

# Phillips Board of Education Regular Board Meeting

Monday, June 15, 2015  
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)	Pesko	
II.	Roll Call of Board Members	Pesko	
III.	Review of Compliance of Open Meeting Law	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 and Committee Reports		
	A. End-of-Year Reports		
	1. Principal Report - PhMS/PHS	Hoogland	
	2. Principal Report - PES	Scholz	
	3. Director of Pupil Services	Lemke	
	B. Superintendent Report	Morgan	
	C. School Forest Committee - June 8, 2015	Morgan	
	D. Policy Committee - June 10, 2015	Adolph	
	E. Business Services Committee - June 11, 2015	Rodewald	
	F. Grant Writer Report		
VI.	Items for Discussion and Possible Action		
	A. Board Committee Assignments	Pesko	3
	B. Employee Handbook Revision Process for 2015-16	Morgan	4-6
VII.	Consent Items	Pesko	
	A. Approval of Minutes from May 18, and June 11, 2015		7-10
	B. Approval of Personnel Report		11
	C. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	
IX.	Motion to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, retirement, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.	Pesko	
	• Administrative Team Goals and Performance Review		
X.	The Board may reconvene into open session pursuant to 19.85(2), Wisc. Stat., if necessary to act on motions made during the executive session.	Pesko	
XI.	Adjourn	Pesko	

**2014-15 DISTRICT COMMITTEES with BOARD MEMBERSHIP**

Board President is included in all Committees

**BUSINESS SERVICES (Officers)**

Darin Baratka, President  
Jon Pesko, Vice-President  
Willy Marlenga, Treasurer  
Wendy Rodewald, Clerk

**FACILITIES/TRANSPORTATION**

Darin Baratka  
Jon Pesko  
Jim Adolph

**HUMAN GROWTH/DEVELOPMENT & HEALTH**

Willie Marlenga

**INFORMATION TECHNOLOGY**

Jim Adolph  
Darin Baratka  
Student Liaison

**CURRICULUM**

Mark Distin  
Stephen Willett

**NUTRITION**

Wendy Rodewald  
Jon Pesko

**POLICY REVIEW**

Jim Adolph  
Marty Krog  
Wendy Rodewald  
Stephen Willett

**REVENUE**

Darin Baratka  
Jon Pesko  
Stephen Willett

**SCHOOL FOREST**

Willy Marlenga  
Kevin Rose

**SPECIAL EDUCATION ADVISORY**

Wendy Rodewald

**ATHLETIC AD HOC**

Willy Marlenga  
Kevin Rose

**NEGOTIATIONS**

Board Officers

**BOARD APPOINTMENTS**

Marty Krog	CESA #12 Board of Control
Mark Distin	WASB Delegate
Marty Krog	District Crisis Team Member

## Employee Handbook Revisions Proposed for 2015-16

### Section 3 General Policies

#### 3.1 Workplace Policies-General

##### 3.1.1 Emergency Closings

The Superintendent or designee shall confer with the appropriate supervisor(s) and/or area emergency management representatives to make the emergency closing determination. Upon making the decision to cancel school for instruction and/or activities or the closing of the school facilities, the Superintendent or designee shall follow the specified procedure for notification of all represented media and school district employees.

**Cancellation of School for instruction and/or activities:** When the decision to cancel school for instruction and/or activities is made and it is determined that the school districts facilities are to remain open, all employees are expected to report to work for the regular scheduled work day. Immediate supervisors may modify the start and end time of the work day on an individual or group basis or determine an alternative work day. The Superintendent may determine that an entire school day must be rescheduled on an alternative date in order to comply with state law or Department of Public Instruction guidelines.

Employees who do not report to work and have not secured an agreement on an alternative work day will be required to complete the employee leave request procedure and select the appropriate leave available.

**Emergency Closing of School Facilities:** In conjunction with local health and/or public safety authorities, the District may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public. Under such circumstances, the District may authorize paid leave status for employees.

## Section 4 Employee Benefits-Applicable to all Employees

### 4.5 Family and Medical Leave - State/Federal

This section will be updated to match state and federal language. Current language is from 1994.

### 4.10 Paid Leave Provisions

#### 4.10.2 Bereavement

In the event of the death of a member of an employee's immediate family, employees who are scheduled to work will be granted consecutive days of paid leave in order to make necessary funeral arrangements, family decisions related to the deceased and/or attend the funeral. For the purposes of this provision, "immediate family" shall be defined as including husband, wife, father, mother, child, sister, brother, grandparents, grandchild of the employee or spouse including step and in-law or any other member of the family unit living in the same household.

Bereavement leave is not deducted from current or accrued PTO days. The following guideline will be applied to all employees:

***All employees expected to work 186 or more full days receive four (4) Bereavement days.***

***All employees who are less than full time will receive two (2) Bereavements days.***

The District understands that "immediate family" may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

(New Section)

#### 4.11 Unpaid Leave Provisions

##### 4.11.1 Employee Unpaid Leave Request

In the event an employee has exhausted all available leave options, said employee may request unpaid leave. Unpaid leave requests must be in writing and will be granted at the discretion of the Superintendent and the availability of a suitable substitute. All unpaid leave will require the employee to reimburse the District the prorated portion of all benefits accrued by the employee during the unpaid leave portion of the employees contracted days of employment. The District office will calculate the cost of maintaining benefits pertaining to the unpaid leave request in advance of the request if submitted two days prior to the start of the leave. The district payroll clerk will schedule the payroll deduction of the prorated portion to be executed on the first payroll after the utilization of the unpaid leave days. The employee may request to have the balance of the payroll reduction amount spread out over remaining pay periods, however, the payroll reduction must be accounted for within the fiscal year the unpaid leave was taken.

#### **Section 7 Compensation**

##### 7.1 Retirement

###### 7.1.1 Early Retirement - Certified Personnel

Sections A - C

.... once they attain the age of 57....

change to:

.... once they attain the age of 55....

SCHOOL DISTRICT OF PHILLIPS  
MINUTES OF BOARD OF EDUCATION ORGANIZATIONAL MEETING  
Monday, May 18, 2015

- I. OPENING OF MEETING AND ROLL CALL - The annual board organizational meeting of the School District of Phillips Board of Education was called to order by Board Vice-President Pesko at 6:00 PM in Phillips Middle School Learning Center. Present: Adolph, Burkart, Krog, Pesko, Rodewald, Rose and Willett. Absent: Distin and Marlenga Also Present: Superintendent Morgan, Finance Manager Theder, Principals Hoogland and Scholz, Pupil Services Director Lemke, and staff and community members.
  
- II. BOARD ORGANIZATION MEETING
  - A. Rick Morgan was appointed as organizational chairman.
  - B. Election of Officers
    - 1) Nomination (Adolph/Willett) of Jon Pesko for president. Motion to close nominations and have the secretary cast a unanimous vote for Jon Pesko for president. Motion carried 7-0.
    - 2) Nomination (Willett/Adolph) of Marty Krog for vice president. Motion to close nominations and have the secretary cast a unanimous vote for Marty Krog for vice-president. Motion carried 7-0.
    - 3) Nomination (Willett/Krog) of Wendy Rodewald for clerk. Motion to close nominations and have the secretary cast a unanimous vote for Wendy Rodewald for board clerk. Motion carried 7-0.
    - 4) Nomination (Willett/Krog) of Jim Adolph for treasurer. Nomination (Rodewald/Burkart) of Lillianne Marlenga for treasurer. Vote was taken by show of hands. Marlenga won 6-1.
  - C. Delegate Appointments
    - 1) Marty Krog was appointed as the CESA #12 Board of Control delegate.
    - 2) WASB assignment was tabled.
  - D. Jim Pesko, Wendy Rodewald, and Lillianne Marlenga were appointed as check signers.
  - E. Motion (Adolph/Krog) to designate The BEE as the official District newspaper. Motion carried 7-0.
  - F. Board President Pesko will review committee assignments prior to the June board meeting. Board members are to contact the president with any changes or requests regarding committee assignments.
  - G. Motion (Willett/Rodewald) to continue holding regular board meetings on the third Monday of each month at 6:00 p.m. in the 6-12 Learning Center. Motion carried 7-0.
  
- III. ADJOURN – Motion (Willett/Krog) to adjourn the organizational meeting. Motion carried 7-0. Meeting was adjourned at 6:15 pm.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, May 18, 2015

- I. The Phillips Board of Education meeting was called to order by President Pesko at 6:15 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Burkart, Krog, Pesko, Rodewald, Rose, Willett and Student Liaison Otto. Absent: Distin and Marlenga. Administration present: Morgan, Theder, Hoogland, Scholz & Lemke. Others: Staff, students, community members and Price Co. Review.
- 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 - None
- V. Ameresco was not present at the meeting, but provided Board members with a written report. A meeting will be set up in June to wrap-up the project and provide for media coverage.
- VI. Administrative and Committee Reports
  - A. Principal Report – PhMS/PH
    - 1) PhMS Students of the Month: PhMS Students of the Month: Trinity Pesko (6), Alex Falk (7), & Lokesh Kumaravel (8)
    - 2) PHS Students of the Month: Lorren Sauter (9) and Michaela Ericksen (11)
    - 3) Elise Ertl and Ryan Giannoni (alternate) were elected by the student body for 2015-16 student liaison to the Board of Education.
    - 4) Marc Peterson was recently selected as one of two Exceptional High School Chemistry Teachers for 2015 by the Central Wisconsin Section of the American Chemical Society. He was nominated by former student, Amy Alexander.
    - 5) Roundy's "Pennies for Their Thoughts" fundraiser raised \$4,236.30 over the past 18 months for building projects.
    - 6) Marawood Conference Art Show Medals: Samantha Zimmermann - runner up, Gabrielle VonSeggern - two first place awards
    - 7) Majority of high school students have registered using the new schedule for next fall.
  - B. Principal Report - PES
    - 1) PES students of the month: Rachel Fusak (3) and Lane Abraham (2)
    - 2) The April 30th "Science is Fun" evening was attended by 335 students and parents in addition to staff. It was an exciting evening and will be held again next spring.
  - C. Pupil Services Director Report
    - 1) There are 10-12 special education referrals that are in process.
    - 2) State testing has been completed. The Badger 3-8 Test and ACT Aspire were completed since the last Board meeting. Results will not be available until later this summer.
  - D. Superintendent Report - Rick Morgan
    1. The food service audit went very well. Corrective action items have been submitted and accepted. The summer feeding program will run again this summer and will also be audited. Jean Grant, Terra Gastmann, and Rick Morgan will be visiting Lakeland Union High School to view their food service facilities in preparation for remodeling work this summer.



2. The school performance report has been published for 2013-14 and is available.
  3. The Board of Education will hold a special meeting to set parameters for negotiating 2015-16 wages and salaries. Rick Morgan will then meet with affiliated and non-affiliated employees for negotiations.
- E. Student Liaison Otto reported on her good experience of eating hot lunch this past semester after being a cold-lunch student throughout her school career. Otto thanked the Board for giving her the opportunity to meet with them this year.
  - F. The school forest committee met on April 27th and discussed the proposal to construct an outdoor classroom in the Worcester forest property. Funding options were discussed (grants, logging, volunteers, donations) and are being pursued.
  - G. Policy committee met on May 13th and discussed Employee Handbook revision process and new school board member orientation.
  - H. Business services met on May 14th and discussed health insurance broker change, maintenance project list, track refurbishing costs, Ameresco project wrap up, property insurance, pool locker room project update, milk machine disposal, PEA negotiations request, and ATM for commons area. Bills were reviewed.
- VI. Items for Discussion and Possible Action
- A. Motion (Willett/Krog) to approve academic eligibility policy revisions to the athletic handbook as presented. Motion carried 7-0.
  - B. Motion (Willett/Adolph) to approve out-of-state travel for two students to attend national FBLA competition in Chicago, IL this summer. Motion carried 7-0.
  - C. Discussion was held on the Employee Handbook revision process. Employees should funnel revisions through Rick Morgan. They will be presented to the Board for approval in July.
  - D. Motion (Willett/Rodewald) to approve the CESA #12 services contract for 2015-16. Motion carried 7-0.
- VII. Motion (Willett/Adolph) to approve following consent items. Motion carried 7-0.
- A. Approve minutes from April 20, 2015 board meetings.
  - B. Approved personnel report - hiring of Rebecca Anderson as 60% guidance counselor beginning with 2015-16 school year.
  - C. Approval of bills from April 2015 (#338627 - 338776 and wires) for \$466,173.31.
- VIII. The next regular board meeting will be held on June 15, 2015 at 6:00 p.m. Items for discussion include grant writer report, handbook revisions, and committee assignments.
- IX. Motion (Willett/Adolph) to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, retirement, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss superintendent contract and pursuant to WI Stat. Sec 19.85(1)(f) for the purpose of considering open enrollment requests for 2015-16 school year. Motion carried 7-0 with roll call vote at 7:35 pm.
- X. The Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(2) if necessary to act on motions made during the executive session.
- XI. Motion (Adolph/Krog) to reconvene into open session. Motion carried 7-0.
- XII. Action Items

- A. Motion (Adolph/Krog) to accept four regular education and one special education student open enrollment requests to attend the School District of Phillips beginning with the 2015-16 school year and to accept seven regular education and one special education student open enrollment requests to attend non-resident district schools beginning with the 2015-16 school year. Motion carried 6-1.

XI. Motion (Willett/Adolph) to adjourn at 8:35 pm. Motion carried 7-0.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

**Personnel Report  
May 18, 2015 - June 11, 2015**

**New Hires/Transfers**

Name	Location Position Description	New Salary	Previous Employee Salary	Effective Date

**Recruitment**

Position	Position Status	Location	Posting Date
World Language Teacher	Per World Language Plan	High School	01-19-2015
Elementary Teacher Cross-Categorical SpecEd.	Restructuring	Phillips Elementary	06-05-2015

**Resignations/Retirements**

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location

FYTD	SRC	PRJ LOCAL	Original Budget	Monthly Activity	FYTD Activity	FYTD \$	Monthly Activity	FYTD \$	FYTD \$
10R---	211 50000-	---	4,909,242.00	130,036.41	3,097,366.46	62.63	167,897.49	63.35	2013-14
10R---	213 50000-	---	2,500.00		2,012.29	80.49		82.03	2013-14
10R---	249 50000-	---	5,000.00	1,033.74	7,132.38	142.65		77.18	2013-14
10R---	264 50000-	---			1,388.00				2013-14
10R---	271 50000-	---	14,000.00	213.90	16,244.85	116.03		109.65	2013-14
10R---	279 50000-	---	2,200.00	90.00	11,792.70	536.03		278.34	2013-14
10R---	280 50000-	---	9,000.00	842.54	8,346.78	92.74	794.58	84.60	2013-14
10R---	292 50000-	---	21,000.00		16,715.00	79.60		118.91	2013-14
10R---	293 50000-	---	14,000.00	2,700.00	15,019.01	107.28		104.96	2013-14
10R---	341 50000-	---	6,500.00					253.85	2013-14
10R---	345 50000-	---	165,875.00						2013-14
10R---	515 50000-	---	1,500.00		2,250.00	150.00		182.00	2013-14
10R---	517 50000-	---	4,900.00						2013-14
10R---	612 50000-	---	61,937.00		61,126.00	98.69		100.00	2013-14
10R---	613 50000-	---	25,000.00		29,291.00	100.00		101.70	2013-14
10R---	619 50000-	---	122,850.00		123,150.00	100.00		82.44	2013-14
10R---	621 50000-	---	2,551,414.00		1,608,232.00	63.86		63.83	2013-14
10R---	630 50000-	---	5,120.00					100.00	2013-14
10R---	650 50000-	---	229,000.00		161,362.00	66.64		66.67	2013-14
10R---	660 50000-	---	1,040.00					176.83	2013-14
10R---	691 50000-	---	6,894.00						2013-14
10R---	730 50000-	---	144,966.00		62,073.96	42.19	17,613.80	36.19	2013-14
10R---	751 50000-	---	200,406.00		42,156.01	21.09			2013-14
10R---	780 50000-	---	12,008.79		56,217.60	105.28		90.68	2013-14
10R---	861 50000-	---			21,767.98	100.00			2013-14
10R---	969 50000-	---			0.01				2013-14
10R---	971 50000-	---	25,000.00		25,972.10	103.89		24.52	2013-14
10R---	990 50000-	---			1,299.99				2013-14
10R---	999 50000-	---	100.00		112.10	112.10		3.92	2013-14
10---	---	---	8,541,452.79	147,339.59	5,371,028.22	62.20	186,105.87	61.36	2013-14
Grand Revenue Totals			8,541,452.79	147,339.59	5,371,028.22	62.20	186,105.87	61.36	2013-14

Number of Accounts: 33

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

School District of Phillips  
Board Exp Check (Date: 5/2015)

FDT	OBJ	FUNC	PRJ	OBJ	2014-15	May 2014-15	2014-15	2014-15	2014-15	2013-14	2013-14
					Revised Budget	Monthly Activity	FYTD Activity	FYTD %	Monthly Activity	May 2013-14	FYTD %
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,625,890.80	184,579.18	1,349,873.67	83.02	167,231.87	81.87	
10E	---	12	---	REGULAR CURRICULUM	1,624,261.28	193,006.32	1,362,062.45	83.86	183,633.80	80.00	
10E	---	13	---	VOCATIONAL CURRICULUM	296,022.70	35,638.89	249,261.98	84.20	35,214.99	78.56	
10E	---	14	---	PHYSICAL CURRICULUM	145,814.95	17,111.25	121,088.54	83.04	15,803.76	79.74	
10E	---	16	---	CO-CURRICULAR ACTIVITIES	133,513.56	31,321.72	132,212.10	99.03	24,605.54	96.92	
10E	---	17	---	OTHER SPECIAL NEEDS	17,494.82	1,832.87	13,311.54	76.09	1,639.75	72.96	
10E	---	21	---	FUPIL SERVICES	95,350.51	9,016.86	83,312.16	87.37	10,878.38	76.23	
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	217,123.66	20,607.89	164,763.17	75.88	16,483.28	65.25	
10E	---	23	---	GENERAL ADMINISTRATION	259,003.06	20,373.40	226,240.02	87.35	20,232.74	79.94	
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	474,718.37	50,813.17	409,447.19	86.25	48,020.86	79.85	
10E	---	25	---	BUSINESS ADMINISTRATION	1,736,346.23	183,674.97	1,517,115.57	87.37	194,787.59	82.99	
10E	---	26	---	CENTRAL SERVICES	336,807.32	31,374.28	214,822.88	63.78	13,489.64	53.72	
10E	---	27	---	INSURANCE & JUDGMENTS	95,913.25		89,891.65	93.72	307.00	93.70	
10E	---	28	---	DEBT SERVICES	500.00						
10E	---	29	---	OTHER SUPPORT SERVICES	297,862.82	2,529.80	297,862.82	100.00		98.90	
10E	---	41	---	TRANSFERS TO ANOTHER FUND	682,666.08						
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	536,784.45	4,116.26	39,223.69	7.31	10,983.41	10.71	
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS	12,000.00		1,527.95	12.73		70.08	
Grand Expense Totals					8,588,073.86	785,996.86	6,272,017.38	73.03	743,312.61	70.57	

Number of Accounts: 973

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

Funds Available to the District as of May 31, 2015:

First National Bank (General Checking)	1,751,573.23
Local Gov't Investment Pool	19,567.82
<b>Total</b>	<b>1,771,141.05</b>
FNB Energy Efficiency Check Account	134,657.28
<b>Current Line of Credit Balance (\$1,500,000 max)</b>	<b>1,500,000</b>
<b>Total Borrowed (through 5/31/15):</b>	<b>0.00</b>