

Phillips Board of Education Regular Board Meeting

Monday, October 20, 2014
5:00 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		
	B. Principal Report – PES	Scholz	
	1. Students of the Month		
	2. Daily Five/Cafe Conference Report	Teachers	
	C. Director of Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Discuss Timeline for “Football” Decision		
	2. Fund 80 Expenditures 2014-15		
	E. Finance Manager Report	Theder	
	1. Quarterly Finance Report		PDF
	F. Student Liaison Report	Otto	
	G. PEA/Board Negotiations Committee - September 23, 2014	Morgan	
	H. Policy Committee - October 8, 2014/October 16, 2014	Rodewald	
	1. First Reading of Policy #662.1 Student Activity Monies		3-4
	2. First Reading of Policy #442.1 Foreign Exchange Students		5
	3. First Reading of Policy #683 Asset Inventories		6
	4. Second Reading of Policy #830 Community Use of Buildings and Facilities		7
	I. Business Services Committee - October 16, 2014	Rodewald	
VI.	Items for Discussion and Possible Action		
	A. Ameresco Project Update	Ameresco	
	B. 2014-15 Tax Levy and Mil Rate	Theder	PDF
	C. Resolution Authorizing the School District of Phillips to Exceed the Revenue Limit on a Non-Recurring Basis for Debt Service Payments to Finance Energy Efficiency Measures and Products	Theder	8-9
	D. PEA Negotiations	Morgan	
VII.	Consent Items		
	A. Approval of Minutes from September 15, 2014 Regular Meeting	Baratka	10-13
	B. Approval of Personnel Report		14-15
	C. Approval of Bills		
VIII.	Items for Next Board Meeting	Baratka	
IX.	Adjourn	Baratka	

STUDENT ACTIVITY FUND MANAGEMENT

662.1

Applicability: This policy applies to all District student activity fund accounts. For purposes of this policy, a student activity fund is a voluntary collection of money, for student activity, organized and conducted with a faculty member's supervision.

Purpose: The purpose of student activity funds is to promote the general welfare, education and morale of all the pupils and to finance the co-curricular activities of the student body organizations. The funds shall be used to augment, but not replace, the activities provided by the District. Funds shall be expended in such a way as to benefit students who have contributed to the accumulation of funds.

Policy: All funds raised by student classes, clubs or organizations shall be under the control of the District and shall be managed in accordance with sound budgetary and accounting procedures. The student activity fund shall be audited in the same manner as regular school funds. The District will not maintain a student activity fund for Booster clubs or other outside organizations. The use of student activity funds is subject to the approval of the student organization and its advisor. If the District solely determines the use of funds, it is not a student activity account and should be accounted for in a District fund.

The District Administrator of the District shall have responsibility and authority to implement all policies pertaining to student activity funds.

The Principal of the school, as trustee, shall be directly responsible for the conduct of student financial activities in accordance with policies, rules, and procedures set forth by the state, District, and District Administrator or Business Manager/designee.

The Principal must apply to the District Administrator or his/her designee, for approval to establish a new student organization fund.

Each class, club or organization shall be assigned a faculty advisor who, under the direction of the Principal, will be responsible for the activities of the organization, including maintaining documentation and approval of all transactions. A list of faculty advisors and club officers will be submitted to the Business Office by October 1st of each year.

The District prohibits the faculty advisors, employees, or students from using any student activity funds in a personal manner or for personal gain. Funds are not to be used as any form of a loan, extension of credit, or compensation. The use of funds in such a manner may be considered a misappropriation and may subject the faculty advisor, student, or employee to disciplinary and/or criminal consequences.

Student activity funds shall be:

- Deposited in a discrete and separate account and not commingled with other District funds.
- Accounted for in the Fund 60 Agency Fund and audited annually by an independent firm.
- Supervised and managed at the building level by the Principal.
- Monitored monthly by the class and club advisors and/or treasurers with a provided detailed statement of activity account transactions.
- Not dependent upon subsidy from general District funds.
- Invested in interest bearing accounts by the Business Manager. Interest received from investments shall be used for the purchase of supplies necessary to maintain the fund.

Each student activity organization shall keep accurate financial records that can be reconciled with statements provided by the District. No organization shall be allowed to operate with a negative balance in its account. Special exception may be made with the approval of the Principal or Business Manager, based on a reasonable expectation that such negative balance is temporary and will be corrected by incoming receipts.

Legal Ref.: Section 120.14(1) Wisconsin Statutes

Adopted: _____

ADMISSION OF FOREIGN EXCHANGE STUDENTS

422.1

A maximum of eight (8) foreign exchange students may be enrolled in the School District of Phillips during an academic school year. Exceptions to this rule shall be approved by the Phillips School District Board of Education.

- 1) It is recommended that each foreign exchange student be represented by a bona fide organization recognized by the Phillips Board of Education.
- 2) The School District of Phillips shall receive an application from eligible foreign exchange students by August 15 of the school year for which he/she is applying. Applicants not meeting the deadline must be approved by the Director of Instructional Services or his/her designee. Transcript should be received in English.
- 3) The organization/individual (family) sponsoring the foreign exchange student, where applicable, shall:
 - a) provide the School District with documentation that the foreign exchange student is English proficient;
 - b) provide the School District with the name, address, and telephone number of the host family;
 - c) provide the School District with the name, address, and telephone number of an area representative for the sponsoring organization;
 - d) provide the School District with documentation that the student has health and accident insurance coverage;
 - e) provide an area representative who will physically come to the Phillips High School to discuss the academic progress, social progress, or any problems that school officials may have concerning the foreign exchange student;
 - f) provide academic records, health records and immigration records on the foreign exchange student; and,
 - g) provide the School District with the arrival and departure dates of the foreign exchange student.

The Phillips Board of Education will have the right to terminate attendance if any of the above provisions are not fulfilled or the foreign exchange student violates the rules and regulations established for student conduct.

Foreign exchange students recognized as seniors may participate in the graduation ceremony and will receive a certificate of attendance. Those foreign exchange students that meet all the graduation requirements set by the School District of Phillips shall receive a standard high school diploma. The students are responsible for showing proof of meeting all Phillips High School requirements for graduation before September 1.

Approved: 11/27/00

Revised: 11/16/09

Revised: _____

The District will maintain inventories of moveable equipment and furniture with a unit purchase price of \$500 or more and all technology valued over \$100 or more. Such items with a unit price of \$1,000.00 CHANGE to \$5,000 or more will be designated as fixed assets. Improvements to building and grounds with a cost of \$5,000 or more will be included on the fixed asset inventory.

A physical inventory will be conducted annually. The business office will have overall responsibility for the inventory. Building principals will coordinate the yearly inventory in their buildings. The actual conduct of inventories will be accomplished by those who use the equipment or furniture (teachers, aides, custodians, etc.)

Created: April 23, 2012

Revised: _____

Policy #830 Community Use of Buildings and Facilities - Policy and Exhibits -

Significant changes were proposed during the policy meeting on October 16, 2014. Revised copies will be available at the board meeting. It is anticipated that no action will be taken to approve this policy this month.

RESOLUTION AUTHORIZING THE SCHOOL DISTRICT OF PHILLIPS TO EXCEED THE REVENUE LIMIT ON A NON-RECURRING BASIS FOR DEBT SERVICE PAYMENTS TO FINANCE ENERGY EFFICIENCY MEASURES AND PRODUCTS

BE IT RESOLVED by the School Board of the School District of Phillips, Price County, Wisconsin (the "District"), that:

Section 1. Exceeding the Revenue Limit on Non-Recurring Basis. The District is exercising its taxing authority under Section 121.91(4)(o), Wisconsin Statutes, to exceed the revenue limit on a non-recurring basis by an amount the District will spend on qualifying debt service payments in calendar year 2015 on its General Obligation School Improvement Bonds, dated July 1, 2014 (the "Bonds"). The Bonds have a final maturity which is not more than 20 years after the date of issuance. The amount expected to be levied and expended on such debt service payments in calendar year 2015 is \$117,958.33.

Section 2. Performance Indicators and Energy Savings and/or Energy Cost Avoidance. The School Board of the District has identified the required performance indicators set forth on Exhibit A attached hereto and incorporated herein by reference that will measure the energy savings and/or energy cost avoidance.

Section 3. Evaluation of Energy Performance Indicators. An evaluation of the energy performance indicators will be included as an addendum in the required 2015-16 published budget summary document per Section 65.90, Wisconsin Statutes, and in the District's newsletter or in the published minutes of the school board meeting.

Adopted, approved and recorded October 20, 2014.

District President

ATTEST:

District Clerk

(SEAL)

EXHIBIT A

PERFORMANCE INDICATORS

Roofing Replacement (High School Section), Performance Indicators: Roof surface area, increased roof insulation R-Value, heating degree days, avoided future maintenance costs and future capital expenditures savings

Lighting Improvements (High School, Middle School, Community Pool), Performance Indicators: Pre & Post construction light fixture wattage measurement, burn hours, avoided future maintenance costs

Boiler Burner Replacement (High School, Middle School), Performance Indicators: pre-retrofit combustion efficiency & post retrofit combustion efficiency measurement comparison, avoided future maintenance costs and capital expenditures

ECM 3 –Building Automation Controls Replacement, (High School, Middle School, Community Pool) Performance Indicators: Pre-retrofit baseline from existing trend data and measurements. Post-retrofit data logged trend data including ave. VFD speeds, outdoor air damper positions, CO2 readings, other equipment operation parameters, avoided future maintenance and capital expenditures

Monitoring of use and cost savings will commence upon final implementation.

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, September 15, 2014

- I. The Phillips Board of Education meeting was called to order by President Baratka at 6:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Baratka, Distin, Krog, Rodewald, Pesko, Marlenga, Rose, and Willett. Absent: Adolph. Administration present: Morgan, Theder, Hoogland, Scholz and Lemke. Others: Staff, and community.
- 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 School District of Phillips website, and The BEE.
- IV. Public Participation - Joe Perkins, Bev Brayton
Joe Perkins spoke on behalf of the Northwoods Players. He stated Northwoods Players is a non-profit organization that has been in operation for the past 35 years and has invested a lot of money in the district. They have purchased equipment, curtains, lighting and sound system in the high school auditorium, and have spent \$9,500 on headsets for all actors to use. He asked the board to please consider the good working relationship between Northwoods Players and the school district when establishing the charges for facilities use.

Bev Brayton spoke on behalf of the Czeck/Slovak Festival Committee. The Czeck/Slovak Festival Committee is also a non-profit organization that has used the school district facilities for many years. They have always paid custodial fees when billed and replaced any equipment damaged during the event. All proceeds from the event are used to purchase food and supplies for the next year's festival. This is a large festival which utilizes the kitchen, commons, auditorium, gym, classrooms, and library. She is concerned the festival will fold because the charges will be too expensive. This festival is good for the community and are area business.
- V. Administrative and Committee Reports
 - A. Principal Report – PhMS/PHS - Tessa Otto, student liaison. Colin Hoogland was absent.
 1. Tessa stated the students are concerned that high school counselors are too busy or unavailable to talk to students. There are times that students really need to talk to someone and would like to see changes made so someone is always available for them.
 2. Tessa thanked the Board for allow students to participate in the student assistantship program. The program allows students to work in career areas of interest to them. Tessa is currently working at WCQM radio two days a week. Tessa is broadcasting three to five minutes and can run ads for the school during that time. If the district has an announcement they would like broadcast, please contact Tessa.
 - B. Principal Report – PES - Dave Scholz
 1. All position for the After School Program, funded by the 21 Century Grant, have been filled. Terry Woldt will be the lead teacher, Mary Rohde is the ASP teacher, Tyler Ring is the physical education teacher, and Eric Knudson is the teacher aide. The program will start on Monday, September 22 and so far we have 32 students enrolled in the program.

2. Friday is an early release day. Fifteen teachers and Dave Scholz will be going to Chicago to attend the Daily Five and Daily Cafe Conference. The Daily Five Program is structured literacy time so students develop lifelong habits of reading, writing, and working independently. The Daily Cafe is the assessment portion of the program. The Title II Grant will be funding the costs associated with the conference.
 3. The elementary school, in conjunction with Phillips Ford and Ford Motor Company, is proud to announce they will be hosting a Drive 4UR Community fundraiser on Saturday, September 27, 2014 from 9:00 - 3:00. To participate, sign up to take a short test drive in a new Ford vehicle and raise \$20 for the upper playground equipment at the elementary school.
 4. The elementary school hosted a student orientation day. Many families participated in the event and it was a big hit. Mary Krog stated at least five to six families were very appreciative of the student orientation day to help their children familiarize themselves with the school.
- C. Pupil Services Report – Vicki Lemke
1. Rebecca Macholl has been working hard setting up the system for 9th grade testing. They had some problems loading students into the system but those issues have been resolved.
- D. Superintendent Report - Rick Morgan
1. Superintendent Morgan discussed the new Calvert Virtual School. We currently have two students enrolled. He will be meeting with those families soon. The goal is to target and recruit our resident homeschool and virtual school students. If we can slowly grow the school to 12-13 students, it could pay for a full-time teacher. Baratka asked if it was only available to resident students? Superintendent Morgan stated that yes it was only available to resident students and we would like to take care of our residents first. Willett asked if open enrollment students would be allowed in the future? Superintendent Morgan stated he is not in favor of that at this point. This is a decision that the Board will have to make in the future. We currently have approximately 28 open enrolled virtual students. Krog asked if we would utilize the program for at-risk students? Superintendent Morgan stated that we would not recommend that. The program is designed for students that work well independently and don't have attendance issues. Superintendent Morgan is the Director of the Virtual School.
 2. The 3rd Friday count will be held on Friday, September 19. Marlenga asked if having an early release on the 3rd Friday count would hurt our enrollment numbers? Superintendent Morgan stated that it will not because state statute allows us to count absent students on that day if they were in attendance a day before and a day after the count date.
 3. Superintendent Morgan stated the Board gave him the authority to enter into contract negotiations with Erik Olson. Superintendent Morgan negotiated additional compensation in the amount of \$2,500 per year for the next three years along with additional duties. Those duties include implementing outward bound education and submitting ideas of expanding the current curriculum to Superintendent Morgan. Superintendent Morgan stated this compensation model will stay with him throughout his years of service with the district, it was a very prudent decision by the Board, and he is excited for the compensation model to change for the better.
- E. Policy Committee – Rodewald
1. Rodewald stated the Policy Committee met on September 10, 2014. The committee reviewed the Student Possession of Weapons/Facsimile policy,

Facilities Use policies, and Student Activities Account policy. The committee discussed facilities charges, proper food handling courses, and pre and post kitchen inspections. The committee also discussed changes to the current student activity account policy as request by the district auditors.

- VI. Items for Discussion and Possible Action
- A. Ameresco Project Update – Superintendent Morgan
Representatives from Ameresco were not in attendance. Superintendent Morgan stated the roof section over the high school gymnasium should be complete by Wednesday. Northstar Environmental has performed air quality tests in the areas being worked on and all test have come back below the minimum threshold. The lighting project is under contract by Vanert. The building automation controls should be complete by mid-October. The District will contract directly with Wisconsin Mechanical for the boiler project to reduce costs. Overall the district has saved \$106,872 from the cost of roofing materials.
- B. District Grant Writer – Rick Morgan/Dale Houdek
Superintendent Morgan stated the Board needs to make a decision on hiring a grant writer. Discussion followed: Baratka asked how many grants per year would be written? Willett mentioned the District should try it for a year and see how it goes. Houdek stated most of the research is completed in the first year so the base fee could be reduced depending on research being done. Krog asked how do you decide which grants to write? The decision of which grant to write would be made by Superintendent Morgan and Houdek. Pesko asked if the District would issue an exclusive contract? Superintendent Morgan stated it would not be an exclusive contract. Houdek could contract with other school districts and any of our staff members could write a grant. Willett stated he would like to see the grant writer position expanded into other areas of expertise such as; stewardship, transportation, staging areas, etc.). Houdek stated he has had some experience in those areas.
Motion (Pesko/Willett) to negotiate a contract with Dale Houdek for district grant writing services.
- VII. Motion (Willett/Pesko) to approve following consent items. Motion carried 8-0.
- A. Approve minutes from August 18, 2014 regular meeting.
- B. Approval of bills from August 2014 (#337159-337393 and wires) for \$631,183.73.
- C. Approved personnel report:
1. Hiring of Terry Woldt ASP Coordinator teacher (16 hours per week).
 2. Hiring of Mark Burkart PHS Custodian I (2nd Shift)
 3. Hiring of Mike Morrow, Bus Driver
 4. Hiring of Mary Rhode, Intervention Teacher & ASP teacher
 5. Hiring of Eric Knudson, Special Ed Para & ASP para (30.25 hrs. per week)
- VIII. The next regular board meeting will be held on October 20, 2014 at 6:00 pm. Items for next meeting include planned meeting items as well as action on Use of Facilities policies, include student liaison report on agenda, student activity account fund, and employee handbook review.
- IX. Motion to 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 to discuss administrative contract language.

- 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.
- XI. Motion (Willett/Krog) to move to executive session as announced. Motion carried 8-0 with a roll call vote. Open session adjourned at 7:55 pm.
- XII. Motion (Willett/Krog) to adjourn meeting. Motion carried 8-0. Adjourned at 8:15 p.m.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**Personnel Report - Amended
September 12, 2014 - October 17, 2014**

New Hires/Transfers

Name	Location Position Description	New Salary	Previous Employee Salary	Effective Date
Donna Lind	PHS JV Girls Basketball Coach	\$1,997	\$1,967	WIAA Season
Bonnie Calkins	PHS Dance Coach	Volunteer/Club	Volunteer/Club	Seasonal
Winter Non-Faculty Coaches	See Attached List			
Faculty Coaching/ Extra Curricular	See Attached List			

Recruitment

Position	Position Status	Location	Posting Date

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Karen Meives	Bus Driver	Resignation	12-31-2014	12	Bus Garage

Faculty Extra Curricular Contracts:

Tim Brown	PHS Varsity Wrestling	\$2,774.00
Bob Dural	PHS Varsity Baseball	\$2,330.00
Blake Edwards	PHS Varsity Softball	\$2,330.00
Blake Edwards	PhMS Boys Basketball	\$1,442.00
Brent Edwards	PHS JV Boys Basketball	\$1,997.00
Brent Edwards	PHS JV Baseball	\$1,554.00
Brent Edwards	PhMS Student Council	\$ 554.00
Paul Feuerer	PhMS Forensics	\$ 444.00
Paul Feuerer	PHS Forensics	\$ 999.00
Jean Flower	PHS FBLA	\$ 999.00
Kim Fuhr	PHS Student Council	\$ 999.00
Rick Holan	PHS Varsity Girls Tennis	\$2,329.00
Jack Hoogland	PhMS Wrestling	\$ 999.00
Jeannie Kleinhans	PhMS Girls Basketball Asst.	\$ 999.00
Justin Lindgren	PhMS Band Director	\$ 355.00
Justin Lindgren	PHS Band Director	\$1,775.00
Justin Lindgren	PHS Co-Head Boys Track	\$1,165.00
Rebecca Lovejoy	PHS Choir Director	\$ 222.00
Rebecca Lovejoy	PhMS Choir Director	\$ 222.00
Rebecca Lovejoy	PES Concerts (each)	\$ 56.00
Stacie Mollman	PHS Yearbook	\$1,986.00
Floyd Mootz	PhMS Yearbook	\$ 444.00
Erik Olson	PHS Co-Head Boys Track	\$1,165.00
Erik Olson	PHS Cross Country Coach	\$2,329.00
Marc Peterson	PHS Quiz Bowl	\$ 969.00

Winter Non-Faculty Coaching Contracts:

Trevor Raskie	PHS Varsity Boys Basketball	\$2,995.00
Scott Olson	PhMS Boys Basketball Asst.	\$ 999.00
Sarah Socha	PHS Varsity Girls Basketball	\$2,995.00
Donna Lind	PHS JV Girls Basketball	\$1,997.00
Mike Eggebrecht	PhMS Girls Basketball	\$1,442.00
Joe Grapa	PHS Wrestling Assistant	\$1,775.00