

# Phillips Board of Education Regular Board Meeting

Monday, June 18, 2018  
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 – 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	PDF
	1. Student of the Month		
	2. End-of-Year Report		
	3. Achievement Gap Reduction (AGR) Report for PES	Hoogland	
B.	Phillips Middle/High School Principal Report		
	1. End-of-Year Report		
C.	Director of Pupil Services Report	Lemke	
	1. Update of State Testing		
	2. Special Education Enrollment Report		
D.	Superintendent Report	Morgan	
	1. Staffing Update		
	2. Summer Conference		
	3. Announcement for Referendum Committee Organizational Meeting		
E.	Policy Committee Report	Burkart	
	1. Second Reading of Policy #345.6 Graduation Requirements		4-6
	2. Second Reading of Policy #422.1 Admission of Foreign Students		7
F.	Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
A.	Exception Request for Early Graduation	Hoogland	
B.	Employee Handbook Revisions for 2018-19	Morgan	8-9
C.	Preliminary 2018-19 Budget	Lehman	
D.	Board Committee Assignments	Morgan Pesko	10
VII.	Consent Items		
A.	Approval of Minutes from May 21, 2018 Board Meeting	Pesko	11-13
B.	Approval of Second Reading of Policies Presented		
C.	Approval of Personnel Report		14
D.	Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	

IX.	<p>Motion to convene into executive session at the conclusion of the open session</p> <p>A. 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.</p> <ul style="list-style-type: none"> <li>● Confer with Legal Counsel</li> </ul> <p>B. Pursuant to WI Stat. Sec. 19.85(1)(c) 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.</p> <ul style="list-style-type: none"> <li>● Staffing Update</li> </ul>	Pesko	
X.	<p>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.</p>	Pesko	
XI.	<p>Adjourn</p>	Pesko	

## 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

Social Studies – 3.5 Credits

American Global Marketplace (.5)

Civics (.5)

U.S. History I & II (1)

Social Studies Electives (1)

Senior Leadership Seminar (.5)

Math – 3 Credits

To meet Academic Standards

Including .5 Senior Math

Science – 3 Credits

Science 9 (1)

Biology I (1)

Either Chemistry or

Applied Physical Science (1)

Business Education – 1 credit

College/Career Readiness (CCR) - .5 credit

Computer Applications - .5 credit

Health - .5 Credit (Completed in 8<sup>th</sup>  
grade)

Physical Education – 1.5 credits

Personal Fitness

Family & Consumer Education - .5 credits

Life Skills - .5 Credit

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:**

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

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: 06/18/18*

## **ADMISSION OF FOREIGN EXCHANGE STUDENTS**

**422.1**

A maximum of 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: 06/18/18*

## 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.



### **6.3 Paid Holidays (New from Last Month)**

9-month employees shall have four paid holidays – Labor Day, Thanksgiving, Christmas, and Memorial Day – and 12-month employees ten paid holidays, including Memorial Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, Christmas, New Years, Good Friday, the Fourth of July, and one discretionary holiday. Employees over 9 months but less than 12 months, will receive a prorated paid holiday amount. In order to qualify for holiday pay, both 9-month and 12-month employees on an hourly rate must be present on their regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation is taken or a doctor's certificate verifies illness. Employees will be paid on the basis of their regular daily rate for the week of the holiday.

Suggestion: Add "or funeral leave is used."

### **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.

**2018-19 DISTRICT COMMITTEES with BOARD MEMBERSHIP**

Board President is included in all Committees

**BUSINESS SERVICES (Officers)**

Jon Pesko, President  
Marty Krog, Vice-President  
Joe Fox, Treasurer  
Tracie Burkart, Clerk

**FACILITIES/TRANSPORTATION**

Jim Adolph  
Marty Krog  
Jon Pesko

**HUMAN GROWTH/DEVELOPMENT & HEALTH**

Tracie Burkart

**INFORMATION TECHNOLOGY**

Joe Fox  
Marty Krog  
Student Liaison

**CURRICULUM**

Mark Distin  
Stephen Willett

**NUTRITION**

Tracie Burkart  
Hailey Halmstad

**POLICY REVIEW**

Tracie Burkart  
Hailey Halmstad  
Kevin Rose  
Stephen Willett

**REVENUE**

Jim Adolph  
Marty Krog  
Jon Pesko  
Stephen Willett

**SCHOOL FOREST**

Jim Adolph  
Kevin Rose

**SPECIAL ED ADVISORY**

Joe Fox

**ATHLETIC AD HOC**

Mark Distin

**NEGOTIATIONS**

Board officers

**BOARD APPOINTMENTS**

CESA # 12      Hailey Halmstad  
WASB Delegate      Mark Distin  
Crisis Team      Kevin Rose  
WI Rural Schools      Stephen Willett

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, May 21, 2018

- 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, Distin, Fox, Halmstad, Pesko, Willett and Student Liaison. Absent: Krog and Rose. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Scholz and Hoogland, and Pupil Services Director Lemke. Others: Staff, students, and community members.
- 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
  - A. Kim Mess spoke on behalf of the Phillips Area Aquatic Foundation requesting that the Board increase the pay rate for head lifeguards due to responsibilities and other area pay scales.
  - B. Al Jesunas expressed concern on how the music teacher position was handled.
  - C. Felecie Guidry expressed concern on how her autistic children's needs for consistency were not being met.
- V. Administrative and Committee Reports
  - A. Phillips Elementary School Principal Report
    1. Students of the Month will be announced next month.
    2. The final Logger Team meeting will be held on May 30th to celebrate success. A program, meal, and activities are being planned.
  - B. Phillips Middle/High School Principal Report
    1. Marc Peterson and three students presented information on the Northwoods Youth for Global Ecology trip to Belize in March 2018. The next trip is being planned for Spring of 2020.
    2. Students of the month for Phillips Middle School are Kacy Eggebrecht (6), Alec Bjork (7), Sophia DeByl (8).
    3. Students of the quarter for Phillips High School for 3rd and 4th quarter are Jayna Carlson (10), Caitlyn McDonald (9), Dakota Haberman (11), Lokesh Kumaravel (11)
    4. Dakota Haberman was elected by the Phillips High School students to serve as the 2018-19 student liaison.
    5. The senior class trip and awards ceremony will be held on Wednesday, May 23rd.
    6. The Class of 2018 graduation will be held on Friday, May 25 at 7:00 pm.
    7. A lethal threat drill was held last Wednesday at the middle/high school. Crews met following the drill to give input into the procedures.
    8. It looks like there will be sufficient numbers of student athletes for girls tennis in the fall.
    9. Scheduling for 2018-19 is a work in progress. With the loss of our German teacher and currently no applicants, options are being considered.
  - C. Director of Pupil Services had no report.
  - D. Superintendent Report
    1. Referendum update was tabled until later in the meeting.

2. The Employee Handbook revisions have been reviewed and forwarded by the LCT group. The revisions will be considered at the June business services meeting and forwarded to the whole Board for consideration.
  3. The State child tax rebate process is now open and we will be contacting our parents to alert them to the opportunity.
  4. The administration and Loggers United are discussing how to bring middle school sports under the sponsorship of the school district. Currently, volleyball, football, and cross country are not middle school sponsored athletics. Also being considered would be advisor compensation for club sports and activities. More information will be coming to the Board in months ahead.
- E. Student Liaison reported on spring sport activities and the graduation program for Friday. He was commended for a good job this year in his position as the board's student liaison.
  - F. Policy committee met on May 9th and discussed Policies #345.6 Graduation Requirements and #422.1 Admission of Foreign Students. These policies are presented for first reading tonight.
  - G. Facilities and transportation committee met on May 17th to discuss the projects and vehicle purchases for this summer. These will be acted on later in the meeting.
  - H. Business services committee met on May 17th and discussed the following:
    1. Facility projects for the summer of 2018 were reviewed and forwarded to the Board meeting.
    2. Reviewed the Security Health Plan renewal and proposal from Wisconsin County Association. Recommending to the Board that we transition to WCA for a savings of \$63,979.
    3. Staffing resignations and hires were reviewed
    4. Employee Handbook revisions for 2018-19 were reviewed from LCT and forwarded to the Board meeting.
    5. Bills were reviewed.
  - I. Food Service Director Report
    1. Breakfast and lunch will again be served during summer school. There will be no meals at the Phillips Community Daycare this summer. These meals are available to all students in the district whether they are in summer school or not. Information is being sent out.
    2. Phillips is part of a 38-school cooperative called Central Wisconsin Coop. Phillips will be hosting the summer conference in August which will include many different trainings for food service staff.
- VI. Items for Discussion and Possible Action
- A. Motion (Willett/Adolph) to approve 2018-19 Additional Compensation Plan as presented. Motion carried 7-0.
  - B. The Employee Handbook revisions will be reviewed at business services committee meeting in June and be forwarded to the Board for second reading.
  - C. We will not have to raise lunch prices this year due to new regulations that exempt schools that are operating positively on January 31, 2018 from the PLE tool.
  - D. Motion (Willett/Burkart) to approve the health insurance transition from Security Health to Wisconsin Counties Association. Motion carried 7-0.
  - E. The Board directed Mr. Morgan to begin work on a referendum committee.
  - F. Motion (Adolph/Willett) to approve summer projects and vehicle purchases for the summer that exceed \$5,000.00. Motion carried 7-0.

- VII. Consent Items - Motion (Distin/Willett) to approve consent items A & C. Item B is tabled until after closed session. Motion carried 7-0.
- A. Approved minutes from April 16, 23, May 10, 14, 2018 Board meetings.
  - B. Approved bills from April 2018 (#344029-344170 and wires) for a total of \$584,489.50.
- VIII. The next regular board meeting will be held on June 18, 2018 at 6:00 p.m. Items to include are Employee Handbook, end-of-year reports, final staffing report, preliminary budget for 2018-19, and compensation for head lifeguards.
- IX. Motion (Adolph/Willett) to convene into executive session at the conclusion of the open session:
- 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.
    - Contract Negotiation Parameters for 2018-19 Salary and Wages
  - B. Pursuant to WI Stat. Sec. 19.85(1)(f) for the purpose of considering open enrollment requests for 2018-19 school year.
    - Requests to enter the school district of Phillips
    - Requests to leave the school district of Phillips
  - C. 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.
    - Confer with legal counsel
- Motion carried 7-0 with roll call vote at 7:25 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/Adolph) to reconvene into open session. Motion carried 7-0.
- XII. Action Items.
- A. Motion (Willett/Adolph) to direct the administration to proceed with contract negotiation parameters as presented for the 2018-19 school year. Motion carried 7-0.
  - B. Motion (Willett/Adolph) to approve/deny the open enrollment requests to enter and leave the School District of Phillips as presented. Motion carried 7-0.
  - C. Motion (Willett/Fox) to proceed with recommendations by legal counsel as presented. Motion carried 7-0.
  - D. Motion (Distin/Halmstad) to approve the personnel report. Motion carried 7-0.
    - 1. Approved hiring of Evan Evenson as PHS social studies teacher; Kyle Schleife as K-12 vocal music teacher following fall student teaching; and Kristin Belan, Brady Halmstad, and Joshua Lasky as summer custodians.
    - 2. Approved resignations from Michelle Hlavacek, special education teacher (3 years); Jerry Butman, bus route driver (11 years); Steven Ivancich, german teacher (2.5 years); Colleen McHugh (5 months) and Paula Houdek, Title I teacher (14 years).
- XIII. Motion (Willett/Distin) to adjourn. Motion carried 7-0. Adjourned at 8:09 p.m.

Respectfully submitted,

Tracie Burkart, Clerk  
Board of Education

**Personnel Report  
May 18, 2018 - June 15, 2018**

**New Hires/Transfers**

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Dylon Lind, Seasonal Groundskeeper	Replace Seth Berens	\$12.60	\$12.60	6/11/2018

**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	Elementary School	05-11-2018
Bus Route Driver	Replace Jerry Butman	Bus Garage	
World Language Teacher	Replace Steven Ivancich	Phillips High School	05-07-2018
Elementary/Middle School Teacher	Replace Paula Houdek	Phillips Elementary	06-01-2018
PES Secretary	Replace Patti Lebeck	Elementary School	05-24-2018

**Resignations/Retirements**

Name	Position	Resignation/Retirement	Effective Date	Years of Service	Location
Patti Lebeck	PES Building Secretary (10-mo)	Retirement	6/30/2018	29.5	Elementary School

**Phillips School District  
Phillips Elementary School  
21<sup>st</sup> Century Community Learning Center Program  
Site Monitoring Report  
November 2017**

**Background**

The Wisconsin Department of Public Instruction awarded a grant to the Phillips School District to operate a 21<sup>st</sup> Century Community Learning Center (CLC) during the 2017-18 school year. The \$100,000 grant that funds the before-school and after-school program serving students at Phillips Elementary School has allowed the center to continue program operations for the fourth consecutive year of a five-year cycle, under the state-administered CLC program.

The department selected multiple centers statewide to receive monitoring visits during the fall semester of the 2017-18 school year. Districts were selected for review based upon a variety of factors, including maturity of the program, geographical distribution, and uniqueness of program services. Department staff member Teri LeSage and contracted consultant Steve Fernan served as reviewers for the monitoring visit to Park Falls Elementary School on October 31 and November 1, 2017. Additionally, the reviewers, through an exit interview held on November 1, 2017, provided a preliminary report to key program staff.

Project coordinators and building principals in each selected district were contacted after notice of intent to monitor was sent to the school district administrator. Dates of the visit were established and coordinators were asked to complete a self-assessment of their program in advance of the onsite review. The completed self-assessments were returned to the department and helped facilitate discussions with the Site Coordinator, Courtney Janak; Principal, Dave Scholz; After School Tutor (and day school teacher), Amy Edwards; and District Grant Specialist/Consultant, Dale Houdek. The department team also met with community partner representatives Arielle Hilgart, the UW-Extension Youth Development Agent for Price County, and Wendy Rebne from the Wisconsin Nutrition Education Project.

Entrance interviews preceded direct observations by the reviewers of program services offered to students in Phillips Elementary School. Reviewers also had the opportunity to observe before-school program activities on the morning of November 1, prior to the scheduled exit conference. In addition to scheduled interviews and observations, the coordinator provided documents related to the program that included a self-assessment of compliance with program requirements and best practices, an agenda of the program activities to be reviewed, and additional documentation to be used to verify ratings on the self-assessment. Reviewers had the opportunity to examine this documentation and consider it, along with the information collected through the interviews and program observations. Preliminary findings in the form of observed program strengths and recommendations for program improvement were shared during the exit interview with the

participants. It was noted at the time that there were no findings calling for corrective action to be taken, and that all program requirements were being met or exceeded. The following represents a summary of those findings.

### **Program Organization**

The Phillips School District operates an elementary school serving approximately 360 students in grades pre-K through 5, in addition to serving students in grades 6 through 12 at a separate combined middle/high school. While the local economy has stabilized since the end of the "Great Recession," enrollment had been falling until stabilizing in the past few years. The CLC grant was sought to help contribute to student achievement and to help the district meet its learning objectives. In 2016-17, the CLC's population included 49.8% free and reduced lunch eligible students, under 1% English Language Learners; 18% special education students; under 2% American Indian/Alaska Native, under 3% Asian, under 1% Black, under 2% Hispanic and 95% White students. A total of 229 students attended. It should be noted that the Phillips Elementary School has just been recognized as a "Blue Ribbon" school by the U.S. Department of Education, and a Title I "School of Promise" by the Wisconsin Department of Public Instruction. Both of these honors were bestowed for high levels of student achievement while serving a population that disproportionately faces economic disadvantage. Principal Scholz felt the CLC had contributed to these achievements.

The CLC utilizes a variety of strategies in targeting students most in need of academic, social and emotional, and/or behavioral support to be served in the program. Teacher referrals, promotions at conferences and open houses, and open enrollment by parents/guardians all have been utilized to generate over 200 registrations annually, with 91 students reaching "regular attendee" status (30 or more sessions attended during the school year) in the most recent school year. Parents/guardians must formally enroll their children so that program expectations can be explained and agreed to. This has helped to keep the program from being viewed as a "child care" program and allowed the CLC to be viewed as an extension of the school day mission. Day school teachers are utilized as grade-specific tutors one night per week, which further reinforces this program's identity and mission.

The program operates from 7:15 until 8:00 Monday through Friday mornings, and from 3:15 until 5:15 on Monday through Thursday afternoons. These approximately 12 hours of extended learning time per week offer the opportunity for homework completion, academic enrichment, activity participation, and exploration into other general enrichment activities, recreation, and youth development.

From 7:15 until 7:25 each morning students report to the school library. While students may remain in the library until 8:00 a.m. to work on homework completion with a teacher's aide, or to use the computer room to play educational games, students may also move to the gymnasium for physical activity that lasts until 7:45 a.m., when breakfast is served in the adjoining cafeteria. Students who have already eaten at home may remain in the gym until 8:00 a.m. for continued physical activity. At 8:00 a.m., all students in these program areas matriculate to their homerooms to begin the regular school day. We should note that attendance is taken, using the sheet of program enrollees, in both program areas, and that over 60 students were participating between the two program areas combined.



In the afternoon program, students report to the cafeteria at 3:15 for check-in, a snack, and homework help. This block lasts until 3:45, when students then move with their program leaders to assigned areas. Reviewers were present on a Tuesday evening when day school teachers, who remain to work with students in their grade groups, provide tutoring. Typical ratios are no more than 1:10, but low numbers were present the evening of the review due to it falling on Halloween. While student numbers were unusually low that day, reviewers were able to observe the myriad of program materials that staff were using. These included RAZ Kids, News 2 U, and SPARK, among others. The educational enrichment block is scheduled from 3:45 until 4:45 each afternoon. Students then move to a final program rotation from 4:45 until 5:15, after which they are excused to be picked up by parents/guardians, or are transported home by the district's van. During the two afternoon blocks, the program offerings also include general enrichment and recreational opportunities provided by program partners or high school peer mentors employed by the program. Some of the partners include the 4H Youth Extension agent, the Wisconsin Nutrition Education Project Coordinator, the County Mental Health and Alcohol and Other Drug Abuse (AODA) program office, North Central Technical College, the Phillips Police Department, and the Public Library.

As mentioned, besides the Tuesday evening utilization of day school staff for the tutoring component, and the use of a paraprofessional and physical education/health teacher in the morning program areas, the line staff is largely made up of high school students who are paid to carry out the homework help and enrichment activities daily.

Family activities are held approximately three to five times per year, with standing events in the fall, winter, and spring. Events have ranged from healthy meal preparation, to STEM activities in partnership with local businesses, to helping students with homework at home. In this year's fall event, over 70% of CLC parents/guardians attended. The event included an icebreaker, a review of individual student data with their parents/guardians, an activity that could be done at home, networking time, and goal setting for students.

## **Findings**

### **Program Strengths**

- The CLC at Phillips Elementary School benefits from the exemplary work of the leadership team that includes Program Coordinator, Courtney Janak; Principal, Dave Scholz; and Grant Coordinator/Consultant, Dale Houdek. These individuals are knowledgeable and passionate about the program, and provide strong guidance to the line staff, partners, and parents/guardians of enrolled students, which results in outstanding services.
- Strong alignment exists between the day school and after-school programs, which serves to advance students' connections with their school and the learning process. An example of this alignment was evident in the creation of a color-coded spreadsheet that charted homework completion, after-school program attendance, and skills identified as needing to be addressed. The latter information is provided by day school teachers of the student participants. The charts are also used to provide follow-up information from the after-school program staff to day school teachers. The "Logger Leader" recognition program

allows after-school program staff to share information from the programs that students are participating in, to their parents/guardians. This coordination allows parents/guardians to support the skill development activities and strategies being pursued in the after-school program, at home.

- Program staff are responsive to parent/guardian requests and program needs identified through the formal quality assessment process. One example of this responsiveness was reflected in the decision to restructure the transportation plan by providing door-to-door drop off through a "lease-to-own" van acquisition. The previous practice of area drop-offs resulted in too many missed connections with parents/guardians and in participant attrition. The revised arrangement has actually resulted in a doubling of daily program participation in the after school component.
- A wide variety of partner contributions in a number of program areas have collectively contributed to a high quality enrichment program. Among these partners are the Phillips Police Department, UW-Extension of Price County, the Wisconsin Nutrition Education Project, North Central Technical College, and the Phillips Public Library. Special commendation goes to the high school mentors from Phillips High School who serve as the line staff for many of the program activities in the after-school portion of the CLC. Besides providing critical leadership and supervision, these mentors are themselves benefitting from the experience through participation in this unique career exploration experience. A win-win to be sure.
- The establishment of a formal registration process, use of a computer attendance app, and the ability to translate attendance and participation data into program reports, reflects the "formalization" of program enrollment and participation. These upgrades have allowed for better program data tracking and the ability to communicate with day school staff and parents/guardians.

#### **Recommendations for Program Improvement**

- Staff is encouraged to work with the district's food service manager and staff from the department's school nutrition program, to enroll (if not already participating) in the U.S. Department of Agriculture's (USDA) subsidized After School Snack Program. This linkage may allow for the saving of grant funds currently being used to purchase snacks.
- Program leaders should continue to promote the positive news about the CLC as a means of accelerating the sustainability planning for the program. Strategies should include but not be limited to posting frequent reports or updates on the program's web page, sharing newsletters or e-mails with parents/guardians and other program partners, providing regular school board reports or presentations, and submitting articles to area media outlets. These strategies not only contribute to communication efforts about the program, but also serve to advance sustainability efforts for the day when other resources must be leveraged to replace grant dollars. Such positive images may be of help when discussions on levying Fund 80, shifting Fund 10 or fund balance dollars, or seeking "in kind" contributions from community partners (including "Phillips United") take place.
- The reliance upon high school students to serve as the core of the staff to help carry out the after-school component of the CLC presents some challenges that merit further examination and discussion. The need to constantly replace these short-time staff members due to their graduation or focus on extra-curricular activities calls for the

\* We did sign up for this but did not get put in the pilot program. We signed up again this year.

identification and recruitment of more adults (e.g., day school staff, community volunteers, partner organization representatives, etc.).  
Staff are further encouraged to consider participating in the department-led pilot project to develop a new platform for data collection and analysis that might assist in use of program data to evaluate the impacts of program interventions critically, which may in turn lead to program improvement. While the project will launch in fall 2018, slots will be filling this spring and action (if interested) should take place soon after receipt of this report.

**Corrective Action \***

There were no findings that any program requirements had failed to be met. As a result, there is no directive to develop a corrective action plan.

Please read

**Conclusion**

The Phillips Elementary School CLC is viewed as a well-run after-school program with good buy-in from the school community, including students, parents/guardians, and teachers. Much credit should go to the program coordinator, the school administration, the day school staff, and the after-school staff members. The program can be proud of its accomplishments to date, and should embrace the items jointly identified for improvement as a means for providing an even higher level of service.

P.S. The monitors told us it is very rare that they do not have corrective actions.  
Great job Courtney (Gidge) Janak!

Dave

FYDLOC SRC FUNC	PRJ LOC SRC	2017-18 Revised Budget	2016-17 Revised Budget	May 2017-18 Monthly Activi	May 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	112,306.91	149,170.45	2,709,311.76	2,925,180.96	63.91	63.85
10R--- 213 50000-	---	2,269.00	2,488.00	555.77	567.20	1,921.95	2,115.69	84.70	85.04
10R--- 249 50000-	---	9,465.00	9,465.00	161.32		3,384.78	3,152.67	35.76	33.31
10R--- 264 50000-	---	1,416.00	1,416.00			8,845.00	1,312.00	624.65	92.66
10R--- 271 50000-	---	12,650.00	15,000.00			10,826.00	12,957.64	85.58	86.38
10R--- 279 50000-	---	13,000.00	12,960.00	470.80	250.00	8,971.92	11,945.55	69.01	92.17
10R--- 280 50000-	---	7,600.00	7,464.00	767.06	742.08	7,218.02	6,894.48	94.97	92.37
10R--- 291 50000-	---					3,000.00			
10R--- 292 50000-	---	18,100.00	15,500.00	1,650.00	1,780.00	16,503.00	20,692.00	91.18	133.50
10R--- 293 50000-	---	15,000.00	14,000.00	2,912.97		14,814.48	12,851.91	98.76	91.80
10R--- 345 50000-	---	231,692.00	233,806.00						
10R--- 515 50000-	---	2,100.00	1,500.00		2,056.00	601.45	2,056.00	28.64	137.07
10R--- 517 50000-	---	4,385.00	4,900.00						
10R--- 612 50000-	---	61,226.00	65,000.00			70,055.00	56,579.00	114.42	87.04
10R--- 613 50000-	---	23,755.00	31,018.00			28,675.00	26,215.00	120.71	84.52
10R--- 621 50000-	---	2,918,331.00	2,718,191.00			1,864,626.00	1,736,681.00	63.89	63.89
10R--- 630 50000-	---	23,892.00	13,861.00			5,520.00	2,500.00	23.10	18.04
10R--- 650 50000-	---	199,181.00	210,652.52			139,700.00	137,264.00	70.14	65.16
10R--- 660 50000-	---	1,810.00	2,113.00			1,638.40	1,807.74	90.52	85.55
10R--- 691 50000-	---	7,071.00	6,969.00			352,800.00	197,750.00	100.00	100.00
10R--- 695 50000-	---	352,800.00	197,750.00						
10R--- 699 50000-	---	1,000.00				17,208.14	30,594.23	9.59	15.11
10R--- 730 50000-	---	179,397.00	202,430.00			21,986.90		12.83	
10R--- 751 50000-	---	171,394.00	207,494.00			64,377.34	62,449.59	151.48	146.94
10R--- 780 50000-	---	42,500.00	42,500.00	64,377.34	13,612.64	12,265.27		100.00	
10R--- 861 50000-	---		3,000.00			121,267.38			
10R--- 878 50000-	---	121,267.38	39,161.16			22,432.00			
10R--- 964 50000-	---					23,057.40	78,376.97	92.23	118.27
10R--- 971 50000-	---	25,000.00	66,267.58	5,246.13		47,022.98	15,760.44	470.23	157.60
10R--- 990 50000-	---	10,000.00	10,000.00		1,944.00	228.50	41.95	114.25	20.98
10R--- 999 50000-	---	200.00	200.00	26.50	19.40	5,578,258.67	5,345,178.82	64.15	61.32
10-----	---	8,695,838.38	8,716,439.26	188,474.80	170,141.77	5,578,258.67	5,345,178.82	64.15	61.32
Grand Revenue Totals		8,695,838.38	8,716,439.26	188,474.80	170,141.77	5,578,258.67	5,345,178.82	64.15	61.32

Number of Accounts: 40

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

FF	OBJ	FUNC	PRJ	OBJ	2017-18 Revised Budget	2016-17 Revised Budget	May 2017-18 Monthly Activity	May 2016-17 Monthly Activity	2017-18 FYTD Activity	2017-18 FYTD %	2016-17 FYTD %
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,733,407.77	1,664,547.23	127,505.45	131,101.75	1,405,712.63	81.10	81.56
10E	---	12	---	REGULAR CURRICULUM	1,804,061.00	1,611,639.19	144,106.93	129,540.65	1,533,425.30	85.00	87.35
10E	---	13	---	VOCATIONAL CURRICULUM	344,455.00	333,044.29	27,709.97	32,829.81	303,011.93	87.97	86.48
10E	---	14	---	PHYSICAL CURRICULUM	167,250.00	150,867.00	13,036.71	11,654.02	139,821.40	83.60	87.10
10E	---	16	---	CO-CURRICULAR ACTIVITIES	146,233.00	142,173.00	20,007.76	11,322.47	128,358.48	87.78	85.38
10E	---	17	---	OTHER SPECIAL NEEDS	15,258.00	21,144.00	209.87	816.75	8,816.36	57.78	59.68
10E	---	21	---	POPIL SERVICES	170,939.00	136,084.00	14,700.70	9,039.07	132,197.94	77.34	74.22
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	212,984.00	234,019.29	26,935.89	22,458.44	223,963.79	105.16	67.63
10E	---	23	---	GENERAL ADMINISTRATION	265,543.00	270,055.00	19,688.54	15,315.08	229,296.19	86.35	87.28
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	569,101.00	522,277.84	40,356.48	41,122.94	473,357.03	83.18	84.39
10E	---	25	---	BUSINESS ADMINISTRATION	2,053,453.12	1,877,817.00	176,745.52	144,164.31	1,693,583.61	82.47	80.89
10E	---	26	---	CENTRAL SERVICES	337,767.00	341,111.00	19,002.05	15,390.81	203,039.48	60.11	83.61
10E	---	27	---	INSURANCE & JUDGMENTS	143,555.00	128,754.00	5,045.98		160,632.73	111.90	99.46
10E	---	28	---	DEPT SERVICES	36,539.37	4,351.24	4,120.70		33,787.32	92.47	
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					
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	552,191.00	552,191.00	7,391.25	8,757.24	57,853.83	10.48	10.60
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00		110.00			5.39
Grand Expense Totals					9,515,926.26	8,926,115.16	646,563.80	573,623.34	6,877,873.13	72.28	71.39

Number of Accounts: 1084

Funds Available to the District as of May, 2018:

***** End of report *****	1,678,105.89
First National Bank (General Checking)	100,936.34
Local Govt Investment Pool	4,318.78
First National Bank (Savings)	<b>1,783,361.01</b>
<b>Total</b>	
Flex Spending (Checking)	14,601.82
<b>Current Line of Credit Balance (\$1,500,000 max)</b>	<b>1,500,000</b>
<b>Total Borrowed (through 05/31/18):</b>	<b>0.00</b>