

Phillips Board of Education Regular Board Meeting

Monday, May 21, 2018
Following Organizational 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.

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.	Phillips Elementary School Principal Report	Scholz	
	1. Student of the Month		
B.	Phillips Middle/High School Principal Report	Hoogland	
	1. Students of the Month		
	2. 2018-19 Student Liaison to the School Board		
C.	Director of Pupil Services Report	Lemke	
D.	Superintendent Report	Morgan	
	1. Referendum Update		
	2. Employee Handbook Review Timeline		
	3. State Child Tax Rebate		
	4. Middle School Extra Curricular Programming		
E.	Student Liaison Report	Hickerson	
F.	Policy Committee Report	Burkart	
	1. First Reading of Policy #345.6 Graduation Requirements		4-6
	2. First Reading of Policy #422.1 Admission of Foreign Students		7
G.	Facilities Committee Report	Pesko	
H.	Business Services Committee Report	Burkart	
I.	Food Service Director Report	Gastmann	
	1. Summer Feeding Program		
	2. Small School Coop Meeting		
VI.	Items for Discussion and Possible Action		
A.	Additional Compensation Plan	Morgan	8-10
B.	Employee Handbook Revisions for 2018-19	Morgan	11-12
C.	Food Service Prices for 2018-19	Lehman	
D.	Health Insurance for 2018-19	Morgan	
E.	Referendum Planning	Morgan	
F.	Summer Maintenance Projects and Vehicle Purchases	Pesko	
VII.	Consent Items	Pesko	
A.	Approval of Minutes from April 16, 23, May 10, 14, 2018 Board Meetings		13-18
B.	Approval of Personnel Report		19
C.	Approval of Bills		PDF

VIII.	Items for Next Board Meeting	Pesko	
IX.	<p>Motion to convene into executive session at the conclusion of open session</p> <p>A. 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.</p> <ul style="list-style-type: none"> ● Contract Negotiation Parameters for 2018-19 Salary and Wages 	Pesko	
X.	<p>B. Pursuant to WI Stat. Sec. 19.85(1)(f) for the purpose of considering open enrollment requests for 2018-19 school year.</p> <ul style="list-style-type: none"> ● Requests to enter the School District of Phillips ● Requests to leave the School District of Phillips 		
XI.	The Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(1) if necessary, to act on motions made during the executive session.	Pesko	
XII.	Adjourn	Pesko	

Deletions

Additions

GRADUATION REQUIREMENTS

345.6

Beginning with the class of 2019, in order to be granted a high school diploma the student must have completed 28.5 credits of coursework (until then, a graduated scale has been established and published in the student and registration handbooks), been enrolled in a Board-approved activity for each class period of each school day during the high school grades, satisfied the following criteria, and been recommended to the School Board for a diploma by the Superintendent or his or her designee.

1. The student has earned 17.5 required credits during high school, including:

English – 4 Credits

English 9 (1)

English 10 (1)

English 11 (1)

English 12 (1) or AP English or Written/Oral

Communication

Math – 3 Credits

To meet Academic Standards

Including .5 Senior Math

Business Education – 1 credit

College/Career Readiness (CCR) - .5 credit

Computer Applications - .5 credit

Physical Education – 1.5 credits

Personal Fitness

Family & Consumer Education - .5 credits

Life Skills - .5 Credit

Social Studies – 3.5 Credits

American Studies (1) Delete

American Global Marketplace (.5)

Civics (.5)

U.S. History I & II (1)

Social Studies Electives (1)

Senior Leadership Seminar (.5)

Science – 3 Credits

Science 9 (1)

Biology I (1)

Either Chemistry or

Applied Physical Science (1)

Health - .5 Credit (Completed in 8th grade)

A student may be eligible for a diploma if he/she does not satisfy these credit requirements if he/she has been enrolled in a Board-approved alternative program and the Superintendent or designee determines that the student has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education, and health education equivalent to the proficiency which the student would have attained if he/she had completed the regular credit requirements.

Attendance Requirement

Seniors are required to be in full attendance for 90% of all scheduled school days.

Extenuating circumstances will be considered on a case by case basis by the principal or his/her designee in conjunction with the student's parents. Failure to comply with the attendance requirement will preclude that student from participating in the graduation ceremony and all days missed beyond the 90% must be made up in summer school and/or community service before a diploma will be issued.

Course Selections Recommended for:

<p>Freshmen</p>	<p>1 .5 .5 1 .5 .5 1 1 1 1 2 8</p>	<p>Credit of American Studies Delete American Global Market Place US History I Credit of Science 9 Credit of Life Skills Credit of PE-Personal Fitness Credit of English 9 Credit of Math Credit of Computer Applications Credits of Electives Total Credits</p>	<p>Sophomores</p>	<p>1 1 1 .5 .5 .5 1.5 .5 3 8</p>	<p>Credit of Math Credit of Biology I Credit of English 10 Credit of Social Studies - Delete Civics US History II Credit of Physical Ed Electives Credit of Career/College Readiness Credits of Electives Total Credits</p>
<p>Juniors</p>	<p>.5 .5 1 1 1 1 .5 4 8</p>	<p>Credit of US History I - Delete Physical Ed Elective Credit of English 11 Credit of Chemistry or Applied Physical Science Social Studies Math Credits of Electives Total Credits</p>	<p>Seniors</p>	<p>.5 .5 .5 .5 1 5.5 8</p>	<p>Math Credit of Senior Leadership Seminar Credit of US History II Social Studies Elective Credit of English 12 or AP English or Written/Oral Communication Credits of Electives Total Credits</p>

2. The student has earned at least 11 diploma credits from the following areas:
 - Elective Credits: Credit will be awarded for each elective credit successfully earned beyond the 17.5 required credits.
 - Citizenship credits: Up to four credits may be awarded based on the citizenship credit process, Rule 345.6.
 - Academic Performance: Students with exceptional educational interests, needs or requirements may be provided with an Individualized Education Program within their alternative education program for high school graduation. Such alternative education programs shall be established in accordance with state law requirements.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established District policies and procedures. The high school principal shall provide for a regular review of a student's progress toward meeting the established diploma criteria and shall keep students and their parents/guardians informed of the student's progress.

Accommodations to these requirements may be made for students with exceptional education interests, needs, or requirements consistent with state law and established District policies and procedures. A student who successfully completes an Individualized Educational Program will be granted a high school diploma.

Before a student is granted a high school diploma, the high school principal shall determine whether the student has satisfied the diploma criteria outlined in the policy and any other District policy applicable to high school graduation.

The high school principal shall be responsible for informing students and their parents/guardians of the requirements of this policy. The policy and its implementing procedures shall be published in the high school student and parent handbooks annually.

Approved: 01/15/01

Revised: 08/20/01

Revised: 02/17/03

Revised: 09/21/09

Revised: 12/19/11

Revised: 12/14/12

Revised: 06/20/16

Revised: _____

Deletions

Additions

ADMISSION OF FOREIGN EXCHANGE STUDENTS

422.1

A maximum of eight (8) two (2) 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: 11/16/14

Revised: _____



SCHOOL DISTRICT OF PHILLIPS

"Preparing for Tomorrow"

P.O. Box 70, Phillips, Wisconsin 54555-0070

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Rick Morgan, Superintendent

Molly Lehman, Finance Manager

Additional Compensation Plan 2018-2019

The School District of Phillips believes that all employees have access to this additional compensation plan in an effort to recruit and retain the highest quality employee in every department of our school district. Therefore, the structure of this plan will be guided by a consistent method of qualification for advancement in (additional compensation).

The critical components of this plan are as follows:

Statement of Beliefs (Learning Targets)

I can...

- Model what is expected
- Nurture a safe, healthy and trusting environment
- Provide a challenging and engaging curriculum
- Promote lifelong learning
- Encourage student participation in decision making
- Build school, family and community partnerships
- Celebrate diversity, talents and strengths
- Foster continuous improvement
- Encourage innovation for self and others

Basic Structure

- Additional compensation is separate from annually negotiated compensation. (The current system of base pay and supplemental pay.)
- Employees cannot receive additional compensation in consecutive years.
- Additional compensations is available to employees not on an improvement plan.
- The attainment of points within a rubric will determine advancement.
- Accrual of points will be cumulative lifetime.
- Point accrual rubric will contain sections that are appropriate for every department of the school district's workforce.
- A digital portfolio is the preferred method to document qualification for additional compensation, however, a print form is available in the district office.
- Request for additional compensation must be submitted to the employee's direct supervisor on or before April 1st of any given year in order for the advancement to be considered for the next fiscal year. (Example: April 1, 2017 for the 2017-18 school year).

- Completion of all components of the additional compensation request must be completed on or before June 15th in order to be applied to the next budget year.
- Approval or denial of the request for additional compensation must be provided to the applicant in writing. The written justification of approval or denial must specify the supervisor or superintendents reason(s) for the approval or denial.
- The superintendent will review all applications for additional compensation that were submitted to the direct supervisors. This review will determine if the direct supervisors decision is to be accepted or rejected by the superintendent. All applications and the administration's written review will be presented to the Board of Education (appointed panel) on or before the April regular board meeting.
- Contracts or Intent to offer letters will be issued on or after May 15th and must be signed and returned on or before June 15th, or as otherwise guided by Wisconsin state statutes.
- The Board of Education (appointed panel) will review and make final determination of only the applications that have been denied or rejected.

Accrual of Points

- All employees are eligible to earn and accrue points.
- Point accrual is lifetime cumulative.
- The number of points necessary for advancement is 50 points for certified staff and 25 points for support staff.
- Additional compensation in the amount of \$2,000.00 will be awarded to certified staff and support staff working 260 day contracts. Support staff with less than 260 day contract the amount will be prorated by total # of hours/2080 to equal \$.97/hour increase.
- If a monetary value is currently awarded for an activity, event or learning opportunity the employee may continue to accept that payment or provide written notice to the district office of the fact that they intend to convert the activity, event or learning opportunity to points in accordance with the rubric and not receive the monetary payment. Once converted, the activity can no longer be done for pay.
- Completion of verification forms, if required, will need to be signed within two calendar weeks following completion of the activity.
- Point Collection or Forms will be maintained by the employee and made part of the formal application process upon submission.
- Admin Team Discretionary points: The district administration team (Superintendent, 6-12 Principal, Special Education Director, PK-5 Principal and Business Manager) will review and approve discretionary points as recommended by students, staff, business partners, parents and/or interested community members.
 - * letters of support
 - * demonstrated effort fostering camaraderie
 - * supporting extracurricular or community activities
 - * Building or classroom initiative connected to community/business
 - * New and innovative practice/instruction
 - * Book study of topic relating to area of need/interest
- Master's Degree and National Board Certification and/or Doctorate recipients will receive a one-time compensation advancement of \$2,000.00 for each degree attained.

Professional Staff Points

<u>Activity, Event or Learning Opportunity</u>	<u>Points</u>
● 1 Graduate level course credit	5/credit for 1st five, then 3 points
● 1 Day workshop (non-school day)	3
● 1 Day workshop (school day)	1
● 1 hour of professional development (max of 5 points/year)	.5
● Mentoring/Mentee	10/year
● Workshop/In-Service presenter	5
● Supervising a student teacher or intern	5
● Article published in a professional journal	10
● AP Course Teacher Certification	2
● Dual Credit Course	1/course
● Student meetings (IEP/504/CST)	.5
● School Special Event/Outreach Events (outside of work day)	.5/hour
● Committee assignment (per session)	.5
● Department or building leadership assignment (committee chair)	2
● Educator effectiveness-Effective/Distinguished - 3 year cycle	5/7
● Administration Discretionary Points	
● Innovative Program Research and/or Development (Implementation Yr)	Admin Discretionary

Support Staff Points

<u>Activity, Event or Learning Opportunity</u>	<u>Points</u>
● 1 Day workshop (non-school day)	3 To match above
● 1 Day workshop (school day)	1
● 1 hour of professional development (max of 5 points/year)	.5
● Mentoring/Mentee	5
● Workshop/In-Service presenter	5
● Committee assignment (per session)	.5
● Committee department chair	2 To match above
● State Certification in area of work (initial/renew)	10
● Formal year evaluation-3 year cycle	5/7
● School Special Event/Outreach Events (outside of work day)	.5/hour
● Administration Discretionary Points	
● Innovative Program Research and/or Development (Implementation Yr)	Admin Discretionary
● Video courses relating to students w/disabilities	

2018-19 Handbook Revision Suggestions

2.3.1 School Safety

(PEA requested a statement regarding ALICE training individual decisions being backed by Board - from Colin H.)

2.4.1 Physical Examinations

Revise language to match new board policy 523.1. Revisions were made due to law changes regarding tuberculosis testing.

4.10.4 Severance Pay

The \$30.00/day for support staff and \$60.00/day for professional staff amounts in the policy are based on Board agreement in 2007 with two support staff to increase the amount from *"The amount of severance pay will be calculated as follows: Number of hours in the employee's work day x \$1.00 x number of unused sick leave days"*.

Do we want to make an adjustment on these amounts (11 years old) or determine a percentage of daily rate so adjustments do not need to be made in the future?

The percentage equivalent for the two support staff employees adjusted in 2007 was 28.6% of their daily rate. Based on today's daily rates the \$30.00 is equivalent to 14% - 37% of a daily rate (highest hourly and lowest hourly employee).

For professional staff the \$60.00 daily rate in 2007 was equivalent to 21.7% - 38.7% (highest salary to lowest salary). The 2017-18 equivalent is 18% - 29% (highest salary to lowest salary) for today's wages.

Suggestion #1: 25% of daily rate.

Suggestion #2: If set percentage rate is not approved, change the rate for 260-day employees to be the same as professional staff (\$60.00/day). This would include full-time office staff, custodians, IT staff, and lead bus driver.

6.4 Overtime Pay and Comp-Time for Support Staff (Policy #542.6)

Overtime shall be paid at one and one-half (1 ½) times the employee's hourly rate for any hours worked in excess of forty(40) hours per week. Also included as time worked when calculating overtime are vacation and paid holidays. All overtime must have prior administrative approval, except in emergency situations.

This section from the policy is missing in the Employee Handbook:

In lieu of overtime pay (hours worked beyond a normal 40 hour week – the week is defined as beginning on Sunday and ending at the end of the day on Saturday), non-union employees may request “comp time” from their immediate supervisor, who will determine approval. *The supervisor must log any comp time or time beyond 40 hours and file a report with the Superintendent or designee following each month. Such comp time will be logged at one and one half times the number of hours worked in excess of 40 hours. Logs will also detail hours of comp time used during the month and show an ending month accumulated balance of comp time remaining.* Comp time accumulated during a fiscal year (July 1 – June 30) can be used up to August 1 following the fiscal year. Any comp time remaining shall be paid at time and a half.

Suggestion:

- 1) Include the omitted language from the Board policy regarding comp time.
- 2) Strike the section requiring supervisors (italicized) to keep track of time as this is easily accessed in Skyward and should be the employee's responsibility to track.
- 3) Add: Employees are limited to 40 hours of comp time within a fiscal year, unless approved by the supervisor.

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, April 16, 2018

- 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: Burkart, Distin, Fox, Krog, Marlenga, Pesko, Rose, and Willett. Absent: Adolph and Student Liaison. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Scholz and Hoogland, and Pupil Services Director Lemke. Others: Staff, 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 - None
- V. Elected Board members, Jon Pesko, Tracie Burkart, and Hailey Halmstad took the Oath of Office for their 2018-2021 term.
- VI. Administrative and Committee Reports
 - A. Phillips Elementary School Principal Report
 1. Students of the Month are Ethan Dahl (Grade 2) and Teagan Scholz (Grade 2).
 2. State testing begins this week for grades 3, 4, and 5.
 3. PES will host Bingo Night on Thursday and Grandparent's Day on Friday.
 4. There will be 4K visitation on Tuesday.
 - B. Phillips Middle/High School Principal Report
 1. PhMS Students of the Month are Mason Novak (Grade 6), Carli Foytik (Grade 7), and Cade Zierer (Grade 8).
 - C. Director of Pupil Services Report
 1. Middle school students have started the Forward Test and Grades 9 and 10 will be taking the ACT Aspire test.
 2. The 2017-18 assessment results should be available by the end of the school year.
 - D. Superintendent Report
 1. With the failure of the referendum on April 3rd, the Board will need to make decisions starting next month on what is going to happen with the 1958 portion of the elementary school. There is a parent group that is interested in helping with a new initiative. There has been a variety of responses from the public on why the referendum did not pass.
 2. The Employee Handbook will be reviewed in the next two months. Employees should contact Mr. Morgan or their LCT representative with suggestions for additions, deletions, changes, etc.
 - E. Student Liaison was not present.
 - F. Policy committee met on April 11 and discussed Bill 143 on school safety. The committee reviewed the current Board policies and the district crisis

plan to make sure all components of Bill 143 are present. Discussion on how the district could apply for a school safety grant in the future.

- G. Business services committee met on April 12 and discussed the following:
 - 1. Met with Eagle Audit and Accounting personnel. They commended the district office staff for doing a good job on the 2017-18 fiscal records. They requested that grant purchases be done within the fiscal year if possible. Also discussed the future use of Fund 80 and this area will be closely scrutinized by the State.
 - 2. Discussed the Marco Print system five-year lease.
 - 3. Jason McMillan presented bus garage needs for the summer and vehicle needs for the future. An active shooter training is being planned for bus drivers during an inservice time.
 - 4. Dave Berens presented potential summer projects.
 - 5. Meeting agenda was revised and bills were reviewed.

VI. Items for Discussion and Possible Action

- A. The 2018-19 Additional Compensation Plan was discussed and second reading tabled to the May meeting.
- B. The Board organizational meeting is scheduled for May 21, 2018 at 6:00 pm with the regular meeting following the organizational meeting.
- C. Jon Pesko, Stephen Willett, and Marty Krog volunteered to distribute diplomas at the 2018 PHS graduation.
- D. Motion (Willett/Burkart) to approve the CESA #12 service contract for 2018-19. Motion carried 8-0. There are no changes to the services from last year.
- E. Mr. Morgan recommended that the 2018-19 staffing recommendations be tabled until after closed session.
- F. Motion (Krog/Burkart) to approve a five-year lease with Marco Print Systems with financing for \$99,854.40 through De Lage Landen Public Finance. Motion carried 8-0.
- G. Motion (Marlenga/Burkart) to approve a self-funded dental plan administered by Delta Dental. Motion carried 8-0. This will result in a savings of at least \$8,630.00.
- H. Motion (Burkart/Distin) to approve \$8,990.00 for purchase of a commercial oven from Fund 80.

VII. Consent Items - Motion (Willett/Marlenga) to approve consent items. Motion carried 8-0.

- A. Approved minutes from March 19, 2018 Board meetings.
- B. Approved personnel report approving hiring of Hannah Larson as Phillips Community Pool aquatic director beginning May 1, 2018, approve continuing coaching contracts for Sarah Soch (track), Mark Fuhr (soccer) and Dana Janssen (track). Accepted resignations from Amy Crabtree, district speech/language pathologist (6.5 years).
- C. Approved bills from March 2018 (#343897-344028 and wires) for a total of \$531,341.63.

VIII. The next regular board meeting will be held on May 21, 2018 at 6:00 p.m. Items to include are Additional Compensation Plan, Health Insurance Plan, and Referendum Planning.

- 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) and (f) performance evaluation of teaching staff including the preliminary consideration of discontinuing the employment of member(s) of the teaching staff. Preliminary Notice of Renewal/Non-Renewal of Employment Contracts. Motion carried 8-0 with roll call vote at 6:40 p.m.
- X. Announced that the Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(1), if necessary, to act on motions made during the executive session.
- XI. Motion (Willett/Krog) to reconvene into open session. Motion carried 8-0.
- XII. Motion (Krog/Distin) to direct the administration to complete the notification process for staff positions for the 2018-19 contract year within the timeline and parameters established by the Board. Motion carried with roll call vote 8-0.
- XIII. Motion (Willett/Krog) to adjourn. Motion carried 8-0. Adjourned at 8:20 p.m.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

SCHOOL DISTRICT OF PHILLIPS
Special Board Meeting Minutes
Monday, April 23, 2018
Phillips High School Conference Room

The meeting was called to order by Board President Pesko at 5:01 PM. Also present from the Board of Education were Adolph, Burkart, Fox, Halmstad, Krog, Rose and Willett. Also present were Superintendent Morgan; former board member, Ms. Rodewald and Attorney Harris.

Motion (Krog/Willett) to convene into executive session at the conclusion of the open session pursuant to WI Stat. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Adolph-yes; Burkart-yes; Fox-yes; Halmstad-yes; Krog-yes; Pesko-yes; Rose-yes and Willett-yes. Motion carried 8-00.

Motion (Krog/Willett) to reconvene into open session. Motion carried 8-0.

Motion (Willett/Adolph) to adjourn at 5:57 PM. Motion carried 8-0.

Respectfully submitted,

Tracie L. Burkart, Clerk
Board of Education

SCHOOL DISTRICT OF PHILLIPS
Phillips, Wisconsin
May 10, 2018 – 12:00 PM
Special Board Meeting Minutes
Phillips High School Conference Room

- I. The meeting was called to order at 12:01 PM by President Pesko. Present from the Board of Education were Adolph, Burkart, Fox, Halmstad, and Rose. Also present were Superintendent Morgan; Principal Scholz and Director of Pupil Services, Ms. Lemke.
- II. Motion to convene into executive session at the conclusion of open session pursuant to WI Stat. Sec., 19.85(1)(g) for the purpose of conferring with legal counsel for the government body who is rendering oral or written advisee concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- III. Motion (Adolph/Rose) to convene into executive session. Motion passed 6-0.
- IV. Motion (Fox/Rose) to direct the administration to proceed with Board directive. Adolph-yes; Burkart-yes; Fox-yes; Halmstad-yes; Pesko-yes and Rose-yes. Motion passed 6-0.
- V. Motion (Adolph/Fox) to reconvene into open session. Motion passed 6-0.
- VI. The Board will reconvene into open session pursuant to WI Stat., Section 19.85(2), for the sole purpose of adjournment.
- VII. Motion to Adjourn (Adolph/Halmstad). Motion passed 6-0. Adjourned at 12:55 PM.

Respectfully submitted,

Tracie L. Burkart,
Clerk

SCHOOL DISTRICT OF PHILLIPS
Phillips, Wisconsin
May 14, 2018 5:00 PM
Special Board Meeting Minutes
Phillips High School Conference Room

- I. The meeting was called to order at 5:00 PM by President Pesko. Present from the Board of Education were Burkart, Distin, Fox, Halmstad, Krog, Rose and Willett. Also present were Superintendent Morgan; Principal Scholz and Atty. Weld. All parties confirmed that no audio recordings were produced from this meeting.
- II. Motion (Krog/Distin) to convene into closed session to conduct private conferences pursuant to 118.22(3), WI Stats., to deliberate, confer with legal counsel and take action regarding the same.

Following the private conferences, the Board will adjourn into closed session pursuant to 19.85(1)(a), WI Stats., to deliberate.

Roll call vote: Burkart-yes; Distin-yes; Fox-yes; Halmstad-yes; Krog-yes; Pesko-yes; Rose-yes and Willett-yes. Motion passed 8-0.

- III. Motion (Willett/Krog) to reconvene into open session to announce or take action following the closed session, if any and if appropriate.

Roll call vote: Burkart-yes; Distin-yes; Fox-yes; Halmstad-yes; Krog-yes; Pesko-yes; Rose-yes and Willett-yes. Motion passed 8-0.

- IV. Motion (Willett/Krog) to approve the agreed upon document as submitted.

Roll call vote: Burkart-yes; Distin-yes; Fox-yes; Halmstad-yes; Krog-yes; Pesko-yes; Rose-yes and Willett-yes. Motion passed 8-0.

- IV. Motion (Willett/Fox) to adjourn. Motion passed 8-0. Adjourned at 7:50 PM.

Respectfully submitted,

Tracie L. Burkart,
Clerk

**Personnel Report
April 17, 2018 - May 17, 2018**

New Hires/Transfers

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Evan Evenson, PHS Social Studies Teacher	Staffing Plan 2018-19	\$40,000.00	N/A	8/28/2018
Kyle Schleife K-12 Vocal Music	After Fall Student Teaching	\$40,000.00 Prorated	\$42,677.58	After graduation
Kristin Belan Brady Halmstad Joshua Lasky	Summer Custodian PHS Summer Custodian PhMS Summer Custodian PES	\$7.62 \$7.62 \$7.87	New New Returning	6/6/2018

Recruitment

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
Speech/Language Pathologist	Replace Amy Crabtree	Districtwide	04-10-2018
Special Education Teacher	Replace Michelle Hlavacek	Phillips Elementary	05-11-2018
Bus Route Driver	Replace Jerry Butman	Bus Garage	
World Language Teacher	Replace Steven Ivancich	Middle/High School	5-7-2018
Elementary/Middle Teacher	Replace Paula Houdek	Phillips Elementary	

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Michelle Hlavacek	Special Education	Resignation	6/5/2018	3	PES
Jerry Butman	Bus Driver	Retirement	6/5/2018	11	Bus Garage
Steven Ivancich	German/Soc. Studies Teacher	Resignation	6/5/2018	2.5	PhMS/PHS
Colleen McHugh	Server	Termination	4/24/18	5 months	PES Kitchen
Paula Houdek	Title I Teacher	Resignation	6/5/2018	14	PES

FDT	OBJ	FUNC	PRJ	OBJ	Revised Budget	2017-18	2016-17	April 2017-18	April 2016-17	2017-18	2017-18	2016-17
						Revised Budget	Monthly Activity	Monthly Activity	Monthly Activity	FYTD Activity	FYTD %	FYTD %
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,733,407.77	1,664,547.23	107,169.98	125,811.07	1,278,207.18	73.74	73.68	
10E	---	12	---	REGULAR CURRICULUM	1,804,061.00	1,611,639.19	167,196.10	132,678.39	1,389,318.37	77.01	79.31	
10E	---	13	---	VOCATIONAL CURRICULUM	344,455.00	333,044.29	30,635.55	27,654.66	275,301.96	79.92	76.62	
10E	---	14	---	PHYSICAL CURRICULUM	167,250.00	150,867.00	14,013.96	11,817.39	126,784.69	75.81	79.38	
10E	---	16	---	CO-CURRICULAR ACTIVITIES	146,233.00	142,173.00	15,881.10	17,932.46	108,350.72	74.09	77.42	
10E	---	17	---	OTHER SPECIAL NEEDS	15,258.00	21,144.00	209.92	801.03	8,606.49	56.41	55.81	
10E	---	21	---	PUPIL SERVICES	170,939.00	136,084.00	11,611.36	8,846.50	117,497.24	68.74	67.58	
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	212,984.00	234,019.29	15,473.29	18,933.88	197,027.90	92.51	58.03	
10E	---	23	---	GENERAL ADMINISTRATION	265,543.00	270,055.00	23,976.51	24,063.24	209,607.65	78.94	81.61	
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	569,101.00	522,277.84	39,588.16	35,115.46	433,000.55	76.09	76.52	
10E	---	25	---	BUSINESS ADMINISTRATION	2,053,453.12	1,877,817.00	150,877.26	165,578.66	1,516,838.09	73.87	73.21	
10E	---	26	---	CENTRAL SERVICES	337,767.00	341,111.00	11,461.91	13,395.22	184,037.43	54.49	79.10	
10E	---	27	---	INSURANCE & JUDGMENTS	143,555.00	128,754.00		14,530.65	155,586.75	108.38	99.46	
10E	---	28	---	DEBT SERVICES	36,539.37	4,351.24	4,120.70		29,666.62	81.19		
10E	---	29	---	OTHER SUPPORT SERVICES	153,738.00	129,249.68			151,015.11	98.23	97.96	
10E	---	41	---	TRANSFERS TO ANOTHER FUND	807,411.00	804,750.40			50,462.58	9.14	9.02	
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	552,191.00	552,191.00	13,736.10	3,570.68				
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00						
Grand Expense Totals					9,515,926.26	8,926,115.16	605,951.90	600,729.29	6,231,309.33	65.48	64.96	

Number of Accounts: 1070

Funds Available to the District as of April, 2018:

***** End of report *****	
First National Bank (General Checking)	2,357,455.61
Local Gov't Investment Pool	78,977.07
First National Bank (Savings)	4,318.78
Total	2,440,751.46
Flex Spending (Checking)	14,619.52

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

Total Borrowed (through 04/30/18): 0.00

EDTLOC SRC FUNC	PRJ LOC SRC	2017-18 Revised Budget	2016-17 Revised Budget	April 2017-18 Monthly Activi	April 2016-17 Monthly Activi	2017-18 FYTD Activity	2016-17 FYTD Activity	2017-18 FYTD %	2016-17 FYTD %
10R---	211 50000-	4,239,337.00	4,581,333.00	93,646.12	108,757.84	2,597,004.85	2,776,010.51	61.26	60.59
	---	2,269.00	2,488.00	195.57	225.93	1,366.18	1,548.49	60.21	62.24
	---	9,465.00	9,465.00	651.41	97.80	3,223.46	3,152.67	34.06	33.31
	---	1,416.00	1,416.00	8,845.00		8,845.00	1,312.00	624.65	92.66
	---	12,650.00	15,000.00			10,826.00	12,957.64	85.58	86.38
	---	13,000.00	12,960.00	-1,249.28	-765.35	8,501.12	11,695.55	65.39	90.24
	---	7,600.00	7,464.00	903.42	773.32	6,450.96	6,152.40	84.88	82.43
	---	18,100.00	15,500.00			3,000.00			
	---	15,000.00	14,000.00	827.97	1,220.40	14,853.00	18,912.00	82.06	122.01
	---	231,692.00	233,806.00			11,901.51	12,851.91	79.34	91.80
	---	2,100.00	1,500.00			601.45		28.64	
	---	4,385.00	4,900.00						
	---	61,226.00	65,000.00			70,055.00	56,579.00	114.42	87.04
	---	23,755.00	31,018.00	28,675.00	26,215.00	28,675.00	26,215.00	120.71	84.52
	---	2,918,331.00	2,718,191.00			1,864,626.00	1,736,681.00	63.89	63.89
	---	23,892.00	13,861.00			5,520.00	2,500.00	23.10	18.04
	---	199,181.00	210,652.52			139,700.00	137,264.00	70.14	65.16
	---	1,810.00	2,113.00			1,638.40	1,807.74	90.52	85.55
	---	7,071.00	6,969.00						
	---	352,800.00	197,750.00			352,800.00	197,750.00	100.00	100.00
	---	1,000.00							
	---	179,397.00	202,430.00		30,594.23	17,208.14	30,594.23	9.59	15.11
	---	171,394.00	207,494.00			21,986.90		12.83	
	---	42,500.00	42,500.00		48,836.95		48,836.95		114.91
	---		3,000.00			12,265.27			
	---	121,267.38	39,161.16			121,267.38		100.00	
	---	22,432.00				22,432.00		100.00	
	---	25,000.00	66,267.58			17,811.27	78,376.97	71.25	118.27
	---	10,000.00	10,000.00			47,022.98	13,816.44	470.23	138.16
	---	200.00	200.00	19.50		202.00	22.55	101.00	11.28
	---	8,718,270.38	8,716,439.26	132,514.71	215,956.12	5,389,783.87	5,175,037.05	61.82	59.37

	---	8,718,270.38	8,716,439.26	132,514.71	215,956.12	5,389,783.87	5,175,037.05	61.82	59.37

Grand Revenue Totals

Number of Accounts: 40

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