourned at 7:30 p.m.

- XII. Motion (Adolph/Willett) to reconvene to open session. Motion carried 6-0.

- XIII. Motion (Adolph/Distin) to accept two resident student exception requests to attend non-resident school through open enrollment for the 2013-14 school year. Motion carried 5-1.

- XIV. ADJOURN - Motion (Adolph/Distin) to adjourn meeting at 8:06 pm. Motion carried 6-0.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**Personnel Report
August 19, 2013 – September 13, 2013**

New Hires/Transfers					
Name/Location Position Description	Category	Position Status	New Salary	Previous Employee Salary	Effective Date
Kim Fuhr 100% of Student Council	PEA	Move from 50%	\$984.00	\$492.00	9/3/2013
Tyler Ring, Extra Duty Before School Activity Dir.	PEA	Not presented in August	\$1,000	\$1,000	9/3/2013

Recruitment				
Position	Position Status	Category	Location	Posting Date
PHS Girls Soccer Coach	Replace Rebecca Lovejoy	PEA	PHS	9/12/2013
Early Childhood Special Education Teacher	Replace Kelly Shilts	PEA	PES	

Retirements – Resignations					
Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Rebecca Lovejoy	PHS Girls Soccer Coach	Resignation	9/3/2013	2	PHS
Marc Peterson	½ of PHS Student Council Advisor	Resignation	9/3/2013	3	PHS
Kelly Shilts	Early Childhood Special Education	Resignation	9/13/2013	.5	PES

FYTD	LOC	SRC	FUNC	PRJ	LOCAL	SRC	Original Budget	August 2013-14 Monthly Activity	FYTD Activity	2013-14 FYTD \$	2013-14 Monthly Activity	August 2012-13 Monthly Activity	2012-13 FYTD \$
10R	---	211	50000-	---	---	CURRENT YEAR PROPERTY TAX	4,966,902.00				12,355.71		0.25
10R	---	213	50000-	---	---	MOBILE HOME TAX	1,900.00						
10R	---	249	50000-	---	---	TRANSPORTATION FEES	5,300.00	287.50	739.53	13.95	607.91		17.28
10R	---	264	50000-	---	---	SURPLUS NON-CAPITAL OBJECTS					25.00		
10R	---	271	50000-	---	---	ADMISSIONS	13,500.00						
10R	---	279	50000-	---	---	OTHER SCHOOL ACTIVITY INCOME	1,500.00		240.80	16.05			
10R	---	280	50000-	---	---	INTEREST ON INVESTMENTS	8,000.00	513.85	1,047.84	13.10	555.20		15.74
10R	---	292	50000-	---	---	STUDENT FEES	21,000.00	8,475.00	15,525.00	73.93	5,525.00		27.63
10R	---	293	50000-	---	---	RENTALS	10,500.00	637.04	951.14	9.06	162.31		8.11
10R	---	341	50000-	---	---	REGULAR DAY SCHOOL	6,500.00						
10R	---	345	50000-	---	---	OPEN ENROLLMENT WI SCH. DIST.	171,045.00						
10R	---	515	50000-	---	---	TRANSIT OF AIDS INTER. SOURCES	1,000.00		500.00	50.00			
10R	---	517	50000-	---	---	TRANSIT OF FEDERAL AIDS	4,900.00						
10R	---	612	50000-	---	---	TRANSPORTATION AID	52,000.00						
10R	---	613	50000-	---	---	LIBRARY AID	25,000.00						
10R	---	619	50000-	---	---	OTHER STATE AID	62,325.00						
10R	---	621	50000-	---	---	EQUALIZATION AID	2,529,171.00						
10R	---	650	50000-	---	---	SAGE AID	223,006.33						
10R	---	660	50000-	---	---	STATE REVENUE THROUGH LOCAL	1,100.00						
10R	---	691	50000-	---	---	COMPUTER AID	7,866.00						
10R	---	730	50000-	---	---	SPECIAL PROJECT GRANTS	65,262.76						
10R	---	751	50000-	---	---	ESEA TITLE IA	213,483.35						
10R	---	780	50000-	---	---	FED AID THRU STATE NOT DPI	79,900.00						
10R	---	861	50000-	---	---	EQUIPMENT SALES/LOSS	5,004.29						
10R	---	971	50000-	---	---	REFUNDS - PRIOR YR., E-RATE	110,000.00	4,909.81	4,909.81	4.46	2.50		0.50
10R	---	990	50000-	---	---	MISCELLANEOUS	310.00						
10R	---	999	50000-	---	---	COPY FEES	300.00						
10	---	---	---	---	---	GENERAL FUND	8,588,775.73	14,823.20	23,914.12	0.28	19,233.63		0.25
Grand Revenue Totals							8,588,775.73	14,823.20	23,914.12	0.28	19,233.63		0.25

Number of Accounts: 37

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

FYTD	OBJ	FUNC	PRJ	OBJ	Original Budget	August 2013-14 Monthly Activity	FYTD Activity	2013-14 FYTD	2013-14 Monthly Activity	August 2012-13 Monthly Activity	2012-13 FYTD
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,595,279.76	64,318.64	57,420.74	3.60	83,187.93	5.86	
10E	---	12	---	REGULAR CURRICULUM	1,609,254.55	57,790.20	58,602.14	3.64	72,214.61	4.35	
10E	---	13	---	VOCATIONAL CURRICULUM	307,132.01	11,505.67	12,203.77	3.97	10,173.54	3.50	
10E	---	14	---	PHYSICAL CURRICULUM	143,089.17	4,453.13	5,983.52	4.18	6,814.41	5.67	
10E	---	16	---	CO-CURRICULAR ACTIVITIES	113,387.17	4,459.42	6,604.18	5.82	1,678.71	3.44	
10E	---	17	---	OTHER SPECIAL NEEDS	19,409.80	56.09	56.07	0.29	968.50	16.23	
10E	---	21	---	PUPIL SERVICES	93,228.39	4,822.04	5,536.78	5.94	4,733.62	4.69	
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	207,129.90	13,660.70	15,886.95	7.67	12,941.47	5.69	
10E	---	23	---	GENERAL ADMINISTRATION	260,483.86	20,942.93	45,784.21	17.58	22,953.69	20.22	
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	492,137.50	29,793.76	56,889.11	11.56	30,641.90	13.50	
10E	---	25	---	BUSINESS ADMINISTRATION	1,647,688.86	105,060.62	172,144.54	10.45	157,709.36	16.32	
10E	---	26	---	CENTRAL SERVICES	343,306.09	18,684.48	27,414.49	7.99	12,983.58	10.18	
10E	---	27	---	INSURANCE & JUDGMENTS	145,164.00	3,348.68	21,444.54	14.77	3,933.92	32.38	
10E	---	28	---	DEBT SERVICES	1,000.00						
10E	---	29	---	OTHER SUPPORT SERVICES	376,467.89		276,302.60	73.39	4,983.10	76.95	
10E	---	41	---	TRANSFERS TO ANOTHER FUND	659,681.18					0.03	
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	574,935.60	-250.00	-500.00	-0.09	2,613.60	0.60	
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS			0.02				
Grand Expense Totals					8,588,775.73	338,646.36	761,773.66	8.87	428,531.94	11.17	

Number of Accounts: 797

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

Funds Available to the District as of August 31, 2013:

First National Bank 1,668,767.75
 Local Gov't Investment Pool 17,117.43

Total 1,685,885.18

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

Total Borrowed (through 8/31/13): 0.00