

# Phillips Board of Education Regular Board Meeting

Monday, August 17, 2015  
5:15 PM (Tour) and 6:00 PM (Meeting)

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.	Tour of Ameresco Projects at 5:15 pm	Ameresco	
II.	Call to Order (Pledge of Allegiance)	Pesko	
III.	Roll Call of Board Members	Pesko	
IV.	Review of Compliance of Open Meeting Law	Pesko	
V.	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	
VI.	Administrative Reports and Committee Reports		
	A. Principal Report - PES	Scholz	
	B. Director of Pupil Services Report	Lemke	
	1. Seclusion and Restraint Report for 2014-15		
	C. Superintendent Report	Morgan	
	1. WASDA Legal Conference Report		
	D. Facilities and Transportation Committee - July 22	Pesko	
	E. Policy Committee - August 12	Rodewald	
	F. Business Services Committee - August 13	Rodewald	
VII.	Items for Discussion and Possible Action		
	A. Budget Amendments for 2014-15	Theder	4
	B. Employee Handbook Revision Process for 2015-16	Morgan	5
	C. Designate District Depositories	Theder	6
	D. Approve Mandatory District Public Notices	Morgan	7
	E. Approval of Academic Standards for the 2015-16 School Year	Morgan	8
VIII.	Consent Items	Pesko	
	A. Approval of Minutes from and July 20, 2015		9-11
	B. Approval of Personnel Report		12
	C. Approval of Bills		PDF
IX.	Items for Next Board Meeting	Pesko	

X.	<p>Motion to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 19.85(1)(f) for the purpose of considering disciplinary data of specific persons, including students, where if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such data.</p> <ul style="list-style-type: none"> <li>• Seclusion and Restraint Report</li> </ul>	Pesko	
XI.	<p>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.</p>	Pesko	
XII.	Adjourn	Pesko	

**SCHOOL DISTRICT OF PHILLIPS**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Phillips, on August 17, 2015, adopted the following changes to previously approved budgeted 2014 - 15 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

<b>GENERAL FUND (FUND 10)</b>	<b>PREVIOUS APPROVED AMOUNT \$</b>	<b>AMENDED APPROVED AMOUNT \$</b>	<b>CHANGE \$</b>	
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>				
410 000 Inter-fund Transfers	682,666.08	697,780.30	15,114.22	Fund 27 Transfer
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>682,666.08</b>	<b>697,780.30</b>	<b>15,114.22</b>	
<b>SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)</b>	<b>PREVIOUS APPROVED AMOUNT \$</b>	<b>AMENDED APPROVED AMOUNT \$</b>	<b>CHANGE \$</b>	
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,208,123.28</b>	<b>1,223,237.50</b>	<b>15,114.22</b>	
100 000 Instruction	865,551.34	887,069.63	21,518.29	Excess sub costs
200 000 Support Services	292,850.94	286,446.87	(6,404.07)	Reduction in costs
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>1,158,402.28</b>	<b>1,173,516.50</b>	<b>15,114.22</b>	

## EMPLOYEE HANDBOOK PROPOSED REVISIONS

### Section 6 Employee Benefits - Support Staff

#### 6.2 Paid Vacation

All full-time (12) month employees as follows:

- Less than two (2) years: One (1) day vacation for each two (2) months worked prior to July 1, not to exceed five (5) working days.

Replace with:

- Less than two (2) years: Five (5) days vacation awarded on the first day of hire.

### Section 7 Compensation

#### 7.1 Retirement

##### 7.1.1 Early Retirement - Certified Personnel

- D. Newly hired teachers and teachers with less than 15 years....
1. .... Contributions made on behalf of employees who terminate employment with the District for any reason prior to retirement from the District will revert back to the District.

Replace with:

1. ....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.

#### 7.3 Wages

##### 7.3.2 Support Staff Personnel

Delete - For the first 90 work days, non-certified employees shall be paid at the applicable training rate based on classification.

Add: 7.3.3 Additional compensation plan is available electronically on the District website or in print form from the District office.

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

**MEETING DATE:** August 17, 2015

**TOPIC:** Designate District Depositories

**BACKGROUND:** Each year the Board is required to designate district depositories.

**BUDGET/FISCAL IMPACT:** Formalizes the banking relationships

**POLICY IMPACT:** Fulfills the statutory requirements

**AGENDA CATEGORY:**

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

**PROPOSED MOTION:** Approve First National Bank of Park Falls, Local Government Investment Pool, and Time Federal Savings Bank as designated depositories for the School District of Phillips.

**RATIONALE:** Allows the District to maintain banking relationships.

**CONTACT:** Leah Theder **PHONE:** 715-339-2419, ext. 2007 **E-MAIL:** ltheder@phillips.k12.wi.us

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

**MEETING DATE:** August 17, 2015

**TOPIC:** Mandatory Publications

**BACKGROUND:** Each year the Board is required to provide public notices for the following items:

- Notice of Student Records (NL, WP)
- Notice of Student Directory Information (NL, STHP, HB, WP)
- Public Notification of Nondiscrimination Policy (NL, HB)
- Notice of Educational Rights of Homeless Children & Youth (NL)
- Notice of School Performance Report (NL, WP)
- Notice of Special Education Referral and Evaluation Procedures (NL, WP)
- Annual Child Find Notice (NL, WP)
- Notice to Parents Regarding Limited English Proficient Students (NL, WP)
- Asbestos Notifications (NL, WP)
- Air Quality (NL)
- National School Lunch Program Notification (NL, STHP, WP, Media)
- Title I Programs (To be Determined)
- Human Growth & Development Instruction (STHP)
- Student Religious Accommodations (part of Non-Discrimination Policy)
- Recruiter Access to Students and Records (part of Student Directory Information Notice)
- Student Attendance (HB)
- Student Locker Searches (HB)
- Youth Option Programs (HB)
- Use or Possession of Two-Way Communication Devices (HB)
- Meningococcal Disease Information (STHP)
- WI Public Act 96 Notification (NL)
- Student Bullying (STHP)

These notices are provided in a variety of different ways: District Newsletter (NL), Website Pages (WP), Handbooks (HB), Student Take-Home Packet (STHP)

**BUDGET/FISCAL IMPACT:** Publication of Fall Newsletter to Parents

**POLICY IMPACT:** None

**AGENDA CATEGORY:**

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

**PROPOSED MOTION:** Approve the publication of all required notices by the District in appropriate forms.

**RATIONALE:** Meets state and federal guidelines

**CONTACT:** Rick Morgan **PHONE:** 715-339-2419, Ext. 2001 **E-MAIL:**  
rmorgan@phillips.k12.wi.us

### **Approval of Academic Standards for the 2015-16 School Year**

Districts must annually provide parents and guardians with the following:

- Notifications about the academic standards adopted by the school board for that school year. Specifically, the budget act requires that school boards must “annually include an agenda item for the first school board meeting of the school year (the first meeting after July 1) that clearly identifies the academic standards adopted by the board that will be in effect for the school year”. Since this change became effective July 14, 2015, the WASB is recommending that each school board include an agenda item regarding academic standards in the agenda for the first meeting that it is practicable to do so after the effective date (7/14/15) of this requirement.
- Notification, prior to start of the school term, of the academic standards to be used for the upcoming school year.
- A copy of the school’s accountability report (report card) as well as the most recent ranking level assigned to each school within the school district boundaries, including independent “2r” charter schools and private schools participating in a private school choice program.
- A list of the educational options available to children who reside in the pupil’s resident school district, including public schools, private schools participating in a private school choice program, charter schools, virtual schools, full time open enrollment, youth options, course options, and options for pupils enrolled in a home-based private educational program.
- The existence of the special needs voucher program (this is to be provided to the parents of each child with a disability enrolled in the school district).

These requirements can be met in various ways. Each district will need to determine the best way to reach their parents and guardians. The first item should be on the agenda at your August board meeting if you have not already included it in a July meeting agenda.



MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, July 20, 2015

- I. The Phillips Board of Education meeting was called to order by President Pesko at 6:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Burkart, Distin, Krog, Pesko, Rodewald, Rose, Willett and Student Liaison Ertl. Absent: 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. Administrative and Committee Reports
  - A. Principal Report (PhMS/PHS) reported that Kim Fuhr, high school math teacher, was one of the graders this past year for the Advanced Placement (AP) calculus exam. She reported that the experience was very helpful in planning her AP curriculum. This year 75% of the Phillips High School students taking the calculus exam scored a three (3) or higher (qualifying for college credits).
  - B. Principal Report - PES reported that the new upper level playground equipment will be installed on August 7th.
  - C. Director of Pupil Services recommends that Michelle Gautsch be hired as a special education teacher and that Vicki Spacek be moved to regular education.
  - D. Superintendent Report
    1. The building and grounds summer project update will be reported on later in the meeting.
    2. The additional compensation fund has been increased to \$30,000 for 2015-16 with approximately \$13,000 being used for a culture/climate activity similar to the Spring project. The additional compensation request form was included in the board packet for review.
  - E. Financial Manager Report
    1. Quarterly financial report showed year-to-date expenditures as of June 30, 2015 were \$8,393,937.31 (97.74% of budget) and revenues were \$8,637,230.33 (100.3% of budget). The total cash available was \$1,943,180.72. Fund 49 Balance was \$83,237.39. No line of credit has been used this fiscal year
    2. No line of credit was used during 2014-15; however, it is recommended that the Board approve the line of credit request for the 2015-16 year so it is available if needed.
    3. No new information for 2015-16 budget. Tabled to August meeting.
  - F. Food Service Report - Terra Gastmann
    1. The summer school feeding program was very successful again this year. The summer school staff and students started and ended the day in the cafeteria, making access to breakfast and lunch very easy.

2. A second entree will be added to the high school lunch this year to replace Snack Bar items that did not meet with food service audit requirements. DPI is also allowing students to have second helpings.
  3. Remodeling of the high school serving area is waiting for architect approval. The remodeling will be done with Fund 50 fund balance.
- G. The revenue committee had its first meeting on July 7th with a subcommittee meeting on the 14th. A short-term goal was set of contacting families with virtual school open enrollment outside our district and home-school families. Other items discussed included working with NTC to provide more credits for juniors and seniors, and investigating the history and possibility of an educational foundation.
  - H. Policy committee met on July 8th and discussed proposed Employee Handbook revisions. All items except 7.3 Wages will be recommended for approval tonight.
  - F. Business services met on July 16th and discussed abatement project in the PHS kitchen, summer maintenance projects (plumbing, security door system, home economic cabinets, bus garage overhead door and concrete work), Ameresco request for project tour and ribbon cutting (5:15 pm before August meeting), and track project bids. Bills were reviewed.
  - G. Grant Writer Dale Houdek reported on work this year. Two potential grants were defunded by State. A lot of sites were investigated, but few had opportunities for education. Plan to work with the community grant for broadband improvement. Superintendent Morgan recommended that we continue into a second year of contracted services with Dale Houdek.
- VI. Items for Discussion and Possible Action
- A. Motion (Rodewald/Adolph) to approve the proposed Employee Handbook revisions with the exception of Section 7.3 items. Motion carried 8-0.
  - B. Motion (Willett/Krog) to approve continuing a line of credit for 2015-16. Motion carried 8-0.
- VII. Motion (Willett/Adolph) to approve the following consent items. Motion carried 8-0. The personnel report was tabled until after closed session.
- A. Approve minutes from June 15, 2015 Board meeting.
  - B. Approval of bills from June 2015 (#338963 - 339140 and wires) for \$509,648.77.
- VIII. The next regular board meeting will be held on August 17, 2015 at 6:00 p.m. Items for discussion include Employee Handbook revisions.
- IX. Motion (Burkart/Krog) 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 2015-16 Staffing and PEA Negotiations. Motion carried 8-0 with roll call vote at 7:05 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/Distin) to reconvene into open session. Motion carried 8-0.
- XII. Motion (Krog/Adolph) to accept the administrative recommendation for staffing at PES for 2015-16 and to approve the June 20, 2015 amended personnel report. Motion carried 8-0.
- XII. Motion (Adolph/Krog) to adjourn at 8:20 pm. Motion carried 8-0.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

**Personnel Report  
July 17 to August 6, 2015**

**New Hires/Transfers**

<b>Name/Position</b>	<b>Position Description</b>	<b>New Salary</b>	<b>Previous Employee Salary</b>	<b>Effective Date</b>
Vicki Spacek	Moves from Special Ed to Regular Education Grade 4	N/A	N/A	8/24/2015
Hannah Gengenbach	Cook II at PES	\$10.56	\$10.92	8/24/2015
Susan Badger	Moved from Cook II at PES to PHS to replace Jodi Podmolik	N/A	N/A	Spring 2015

**Recruitment**

<b>Position</b>	<b>Position Status</b>	<b>Location</b>	<b>Posting Date</b>
World Language Teacher	Per World Language Plan	Phillips High School	01-19-2015
Girls Varsity Basketball Coach	Replace Sarah Reese-Socha	Phillips High School	07-13-2015
Girls Junior Varsity Basketball Coach	Replace Donna Lind	Phillips High School	07-13-2015

**Resignations/Retirements**

<b>Name</b>	<b>Position</b>	<b>Resignation/Retirement</b>	<b>Effective Date</b>	<b>Years of Service</b>	<b>Location</b>
Jay Janssen	Bus Driver	Did not complete licensing requirement	8-4-2015	N/A	Bus Garage