

Phillips Board of Education Regular Board Meeting

Monday, July 18, 2016
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.

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	Pesko	
V.	Administrative Reports and Committee Reports		
	A. PES Principal Report	Scholz	
	B. PhMS/PHS Principal Report	Hoogland	
	1. Report on Trip to Germany		
	C. Director of Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Summer Buildings and Grounds Project Update		
	2. Logger Crew Plan 2016-17		
	E. Finance Manager Report	Lehman	PDF
	1. Quarterly Report		
	F. Policy Committee	Burkart	
	1. First Reading of Policy 664 Money Collection and Cash in School Buildings		3
	G. Business Services Committee	Rodewald	
VI.	H. Food Service Director Report	Gastmann	
	Items for Discussion and Possible Action		
	A. Cooperative Purchasing	Morgan	
	B. Academic Standards 2016-17	Morgan	
	C. Line of Credit for 2016-17	Morgan	
	D. Additional Compensation Plan for 2016-17	Morgan	
VII.	E. Governor's Listening Session	Pesko	
	Consent Items	Pesko	
	A. Approval of Minutes from June 20, 2016		4-5
	B. Approval of Personnel Report		6
VIII.	C. Approval of Bills		PDF
IX.	Items for Next Board Meeting	Pesko	
	Adjourn	Pesko	

Money collected by district employees or student treasurers are considered district funds and shall be receipted and promptly deposited in designated district depositories. Monies collected in regard to this policy are to be handled in accordance with good and prudent business procedures.

Where practical, monies shall not be left overnight in schools. All custodians of school funds shall make arrangements to have timely deposits after the conclusion of school events where monies are collected. When not practical, monies shall be deposited no later than the first school work day after the receipt of funds and must be locked in a secure area of the school or office.

All monies collected will be receipted and accounted for without delay to the proper location for deposit and in accordance with the following procedures:

1. All money provided to staff for a purpose related to the district's general operations or in support of a specific activity fund shall be counted and turned into the building secretary daily.
2. All staff and/or student treasurers making a request for monies must submit such request to the building principal most closely related to the event as soon as practical but no later than 24 hours before the event.
3. The responsibility for proper, accurate and timely handling of cash and making bank deposits rests with the building principal.
4. The building principal or designee will provide a cash box with starting cash counted and verified on a district provided ledger sheet for all school activities making a timely request.
5. It is the responsibility of the district employee or student treasurer handling monies to have an accurate count of starting and ending cash utilizing the district provided ledger sheet.
6. Upon receipt of funds, the designated secretary will reconcile with the district employee or student treasurer count and provide the depositor with a receipt for any funds received.

Adopted: August 15, 2016

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, June 20, 2016

- 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, Marlenga, Pesko, Rodewald, Rose, Willett and Student Liaison Edwards. Administration present: Morgan, Theder, and Lemke. Others: Staff, students, community members, and Price County 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 - Jennifer Seelig, researcher from UW Madison expressed her thanks to the Board and community for all the help given her this past year as she researched school/community relations.
- V. Administrative and Committee Reports
 - A. Pupil Services Director Lemke reported on the special education student population and the evaluations that took place during 2015-16. At present there are 144 special education students. Of these students, 50% receive speech and language services as either a primary program or related service.
 - B. Superintendent Report
 1. Morgan Edwards reported on the additional compensation project completed by Eva Reilly this past year. To obtain a non-fiction reading goal, students researched and created a 3D project of downtown Phillips. The project will be on display at the Phillips Public Library.
 2. The leadership communication team met on June 13 to continue work on an additional compensation model based on a point system. The committee members will be invited to the July 14th business services meeting to continue discussion on a final copy.
 3. Superintendent academic and culture/climate goals for 2016-17 were reviewed.
 4. The July board meeting will include a demonstration of what Logger Crew will look like. Logger Crew will begin in the fall and be held on Wednesday mornings at the elementary and afternoon at the middle/high school.
 5. The governor's listening session was rescheduled. The superintendent will not be able to attend, but Board President Pesko will attend along with the student liaison and a teacher.
 - C. The policy committee met on June 8, 2016 and began a review of Series 600 Fiscal Policies. Graduation Credit Requirements (#345.6) will be presented for a second reading and approval tonight.
 - G. Business services committee met on June 16, 2016 and discussed liability insurance renewal, 2015-16 budget amendments, district job descriptions review process, additional compensation plan for 2016-17, booster club update, final health insurance renewal increase, new PHS sign location, HeadStart room addition work, propane tank placement, ceiling tile project at PHS, food service equipment update, summer projects, math credits at middle school level, and fitness center discussion. Bills were reviewed

- VII. Items for Discussion and Possible Action
- A. Finance Manager Theder presented budget amendments for 2015-16 including an increase in revenues of \$209,484.77 and increase in expenditures of \$118,496.13. Motion (Willett/Krog) to approve amendments as presented. Motion carried 9-0.
 - B. Finance Manager Theder presented the preliminary budget for 2016-17 of \$8,750,961.00 in revenues and \$8,988,633.95 in expenditures. The final budget will be approved at the annual meeting on October 5, 2016. Motion (Rodewald/Adolph) to approve preliminary budget as presented. Motion carried 9-0.
 - C. An update on the finance manager position will be included at the business services meeting in July.
 - D. Superintendent Morgan met with PEA members and will be setting a second meeting now that health insurance numbers have been received.
 - E. No changes will be made to the Board committee assignments for 2016-17.
 - F. Bids were requested for our liability insurance renewal for 2016-17. Motion (Adolph/Marlenga) to continue with EMC for liability insurance for 2016-17. Motion carried 9-0.
 - G. Discussion was held on the 2016-17 Additional Compensation Plan presented from the leadership communication team (LCT). This document will become part of the Employee Handbook and will be subject to review annually. The business services committee will meeting with the LCT on July 14th to continue work on a final copy for review at July's Board meeting.
 - H. Annie Knudson was recognized for the many positive comments being made regarding the athletic banquet that was held in June.
- VIII. Consent Items - Motion (Willett/Distin) to approve all consent items. Motion carried 9-0.
- A. Approve minutes from May, 2016 organizational and regular board meeting and June 9, 2016 special board meeting.
 - B. Approve personnel report - hiring Erik Johnson as special education teacher and Erica Johnson as kindergarten teacher. Accept resignations from Sharon Winter, before school library aide, Jennifer Quinnell, special education teacher, and Cindy Quelle (effective 10/31/2016) as bus garage secretary.
 - C. Approve second reading of Policy #345.6 Graduation Credit Requirements.
 - D. Approve bills from May 2016 (#340536 - 340759 and wires) for \$577,802.47.
- IX. The next regular board meeting will be held on July 18, 2016. Items for discussion include Crew demonstration, additional compensation plan, negotiations update, and staffing report.
- X. Motion (Burkart/Adolph) to adjourn at 7:15 p.m. Motion carried 9-0.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**Personnel Report
June 18 - July 15, 2016**

New Hires/Transfers

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Molly Lehman Finance Manager	Replace Leah Theder	\$47,500.00	\$62,871.00	7-1-2016
Jessica Nichols Special Ed Teacher	Replace Jen Quinnell	\$49,000.00	\$46,427.04	8-22-2016
Jessica Curler Before School Program	Replace Sharon Winter	N/A	N/A	9-1-2016
Josephine Weber PT Baker/PHS	New Position	\$10.67	N/A	8-22-2016
Fall Season Coaches BJ Bolz, CoHead Football Steven Precour, CoHead Football Dan Eklund - JV Football Mark Fuhr - Boys Soccer Jodi Podmolik - JV Volleyball Kristi Speer - Asst. Cross Country	Renew Annual Contract	\$3,070.60 \$2,046.72 \$1,819.88 \$2,389.05 \$1,593.05 \$1,593.05	N/A	Fall Sports Season

Recruitment

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
District Accounting Clerk	Replace Molly Lehman	District Office	07-05-2016
PHS Girls Tennis Coach	Replace Rick Holan	Phillips High School	07-08-2016

Resignations/Retirements

Name	Position	Resignation/Retirement	Effective Date	Years of Service	Location
Jessica Curler	ASP Paraprofessional	Resignation	9-1-2016	1	PES
Rick Holan	PHS Girls Tennis Coach	Resignation	7-8-2016	2	PHS

School District of Phillips
Board Exp Check (Date: 6/2016)

FDT	OBJ FUNC PRJ	OBJ	Revised Budget	June 2015-16 Monthly Activity	FYTD Activity	2015-16 FYTD	June 2014-15 Monthly Activity	FYTD
10E	11	---	1,651,940.16	261,919.55	1,629,650.85	98.65	267,475.97	99.47
10E	12	---	1,594,111.24	236,810.62	1,546,715.94	97.03	242,184.11	98.77
10E	13	---	327,517.46	40,556.25	322,074.55	98.34	44,448.63	99.22
10E	14	---	148,442.39	25,228.08	150,401.19	101.32	24,725.87	100.00
10E	16	---	142,771.36	3,673.69	140,886.45	98.68	1,105.77	99.85
10E	17	---	23,900.53	3,307.01	22,276.96	93.21	3,200.11	94.38
10E	21	---	130,576.31	17,839.67	127,609.79	97.73	11,673.16	99.82
10E	22	---	212,801.64	20,548.84	189,234.67	88.93	19,065.76	84.63
10E	23	---	266,617.14	27,925.54	267,454.33	100.31	28,064.07	98.19
10E	24	---	471,572.78	35,668.92	455,955.72	96.69	46,329.42	96.03
10E	25	---	1,985,373.78	412,088.73	1,974,889.16	99.47	162,626.06	96.72
10E	26	---	335,579.27	98,212.87	344,109.86	102.54	83,147.17	88.47
10E	27	---	91,666.18	91,166.18	91,166.18	99.45	2,351.11	96.17
10E	29	---	173,969.45	173,969.45	173,969.45	100.00		100.00
10E	41	---	824,476.65	464,341.99	495,406.94	97.52	697,780.30	100.00
10E	43	---	507,987.44	3,802.24	3,802.24	190.11	493,012.24	99.15
10E	49	---	2,000.00	3,802.24	3,802.24	190.11		12.73
Grand Expense Totals			8,891,303.78	1,651,924.00	7,935,604.28	89.25	2,127,189.75	97.62

Number of Accounts: 1128

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

Funds Available to the District as of June, 2016:

First National Bank (General Checking) 2,028,078.49
Local Gov't Investment Pool 602.37

Total 2,028,680.86

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

Total Borrowed (through 6/30/16): 0.00

School District of Phillips
Board Rev Chk (Date: 6/2016)

FDPLC SRC FUNC	PRJ LOCAL	SRC	Revised Budget	June 2015-16 Monthly Activity	FYTD Activity	2015-16 FYTD & Monthly Activity	June 2014-15 Monthly Activity	2014-15 FYTD &
10R--- 211 50000-	---	CURRENT YEAR PROPERTY TAX	5,155,314.00		5,155,314.00	100.00	1,850,176.02	100.00
10R--- 213 50000-	---	MOBILE HOME TAX	2,463.00		2,301.47	93.44	426.69	97.56
10R--- 249 50000-	---	TRANSPORTATION FEES	9,371.00	1,920.36	7,932.03	84.64	2,146.45	185.58
10R--- 264 50000-	---	SURPLUS NON-CAPITAL OBJECTS	1,402.00		2,273.40	162.15		
10R--- 271 50000-	---	ADMISSIONS	15,000.00		16,279.22	108.53	368.00	118.66
10R--- 279 50000-	---	OTHER SCHOOL ACTIVITY INCOME	8,300.00	691.00	12,890.25	155.30	681.00	566.99
10R--- 280 50000-	---	INTEREST ON INVESTMENTS	9,330.00	783.90	8,190.54	87.79	888.41	102.64
10R--- 292 50000-	---	STUDENT FEES	15,500.00	150.00	20,431.00	131.81	1,220.00	85.40
10R--- 293 50000-	---	RENTALS	14,000.00	2,700.00	14,635.99	104.54	208.50	168.77
10R--- 345 50000-	---	OPEN ENROLLMENT WI SCH. DIST.	148,712.00	148,712.40	148,712.40	100.00	171,662.19	95.47
10R--- 515 50000-	---	TRANSIT OF AIDS INTER. SOURCES	1,500.00		2,824.09	188.27		150.00
10R--- 517 50000-	---	TRANSIT OF FEDERAL AIDS	4,900.00				4,335.06	88.47
10R--- 612 50000-	---	TRANSPORTATION AID	65,462.84	5,053.84	65,462.84	100.00	3,155.35	103.79
10R--- 613 50000-	---	LIBRARY AID	31,018.00		31,018.00	100.00		100.00
10R--- 619 50000-	---	OTHER STATE AID	201,490.29	81,640.29	201,490.29	100.00	25,332.74	120.57
10R--- 621 50000-	---	EQUALIZATION AID	2,514,777.00	864,724.00	2,514,777.00	100.00	910,180.00	100.00
10R--- 630 50000-	---	SPECIAL PROJECT GRANTS	5,120.00	3,050.33	8,170.33	159.58	8,120.00	158.59
10R--- 650 50000-	---	SAGE AID	210,652.52	70,198.52	210,652.52	100.00	80,766.60	100.00
10R--- 660 50000-	---	STATE REVENUE THROUGH LOCAL	2,113.00		2,160.36	102.24		201.20
10R--- 691 50000-	---	COMPUTER AID	7,486.00		7,486.00	100.00	7,178.00	100.00
10R--- 730 50000-	---	SPECIAL PROJECT GRANTS	181,255.00	10,247.19	95,635.68	52.76	62,512.46	84.69
10R--- 751 50000-	---	ESEA TITLE IA	207,494.00		29,243.68	14.09	111,963.64	77.10
10R--- 780 50000-	---	FED AID THRU STATE NOT DPI	73,476.09		73,476.09	100.00	25,173.01	152.43
10R--- 861 50000-	---	EQUIPMENT SALES/LOSS	3,000.00					100.00
10R--- 969 50000-	---	OTHER ADJUSTMENTS			3.00		1.00	
10R--- 971 50000-	---	REFUNDS - PRIOR YR., E-RATE	45,000.00	1,614.03	45,926.72	102.06	5.67	103.91
10R--- 990 50000-	---	MISCELLANEOUS	58,381.55		58,381.55	100.00		
10R--- 999 50000-	---	COPY FEES	200.00		90.80	45.40	234.00	346.10
10-----	---	GENERAL FUND	8,992,718.29	1,191,485.86	8,735,759.25	97.14	3,266,734.79	100.03
Grand Revenue Totals			8,992,718.29	1,191,485.86	8,735,759.25	97.14	3,266,734.79	100.03

Number of Accounts: 33

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