

Phillips Board of Education  
Regular Board Meeting

Monday, November 19, 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.

<b>Board Meeting Agenda</b>		<b>Facilitator</b>	<b>Page #</b>
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.	Friend of Education Award Presentation	Morgan	
VI.	Administrative Reports and Committee Reports		
	A. Director of Pupil Services Report	Lemke	
	B. Superintendent Report	Morgan	
	1. LCT Committee Update		
	2. 21st Century Grant Update		
	C. Student Liaison Report	Haberman	
	D. Policy Committee Report	Burkart	
	1. First Reading: 720.1 Bleacher Safety		3
	2. First Reading: 720.2 Playground Equipment Safety		3
	3. Second Reading: Handbook 3.2.1 School Safety		4
	4. Second Reading: Policy# 522.2/831 Tobacco Use Prohibited		5
	5. Second Reading: Policy#443.3 Alcohol, Tobacco, and Other Drug Abuse by Students		6
	E. Business Services Committee Report	Burkart	
VII.	Items for Discussion and Possible Action		
	A. One-to-One Document Review	Morgan	7-17
VIII.	Consent Items	Pesko	
	A. Approval of Minutes from October 15 and 30, 2018 Board Meetings		18-20
	B. Approval of Personnel Report		21
	C. Approval of Second Readings of Policies as Presented		
	D. Approval of Bills		PDF
IX.	Items for Next Board Meeting	Pesko	
X.	Adjourn	Pesko	

## **Bleacher Safety**

**720.1**

Bleacher safety is part of the School District of Phillips ongoing commitment to providing a safe learning and working environment.

School maintenance personnel at least twice per year will inspect bleachers prior to each sports season. These inspections will look for obvious damage, wear and unsafe conditions.

District staff members will only be allowed to operate bleachers in the elementary, middle, and high school buildings.

Before any bleacher is retracted, a operator will check behind the bleachers to be sure the area is clear of people, trash, or anything that could be damaged by the retraction of the bleachers.

Approved \_\_\_\_\_

## **Playground Equipment Safety**

**720.2**

Playground equipment safety is part of the School District of Phillips ongoing commitment to providing a safe learning and working environment.

School maintenance personnel at least twice per year will inspect playground equipment. These inspections will look for obvious damage, wear and unsafe conditions.

Approved \_\_\_\_\_

# **EMPLOYEE HANDBOOK**

## **2.3 SAFETY, STAFF HEALTH AND MANDATORY REPORTING**

### **2.3.1 SCHOOL SAFETY**

The School District of Phillips Board of Education has, as one of its prime concerns, the safety and health of students and employees of the school district. To meet this concern, the Board, through its full staff, implements a safety program. One goal of this program is to make the school facilities, buildings, and grounds safe and healthful. Thus, the safety program minimizes mechanical hazards and unsafe conditions.

Procedures for periodic safety inspections will be implemented, including regularly scheduled safety committee meetings with local law enforcement agencies. This will be one of the most important parts of the campaign to prevent accidents and promote safety in the School District of Phillips.

Minimizing mechanical hazards and unsafe conditions, however, will not prevent all accidents. Therefore, another goal of the program is to educate employees and students so they will avoid unsafe practices. This education will include periodic reviews of safety procedures in the school district.

**The Board of Education supports the staff and students in their reliance on ALICE training as it relates to making the decision to place themselves in the safest possible location.** Success of the program depends upon the cooperation of all students and employees in the system.

#### Objectives of the Safety Program

1. To avoid accidents;
2. To develop an awareness of safety-mindedness among students that will endure through their school experience and extend into their adult lives;
3. To develop an awareness of safety-mindedness among staff that will ensure a safe and healthful work environment, appropriate safety instruction, and enforcement of safe practices among students;
4. To protect school personnel against liability judgments;
5. To develop good citizenship qualities and healthy attitudes in regard to safe behavior at school, on the highway, at work, in the community, and in the home; and
6. To inform all students and employees of acceptable safety procedures.

#### Grievances

Review of decisions concerning workplace safety may be appealed through the grievance procedure set forth in Section 3.4.

*Ref. School Board Policies 455, 720, School Safety*

## **TOBACCO USE PROHIBITED**

**522.2/831**

The School District of Phillips prohibits the use of all tobacco products on premises owned by, rented by, or under the control of, the School Board. The tobacco prohibition (including e-cigarettes/vaping) applies to everyone on school premises – students, staff, and the public.

Exception upon request, with approval of the School Board, may be allowed for non-educational purposes.

*Legal References: Section 120.12(20) Wis. Stats.*

*Approved: 10/19/98*

*Revised: 11/19/18*

## **ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE BY PUPILS**

**443.3/443.4**

It is the policy of the School District of Phillips that pupils have the right to attend school in an environment that is free from the non-medical use of alcohol, tobacco (including e-cigarettes/vaping), other drugs, and mood-altering substances. These substances are harmful and interfere with the learning environment and performance of pupils.

The School District of Phillips prohibits the unlawful manufacture, distribution, sale, purchase, possession or use of illicit drugs, alcohol, or tobacco products (including e-cigarettes/vaping), in the school building or on school premises; in any school owned vehicle or vehicle authorized to transport pupils to and from school or school activities; on or off school property during any school sponsored or approved activity, event, or function where pupils are under the jurisdiction of the School District. The School District of Phillips is committed to a program to prevent the use/abuse of alcohol and tobacco products (including e-cigarettes/vaping), or the illegal use of a controlled substance by pupils.

All pupils enrolled in the School District of Phillips are required to abide by the terms of this policy. Any violation of this policy may result in disciplinary action including suspension, expulsion, and referral to law enforcement officials.

Any student exhibiting a continuing problem or suspected of being under the influence of drugs or intoxicants is to be referred to the building administrator.

For the first offense by a pupil, the building administrator will contact the pupil's parents, and may also suspend, refer to law enforcement officials, and/or recommend expulsion. The student will be referred to the School District's P.A.L. Program Coordinator for assessment for the first and subsequent offenses.

Subsequent offenses will result in parent notification and referral to law enforcement officials. The building administrator may also suspend and/or recommend the student be expelled.

This policy shall be published annually in all District pupil and teacher handbooks.

*Revised: 02/12/97*  
*Reviewed: 06/21/99*  
*Revised: 11/19/18*

## School District of Phillips - Technology Insurance Agreement

### TERMS:

- o You agree to pay \$20 annual device insurance premium per year.
- o You will comply at all times with the 1:1 Chromebook Handbook and its guidelines as well as the Student Handbook and Technology Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

### TITLE:

- o Legal title to the technology is to the School District of Phillips and it shall remain in the school district. The student's right of possession and use is limited to and conditioned up full and complete compliance with this agreement and the 1:1 Technology Handbook

### LOSS OR DAMAGE:

- o If the property is accidentally damaged or incurs loss due to an act of nature, SDP technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy.
- o If the property is stolen, a police report must be filed by the student or parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.

### REPOSSESSION:

- o Students not complying with all the terms of this Agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the technology to take possession.

### TERM OF AGREEMENT:

- o Your right to use and possession of the property terminates no longer than the last day of classes during the school year, unless earlier terminated by the School or upon student withdrawal from the School District of Phillips.

### APPROPRIATION:

- o Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

### Common Damage Cost (without insurance fee):

- o Chromebook: \$299
- o Power Adaptor/Cord: \$30
- o Screen: \$100
- o Touchpad: \$75

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# School District of Phillips

## Student/Parent Technology Acceptable Use Agreement

- o I will take good care of my Chromebook.
- o I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- o I will never loan my Chromebook out to other individuals
- o I will know where my Chromebook is at all times.
- o I will charge my Chromebook's battery to full capacity each night (high school only).
- o I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- o I will not disassemble any part of my Chromebook or attempt any repairs.
- o I will protect my Chromebook in ways that are appropriate for education.
- o **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- o I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the School District of Phillips.
- o I will follow the procedures outlined in the 1:1 Technology Handbook and the Student Handbook & Technology Policy at school as well as outside the school day.
- o I will file a police report in case of theft or damage caused by theft or fire.
- o I will be responsible for all damage or loss caused by misuse or abuse.
- o I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items or lost or intentionally damaged.
- o I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Guardian Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by SDP Acceptable Use Policy Guidelines as stated in this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Agreement

- o I agree to pay the \$20 technology insurance fee per device up to a maximum of \$40 per family.
- o I waive the \$20 technology insurance fee per device up to a maximum of \$40 per family with the understanding that I will be liable for the full replacement cost.

In consideration of the privileges and opportunities afforded by the use of the SDP Chromebook, I hereby release the SDP and its agents from any and all claims of any nature arising from my child's use or inability to use the SDP technology and computer resources.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# SCHOOL DISTRICT OF PHILLIPS

## 1:1 Chromebook Handbook

### 2018-2019

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#### **CHROMEBOOK POLICY HANDBOOK**

#### **1:1 Chromebook Program ~ 2018/2019 School Year**

The School District of Phillips is dedicated to creating a collaborative learning environment for all learners. Through a 1:1 learning environment, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The mission remains to inspire and empower all students to reach their greatest potential.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare teachers, our district will provide professional staff development opportunities for staff to gain knowledge of 1:1 implementation in the classrooms. This program enhances classroom environments by providing high-quality instruction, assessment and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members all play a key role in the development of effective and high quality educational experiences.

This handbook is a work in progress and will be modified accordingly as we roll out the 1:1 Chromebook Program.

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### 1. RECEIVING YOUR COMPUTER

Parents/Guardians and student MUST sign and return the SDP Chromebook Agreement document before the Chromebook will be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook Investment for the School District of Phillips. Chromebooks will be collected at the end of each school.

ALL students will be required to have a Chromebook at school every day. High school students will be allowed to take their Chromebook home each day.

There will be a Chromebook insurance fee of \$20 per year. Families with 3 or more students will pay a maximum of \$40 per year. The insurance fee is meant to cover incidental and accidental damage. Negligence or intentional damages are not covered and the student will be charged for the repairs. All damage issues will be reported to the parent.

- a. Student Chromebooks
  - i. Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at any time while on school property.
- b. Common Replacement Charges (not included in insurance fee):
  - i. Chromebook: \$299.00
  - ii. Power Adapter/Cord: \$30.00
  - iii. Screen: \$100.00
  - iv. Touchpad: \$75.00
  - v. Optional Item: Carrying Case \$25-\$30.00 estimated

### 2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- **Students leaving the district must return district owned Chromebooks to an ADULT at Chromebook Central Desk located in the 6-12 IMC.**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

### 3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to Chromebook Central as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance OR try to fix them yourself.***

- a. General Precautions
  - i. No food or drink is allowed next to your Chromebook.
  - ii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
  - iii. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
  - iii. **Students should never carry their Chromebook while the screen is open.**
  - iv. Vents **SHOULD NOT** be covered.

- v. Chromebooks must have a School District of Phillips **AV tag on them at all times. This tag must not be removed or altered in any way. If tag is removed, disciplinary action will result.**
- vi. Chromebooks should never be left in a car or any unsupervised area.
- vii. Students are responsible for bringing completely charged Chromebooks to school each day. Do not bring chargers to school with you.
- vii. Students are not allowed to personalize the school issued Chromebook.
- viii. Students are not allowed to place decorations (stickers, markers, writing etc) on the Chromebook.

c. Carrying Chromebooks

- i. Chromebook lids should always be closed and tightly secured when moving.
- ii. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- iii. Case use is encouraged.
- iv. Cases and mice may be available for purchase at school, or you may purchase your own outside of school.

d. Screen Care

**The Chromebook screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, disks, etc.)
- Clean the screen with a soft, dry microfiber or anti-static cloth.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

a. Chromebooks left at home

- i. Students will have the opportunity to use a replacement Chromebook from Chromebook Central if one is available.
- ii. Repeat violations of this policy will result in disciplinary action. If a student repeatedly (3 or more times as determined by Chromebook Central) leaves the Chromebook at home, the student will be required to “checkout” the Chromebook from Chromebook Central every day for three weeks.

b. Chromebooks under repair

- i. Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at Chromebook Central.
- ii. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if lost or stolen.

- c. Charging your Chromebook
  - i. Chromebooks must be brought to school each day fully charged.
  - ii. Students need to charge their Chromebooks each evening at home.
  - iii. Do not bring your chargers to school.
  - iv. Repeat violations of this policy will result in disciplinary action.
- d. Backgrounds and Password
  - i. Inappropriate media may not be used as a screensaver or background.
  - ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
  - iii. Take care to protect your password. Do not share your password.
- e. Sound
  - i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - ii. Headphones may be used at the discretion of the teacher.
- f. Printing
  - i. Printing from Chromebooks will be enabled.
  - ii. Any printing for class will be governed by classroom teachers and staff.
  - iii. Printing at home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using Google Cloud Print service. A wireless home network is required for this.  
<http://google.com/cloudprint/learn/>
- g. Account Access
  - i. Students will only be able to login using the phillips.k12.wi.us account.
  - ii. Students should always use the Chromebook with their own account.
  - iii. Make sure you are not in guest mode or you will not be able to access your Chrome extensions.

## 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your work.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment and on their Chromebooks.

## 6. OPERATING SYSTEM ON YOUR CHROMEBOOK

- a. Updating your Chromebook
  - i. When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.
- b. Virus Protections & Additional Software
  - i. With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- c. Procedures for Restoring your Chromebook
  - i. If your Chromebook needs technical support for the operating system, all support will be handled by Chromebook Central.

- d. Software Installation
  - i. Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

## 7. ACCEPTABLE USE GUIDELINES

- a. General Guidelines
  - i. Student Handbook & Technology Policy, which can be found on the district website.
  - ii. Students will have access to available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Phillips.
  - iii. Students are responsible for their ethical and educational use of technology resources of the School District of Phillips.
  - iv. Access to the School District of Phillips technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Student Handbook & Technology Policy.
  - v. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and Chromebook viruses.
  - vi. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook and other applicable school policies.
- b. Privacy and Safety
  - i. The Chromebook comes equipped with camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying them if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.
  - ii. Do not go into chat rooms or send chain letters without permission. If applicable, teacher may create discussion groups for communication among students for educational purposes.
  - iii. Do not open, use, or change files that do not belong to you.
  - iv. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.
  - v. Remember that storage is not guaranteed to be private or confidential as all Chromebooks are the property of the School District of Phillips.
  - vi. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a staff member.
- c. Legal Property
  - i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - ii. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- d. E-mail Electronic Communication
  - i. Always use appropriate and proper language in your communication.
  - ii. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
  - iii. Do not send mass e-mails, chain letters or spam.
  - iv. E-mail & communications sent/received should be related to educational needs.
  - v. E-mail & communications are subject to inspection by the school at anytime.
- e. Consequences
  - i. Students are responsible for the appropriate use of accounts and equipment issued to them.
  - ii. Non-compliance with the policies of this document or the Student Handbook & Technology Policy, will result in disciplinary action.
  - iii. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
  - iv. The district cooperates fully with local, state or federal officials in an investigation concerning or relating to violations of computer crime laws.
  - v. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- f. At Home Use
  - i. The use of Chromebooks at home is encouraged.
  - ii. Chromebook care at home is as important as in school, please refer to the care section.
  - iii. It is recommended that you transport your Chromebook in a case or protected backpack.
  - iv. School district supplied filtering will be applied when using devices outside of school district buildings.

## 8. PROTECTING & STORING YOUR CHROMEBOOK

- a. Chromebook Identification
  - i. Student Chromebooks will be labeled in a manner specified by the school  
Chromebooks can be identified in several ways:
    - 1. Record of district asset tag or serial number.
    - 2. Individual user account name and password.
  - ii. Chromebooks are the responsibility of the student. This device will be yours for the duration of your time with our district. Take good care of it!
- b. Account Security
  - i. Students are required to use their phillips.k12.wi.us domain user ID and password to protect their account and are required to keep that password confidential.
- c. Storing your Chromebook
  - i. When students are not using their Chromebook, they should store them in their locked locker.
  - ii. Nothing should be placed on top of the Chromebook when stored in the locker.
  - iii. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

- iv. Chromebooks should not be stored in vehicles at school or at home for security and temperature control measures.
- d. Chromebooks left in unsupervised areas
  - i. Under no circumstances should Chromebooks be left in an unsupervised area.
  - ii. Unsupervised areas may include the school grounds and campus, the cafeteria, computer labs, locker rooms, IMC, unlocked classrooms, dressing rooms and hallways, but may be not limited to these areas.
  - iii. Any Chromebook left in these areas is in danger of being stolen.
  - iv. If an unsupervised Chromebook is found, bring to Chromebook Central immediately.
  - v. **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**
- e. Storing Chromebooks at Extra-Curricular Events
  - i. Students are responsible for securely storing their Chromebook during extra-curricular events.

## 9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the IMC through the student Chromebook Central. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by Chromebook Central Staff

## 10. CHROMEBOOK FAQ'S

### **Q: What is a Chromebook?**

A: "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight, and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

### **Q: What kind of software does a Chromebook run?**

A: "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

### **Q: How are these web-based applications managed?**

A: Each Chromebook we provide to students will be a managed device. Members of the School District of Phillips IT department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### **Q: What devices can I connect to a Chromebook?**

A: Chromebooks can connect to:



- USB Storage, mice and keyboards (See supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear sets, microphones

**Q: Can the Chromebook be used anywhere at anytime?**

A: Yes, as long as you have Wi-Fi signal to access the web. Soon Chrome will be releasing an update so users can work in an “offline” mode.

**Q: Will our Chromebook have 3G?**

A: No, the district Chromebooks will not have 3G broadband.

**Q: Do Chromebooks come with Internet Filtering Software?**

A: School issued student Chromebooks will receive a base-level of content filtering when being used at home or off-site. The district provides a completely cloud-based content filter for K-12 students that offers granular control for administrators, as well as a parent portal. The district’s content filter includes an industry-first cyberbullying and self-harm detection system built into our content filter. Any attempt to bypass our cloud-based content filter is a violation of our technology policy.

**Q: Is there antivirus built into it?**

A: It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: Battery life?**

A: Chromebooks have a rated battery life of 8.5 hours. However, we expect that students charge them each evening to ensure maximum performance during the school day.

MINUTES OF PHILLIPS Board of Education REGULAR MONTHLY MEETING  
Monday, October 15, 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: Adolph, Burkart, Fox, Halmstad, Krog, Pesko, and Student Liaison Haberman. Absent: Distin, Rose, and Willett. Administration present: Superintendent Morgan, Principal Hoogland, and Pupil Services Director 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 - Kyle Schleife invited all board members to the fall choir concert on October 22nd.
- V. A list of donations given to the School District of Phillips from April through September were read by President Pesko. He expressed appreciation on the part of the Board for the community support of the schools.
- VI. Administrative and Committee Reports
  - A. Summer School Report - Tyler Ring reported on the 2018 summer school program. Three weeks of classes were held, along with remedial classes and several summer long programs. A total of 330 students participated. Sixty courses were offered in total taught by 21 certified teachers and 16 non-certified teachers. The food service program again offered free breakfasts and lunches to any student during the three-week program. The total number of meals was down from last year, due to the daycare not needing meals this summer. The summer school program will run the same schedule in the summer of 2019.
  - B. Phillips Middle/High School Principal Report
    1. Homecoming week was successful. The schedule is being reviewed for next year to include more home athletic events throughout the week.
    2. Work is continuing on determining the budget figures for moving three more middle school sports under Fund 80.
    3. Students of the month at Phillips Middle School are Aaliyah Murphy (Grade 6), Keileigh Doll (Grade 7) and Wyatt Vetter (Grade 8).
  - C. Director of Pupil Services Report
    1. DOT speech therapy continues to go well. We held two open houses for parents which were not well attended. The therapist attends IEP meetings online and is able to discuss therapy options with parents.
    2. All State assessments are available and a complete report will be presented next month.
  - D. Superintendent Report
    1. School Perceptions have been working with community support over the past two months and after a meeting this morning with Miron Construction and HSR Engineering the survey has been updated. There will be one more community committee meeting before the survey is released the 2nd week of November.
  - E. Student Liaison Report

1. Fall sports seasons are coming to a close. Tennis sectionals are done. Volleyball tournaments begins tomorrow. Football finished Friday with a season record of 3-6 with a very competitive season.
  2. Homecoming went very well. The bandanas from Loggers United Booster Club were a big hit.
- F. Policy Committee Report - The committee met on October 10th and discussed:
1. Handbook language changes. Language will be added to the school safety section stating that the safety committee will have regularly scheduled meetings with law enforcement. No language change will be made to severance pay, however, the district will recognize previous language for affected employees upon their request for retirement.
  2. Representatives from Price County Health Department met with the committee and discussed e-cigarettes and how policies need to be adjusted to include these. Language is being presented for 1st reading on affected policies.
- G. Business services committee met on September 13th and discussed the following:
1. The purchase of a walk-behind scrubber for the cafeteria area from Fund 50 that will require board approval.
  2. The potential purchase agreement for approximately 30 acres for the school forest.
  3. Additional boiler repair work that will require board approval.
  4. Handbook language revisions and policy revisions for first reading.
  5. Reviewed board meeting agenda and bills.
- VI. Items for Discussion and Possible Action
- A. Motion (Burkart/Krog) to approve purchase of Nobles Scrubber for \$5,500.00 from Fund 50 and Fund 10. Motion carried 6-0.
  - B. Motion (Krog/Adolph) to approve the PHS spring band/choir trip March 12-17, 2019. Motion carried 6-0.
  - C. Motion (Burkart/Adolph) to approve resolution authorizing the School District of Phillips to exceed the revenue limit on a non-recurring basis for debt service payments to finance energy efficiency measure and products. Motion carried 6-0.
  - D. A special meeting date will be set this week to approve the 2018-19 milrate/levy and budget.
  - E. Motion (Krog/Halmstad) to authorize Jon Pesko and Rick Morgan to sign a purchase agreement for approximately 30 acres of property as listed in the legal description of the purchase agreement with funds dispersed from the general fund and returned with timber harvest profits as soon as can be scheduled. Motion carried 5-1.
  - F. Motion (Burkart/Krog) to implement a one-percent (1%) salary offer to members of the PEA. Motion carried 6-0.
  - G. Motion (Burkart/Krog) to approve \$6,250 for boiler repair work. Motion carried 6-0.
- VII. Consent Items - Motion (Burkart/Adolph) to approve consent items. Motion carried 6-0.
- A. Approved minutes from September 17 and 26, 2018 Board meetings.
  - B. Approved personnel report
    1. Hiring of winter season non-faculty coaches - Trevor Raskie, PHS boys varsity basketball; Joe Grapa, PHS assistant wrestling; Josh Upson, PhMS assistant wrestling; and Timothy Podmolik, PhMS assistant boys basketball.
    2. Hiring of Justin Lindgren, NHS advisor; Theresa Martin, cook/server; Mike Franson, bus route driver; Michelle Riebe, paraprofessional; and Jessica Strassburg, LTE paraprofessional.
    3. Accepted resignation from Shannon Langreck, paraprofessional (1.5 years).

C. Approved bills from August 2018 (#344647 - 344724 and wires) for a total of \$537,483.40.

VIII. The next regular board meeting will be held on November 19, 2018 at 6:00 p.m. Items to include are State assessment report and second reading of policies.

IX. Motion (Adolph/Krog) to adjourn. Motion carried 6-0. Adjourned at 6:45 p.m.

Respectfully submitted,

Tracie Burkart, Clerk  
Board of Education

**Personnel Report  
October 13 - November 15, 2018**

**New Hires/Transfers**

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date

**Recruitment**

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015

**Resignations/Retirements**

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location

FDT	OBJ FUNC	PRJ	OBJ	2018-19 Revised Budget	2017-18 Revised Budget	October 2018-19 Monthly Activity	October 2017-18 Monthly Activity	2018-19 FYTD Activity	2017-18 FYTD %	2018-19 FYTD %	2017-18 FYTD %
10E	11		UNDIFFERENTIATED CURRICULUM	1,725,715.00	1,733,407.77	151,178.25	138,716.39	415,701.55	24.09	24.09	23.99
10E	12		REGULAR CURRICULUM	1,787,659.00	1,804,061.00	159,402.73	145,711.46	447,455.62	25.03	25.03	24.04
10E	13		VOCATIONAL CURRICULUM	337,145.00	344,455.00	31,488.71	49,196.65	91,058.65	27.01	27.01	43.69
10E	14		PHYSICAL CURRICULUM	168,290.00	167,250.00	12,725.29	15,738.40	44,004.10	26.15	26.15	25.54
10E	16		CO-CURRICULAR ACTIVITIES	143,535.00	146,233.00	15,592.94	9,597.67	29,618.45	20.64	20.64	20.16
10E	17		OTHER SPECIAL NEEDS	14,858.00	15,258.00	304.13	209.93	4,939.16	33.24	33.24	32.87
10E	21		PUPIL SERVICES	282,644.63	170,939.00	23,439.48	15,656.46	60,363.06	21.36	21.36	21.38
10E	22		INSTRUCTIONAL STAFF SERVICES	185,778.95	212,984.00	24,122.26	20,932.06	68,848.99	37.06	37.06	30.09
10E	23		GENERAL ADMINISTRATION	265,543.00	265,543.00	19,080.44	19,988.52	93,381.88	35.17	35.17	39.20
10E	24		SCHOOL BUILDING ADMINISTRATION	593,202.00	569,101.00	41,159.34	47,132.17	171,457.51	28.90	28.90	33.83
10E	25		BUSINESS ADMINISTRATION	1,989,621.98	2,053,453.12	176,588.69	194,336.67	620,113.64	31.17	31.17	27.03
10E	26		CENTRAL SERVICES	337,767.00	337,767.00	3,753.95	21,420.76	48,731.59	14.43	14.43	27.40
10E	27		INSURANCE & JUDGMENTS	142,192.00	143,555.00	99.31	22,941.51	51,559.12	36.26	36.26	61.26
10E	28		DEBT SERVICES	49,460.00	36,539.37	5,489.35	4,416.29	19,515.69	39.46	39.46	21.02
10E	29		OTHER SUPPORT SERVICES	97,469.80	153,738.00	15,369.23	5,264.00	70,249.92	72.07	72.07	58.02
10E	41		TRANSFERS TO ANOTHER FUND	866,000.00	807,411.00	2,178.40	8,897.52	2,966.05	0.57	0.57	2.99
10E	43		PURCHASED INSTRUCTIONAL SERV	517,079.00	552,191.00						
10E	49		OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00						
Grand Expense Totals				9,506,000.36	9,515,926.26	681,972.50	720,156.46	2,239,964.98	23.56	23.56	24.41

**Funds Available to the District as of October, 2018:**

First National Bank (General Checking)	288,617.00
Local Gov't Investment Pool	965,982.00
First National Bank (Savings)	4,326.36
<b>Total</b>	<b>1,258,925.36</b>
<b>Current Line of Credit Balance (\$1,500,000 max)</b>	<b>1,500,000</b>
<b>Total Borrowed (through 10/31/18):</b>	<b>0.00</b>

Number of Accounts: 1173

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

FD/LOC SRC FUNC PRJ LOC SRC	2018-19 Revised Budget	2017-18 October Monthly Activity	2018-19 October Monthly Activity	2017-18 FYTD Activity	2018-19 FYTD %	2017-18 FYTD %
10R--- 180 41800- --- --- COMMUNITY SERVICE		5,400.00				
10R--- 180 41900- --- --- COMMUNITY SERVICE		5,400.00				
10R--- 180 50000- --- --- COMMUNITY SERVICE		5,400.00				
10R--- 211 50000- --- --- CURRENT YEAR PROPERTY TAX	3,943,802.00	4,239,337.00				
10R--- 213 50000- --- --- MOBILE HOME TAX	2,478.00	2,269.00	785.30	1,973.59	54.47	20.85
10R--- 249 50000- --- --- TRANSPORTATION FEES	4,000.00	9,465.00				
10R--- 264 50000- --- --- SURPLUS NON-CAPITAL OBJECTS	1,500.00	1,416.00	1,502.00	1,555.00	103.67	
10R--- 271 50000- --- --- ADMISSIONS	11,000.00	12,650.00	2,475.00	3,793.00	28.66	29.98
10R--- 279 50000- --- --- OTHER SCHOOL ACTIVITY INCOME	11,000.00	13,000.00	1,120.00	6,178.60	16.95	47.53
10R--- 280 50000- --- --- INTEREST ON INVESTMENTS	9,000.00	7,600.00	2,593.47	2,725.37	103.53	35.86
10R--- 291 50000- --- --- GIFTS, FUNDRAISING, CONTRIBS		40,000.00	3,000.00	3,000.00		7.50
10R--- 292 50000- --- --- STUDENT FEES	17,000.00	18,100.00	200.00	9,348.00	45.31	51.65
10R--- 293 50000- --- --- RENTALS	15,000.00	15,000.00	25.00	4,185.64	27.14	27.90
10R--- 345 50000- --- --- OPEN ENROLLMENT WI SCH. DIST.	266,042.00	231,692.00				
10R--- 515 50000- --- --- TRANSIT OF AIDS INTER. SOURCES	6,462.00	2,100.00		601.45		28.64
10R--- 517 50000- --- --- TRANSIT OF FEDERAL AIDS	4,385.00	4,385.00				
10R--- 612 50000- --- --- TRANSPORTATION AID	61,226.00	61,226.00				
10R--- 613 50000- --- --- LIBRARY AID	26,215.00	23,755.00				
10R--- 621 50000- --- --- EQUALIZATION AID	3,239,871.00	2,918,331.00		431,917.00	13.33	13.73
10R--- 630 50000- --- --- SPECIAL PROJECT GRANTS	126,092.00	23,892.00				
10R--- 650 50000- --- --- SAGE AID	210,000.00	199,181.00				
10R--- 660 50000- --- --- STATE REVENUE THROUGH LOCAL	1,650.00	1,810.00				
10R--- 691 50000- --- --- COMPUTER AID	14,811.00	7,071.00				
10R--- 695 50000- --- --- Per Pupil Aid	515,352.00	352,800.00				
10R--- 699 50000- --- --- OTHER STATE REVENUE	92,601.00	1,000.00				
10R--- 730 50000- --- --- SPECIAL PROJECT GRANTS	162,715.00	179,397.00				
10R--- 751 50000- --- --- ESEA TITLE IA	143,541.00	171,394.00				
10R--- 780 50000- --- --- FED AID THRU STATE NOT DEI	42,500.00	42,500.00		8,150.75		
10R--- 861 50000- --- --- EQUIPMENT SALES/LOSS						
10R--- 878 50000- --- --- CAPITAL LEASES		121,267.38				
10R--- 964 50000- --- --- NON-CAPITAL INS SETTLMTS			22,432.00	22,432.00		
10R--- 971 50000- --- --- REFUNDS - PRIOR YR., E-RATE	25,000.00	25,000.00	14,475.00	17,802.77	8.78	71.21
10R--- 990 50000- --- --- MISCELLANEOUS	10,000.00	10,000.00	2,700.00	11,464.30	27.00	114.64
10R--- 999 50000- --- --- COPY FEES	200.00	200.00				
10----- --- --- GENERAL FUND	8,963,443.00	8,752,038.38	10,728.47	492,308.47	5.21	5.63
Grand Revenue Totals	8,963,443.00	8,752,038.38	10,728.47	492,308.47	5.21	5.63

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHEC AMOUNT	CHEC TYPE
09/07/2018	201800075	Diversified Benefit Services I	HRA CLAIMS	-305.79	V
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	8,850.27	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	3,812.99	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	8,850.27	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	3,812.99	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	8,834.91	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	4,479.23	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	8,834.91	W
09/14/2018	201800085	Wisconsin Retirement System	Payroll accrual	4,479.23	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	12,071.72	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	12,422.59	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	107.05	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	425.00	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	2,823.19	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	12,071.72	W
09/28/2018	201800081	Internal Revenue Service	Payroll accrual	2,823.19	W
09/28/2018	201800082	Mass Mutual	Payroll accrual	575.00	W
09/28/2018	201800082	Mass Mutual	Payroll accrual	49.34	W
09/28/2018	201800082	Mass Mutual	Payroll accrual	890.00	W
09/28/2018	201800082	Mass Mutual	Payroll accrual	17.95	W
09/28/2018	201800083	Wisconsin Department of Revenue	Payroll accrual	192.72	W
09/28/2018	201800084	Wisconsin Department of Revenue	Payroll accrual	7,882.90	W
09/28/2018	201800084	Wisconsin Department of Revenue	Payroll accrual	20.00	W
10/01/2018	344805	Bone & Joint Clinic	Case #14SC18 Shannon Myers	142.94	R
10/01/2018	344806	WEA Member Benefits	Payroll accrual	1,480.00	R
10/01/2018	344806	WEA Member Benefits	Payroll accrual	186.33	R
10/01/2018	344806	WEA Member Benefits	Payroll accrual	555.00	R
10/01/2018	344807	Wi SCTF	Payroll accrual	48.31	R
10/03/2018	201800101	Diversified Benefit Services I	HRA CLAIMS	15,266.62	W
10/04/2018	344808	Bolz, BJ	FOOTBALL OFFICIAL	80.00	R
10/04/2018	344809	Brzeskiewicz, Mark	FOOTBALL OFFICIAL	80.00	R
10/04/2018	344810	Reilly, Richard	FOOTBALL OFFICIAL	80.00	R
10/04/2018	344811	Revak, Larry	FOOTBALL OFFICIAL	80.00	R
10/04/2018	344812	Smart, Timothy	FOOTBALL OFFICIAL	80.00	R
10/04/2018	344813	1st Place Trophy & Engraving	ME - track meet plaques	108.00	R
10/04/2018	344814	Advance Auto Parts	Blanket PO for Maintenance Auto	57.23	R
10/04/2018	344814	Advance Auto Parts	Blanket PO - Transportation supplies	9.50	R
10/04/2018	344814	Advance Auto Parts	Blanket PO - Transportation supplies	33.58	R
10/04/2018	344814	Advance Auto Parts	Blanket PO - Transportation supplies	31.98	R
10/04/2018	344815	Blick Art Materials	GP - classroom supplies	213.77	R
10/04/2018	344816	Cerebellum Corp	Counseling Resources	534.95	R
10/04/2018	344817	CESA #2	subscription	1,466.92	R
10/04/2018	344818	Debriyn'S Sale & Service	Snow Plow	6,150.00	R
10/04/2018	344819	Educational Innovations	supplies	167.59	R
10/04/2018	344820	Fastenal Company	TB - classroom supplies	9.10	R
10/04/2018	344820	Fastenal Company	TB - classroom supplies	13.39	R
10/04/2018	344821	Glass To Go Inc	Glass Repair	74.50	R
10/04/2018	344822	Heinemann	Curriculum	1,402.50	R
10/04/2018	344823	Houghton Mifflin Harcourt	BE - 6th gr math expressions - 3 year contract	4,296.50	R
10/04/2018	344824	MC Designs	Staff Inservice Meal	270.00	R
10/04/2018	344825	Medco Sports Medicine Co.	medical supplies	16.65	R
10/04/2018	344826	Midwest Bus Parts, Inc.	Blanket PO - Transportation	401.42	R