

# Phillips Board of Education Regular Board Meeting

Monday, December 17, 2018  
5:00 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	
	B. Phillips Middle/High School Principal Report	Hoogland	
	C. Director of Pupil Services Report\	Lemke	
	D. Superintendent Report	Morgan	
	1. 2019-2020 School Calendar		
	2. 21st Century Grand Update		
	E. Student Liaison Report	Haberman	
	F. Policy Committee Report	Burkart	3
	1. 2nd Reading: 720.1 Bleacher Safety		
	2. 2nd Reading: 720.2 Playground Equipment Safety		
	G. Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
	A. Community Survey Presentation by School Perceptions	Morgan	
	B. Special Board Meeting Schedule	Pesko	
	C. District Audit Contract Renewal	Lehman	
	D. Marco Equipment Lease Copier 46-Month Add-On for \$5,425.64	Lehman	
VII.	Consent Items	Pesko	
	A. Approval of Minutes from November 19, 2018 Board Meeting		4-5
	B. Approval of Personnel Report		6
	C. Approval of Second Readings of Policies as Presented		
	D. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	
IX.	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 12/17/2018

## **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 12/17/2018

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, Distin, Halmstad, Krog, Pesko, Willett and Student Liaison Haberman. Absent: Fox, and Rose. Administration present: Superintendent Morgan, Pupil Services Director Lemke. Others: Staff, community members, and Price County Review.
- III. President Pesko stated that public notice of the meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips' website, and the Price County Review.
- IV. Public Participation - None
- V. The Friend of Education was awarded to:
  - A. TJ Podmolik for his volunteer work with the baseball/softball programs
  - B. The Co-Founders of the Rib Fest fundraiser (Mike Reed, Scott Coe, Don Hanson and Jude Desotelle).
- VI. Administrative and Committee Reports
  - A. Director of Pupil Services Report
    1. The State assessment report was tabled until Principal Scholz and Hoogland can be part of the discussion.
  - B. Superintendent Report
    1. The LCT group has met twice and began discussions on Equitable Multi-Level System of Supports - a new initiative to bring together all the areas of support being offered to students. The team chose high quality instruction, collaboration, and family/community engagement as three priority areas to focus their work on this year.
    2. The district is partnering with Dale Houdek to write the new 21st Century grant. The five-year grant will be submitted in February and awards will be announced in the spring. This grant would give the district approximately \$500,000 over the next five years.
    3. The State Convention will be held January 23-25, 2019. There is a new option for virtual attendance available that the district would like to make available to board members that cannot attend the three-day convention in Milwaukee. Early bird pricing for registration ends December 15.
  - C. Student Liaison Report
    1. Students of the month for the middle school were Ty Henderson (Grade 6), Jack Kulwicki (Grade 7) and Logan Fore-Grant (Grade 8).
    2. Students of the quarter for the high school were Samantha Morrone (Grade 9) and Owen Roe (Grade 10).
  - D. Policy Committee Report - The committee met on November 14th and discussed:
    1. Second reading of Employee Handbook, Section 3.2.1 - School Safety. Language was included to reflect current practice of including law enforcement in safety meetings.
    2. First readings of Policy 720.1 Bleacher Safety and 720.2 Playground Equipment Safety. Policies include wording for safe operation and inspection of equipment.

3. Second readings of Policy 522.2/831 Tobacco Use Prohibited and 443.3 Alcohol, Tobacco and Other Drug Abuse by Pupils to include language prohibiting e-cigarettes and vaping.
  4. Discussion on requirements to take effect January 1, 2019 on documentation of safety drills and notification to the Board of Education. The district currently conducts safety drills biannually.
- G. Business services committee met on November 15th and discussed the following:
1. School Perceptions survey being sent to all households this week. The deadline to return the surveys is December 7th. Marketing strategies include an interview with Channel 12, an Open House at the elementary on November 28th, reality radio is being explored, as well as website and Facebook information.
  2. The survey findings will be presented at the December 17th board meeting. One or two special meetings will be needed to draft a resolution prior to the January deadline.
  3. One-to-One Computer Technology Plan was reviewed. Chromebooks will be handed out after Thanksgiving break. Students will receive instruction on the use and care of the chromebooks.
  4. Transportation supervisor updated the committee on DOT inspections and proposal for replacement of Bus #21 with the purchase of another propane bus. He is also looking into options for selling buses.
  5. School forest property has been purchased. Easement language is being revised. A survey of the property and scheduling of logging has begun.
  6. Youth football will be on the agenda for the December business services agenda.
  7. Discussion on policies regarding voice recordings versus picture recording.
  8. Mr. Berens reported that five of the six starting blocks at the pool have been completed.
  9. Reviewed board meeting agenda and bills.
- VI. Items for Discussion and Possible Action
- A. One-to-One Chromebook Policy Manual and Insurance and Use Agreements were presented in the board packet. The district has been working on infrastructure and staff training on one-to-one teaching over the past several years. With the grant available for freshman students, the timing was right to begin the process of distributing chromebooks to students. There will be a self-funding insurance plan to cover minor repairs and replacements. The chromebooks will remain on campus for now.
- VII. Consent Items - Motion (Willett/Burkart) to approve consent items. Motion carried 7-0.
- A. Approved minutes from October 15 and 30, 2018 Board meetings.
  - B. There were no items on the personnel report to approve.
  - C. Approval of second reading of policies as presented during the meeting.
  - C. Approved bills from October 2018 (#344805-344969 and wires) for a total of \$683,059.06
- VIII. The next regular board meeting will be held on December 17, 2018 at 5:00 p.m. Items to include are: State assessment report, presentation by School Perceptions, scheduling of special meetings, and second reading of policies.
- IX. Motion (Willett/Krog) to adjourn. Motion carried 7-0. Adjourned at 6:40 p.m.

Respectfully submitted,  
Tracie Burkart, Clerk/Board of Education

**Personnel Report  
November 16 - December 14, 2018**

**New Hires/Transfers**

<b>Name/Position</b>	<b>Position Description</b>	<b>New Salary</b>	<b>Previous Employee Salary</b>	<b>Effective Date</b>
Kyle Schliefe K-12 Music/Choir Director	Replace Rebecca Trimner	Days Prorated based on \$40,400.00	\$42,677.58	TBD

**Recruitment**

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

**Resignations/Retirements**

<b>Name</b>	<b>Position</b>	<b>Resignation/ Retirement</b>	<b>Effective Date</b>	<b>Years of Service</b>	<b>Location</b>

FDI	OBJ	FUNC	PRJ	OBJ	2018-19 Revised Budget	2017-18 Revised Budget	November 2018-19 Monthly Activity	November 2017-18 Monthly Activity	2018-19 FYTD Activity	2017-18 FYTD %	2018-19 FYTD %
10E	11	---	---	UNDIFFERENTIATED CURRICULUM	1,725,715.00	1,733,407.77	133,156.79	147,452.72	548,858.34	31.80	32.50
10E	12	---	---	REGULAR CURRICULUM	1,787,659.00	1,804,061.00	161,772.81	147,816.04	609,228.43	34.08	32.23
10E	13	---	---	VOCATIONAL CURRICULUM	337,145.00	344,455.00	34,463.41	-26,368.12	125,522.06	37.23	36.03
10E	14	---	---	PHYSICAL CURRICULUM	168,290.00	167,250.00	14,963.04	15,663.92	58,967.14	35.04	34.90
10E	16	---	---	CO-CURRICULAR ACTIVITIES	143,535.00	146,233.00	13,588.27	12,228.77	43,206.72	30.10	28.52
10E	17	---	---	OTHER SPECIAL NEEDS	14,858.00	15,258.00	210.46	209.98	5,149.62	34.66	34.24
10E	21	---	---	PUPIL SERVICES	282,717.97	170,939.00	24,646.37	11,482.43	85,009.43	30.07	28.10
10E	22	---	---	INSTRUCTIONAL STAFF SERVICES	299,934.95	212,984.00	36,505.11	23,202.79	105,354.10	35.13	40.99
10E	23	---	---	GENERAL ADMINISTRATION	265,543.00	265,543.00	28,252.66	2,211.69	121,634.54	45.81	40.03
10E	24	---	---	SCHOOL BUILDING ADMINISTRATION	593,202.00	569,101.00	48,721.05	38,916.75	220,178.56	37.12	40.66
10E	25	---	---	BUSINESS ADMINISTRATION	1,989,621.98	2,053,453.12	146,893.84	142,211.90	767,007.48	38.55	33.95
10E	26	---	---	CENTRAL SERVICES	28,460.00	337,767.00	-36,638.30	11,437.23	12,093.29	42.49	30.79
10E	27	---	---	INSURANCE & JUDGMENTS	142,192.00	143,555.00		30,391.52	51,559.12	36.26	82.44
10E	28	---	---	DEBT SERVICES	50,426.00	36,539.37	4,120.70	2,752.05	23,636.39	46.87	28.55
10E	29	---	---	OTHER SUPPORT SERVICES	289,430.30	153,738.00	35,787.08		106,037.00	36.64	58.02
10E	41	---	---	TRANSFERS TO ANOTHER FUND	866,000.00	807,411.00					
10E	43	---	---	PURCHASED INSTRUCTIONAL SERV	517,079.00	552,191.00					
10E	49	---	---	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00			2,966.05	0.57	3.57
Grand Expense Totals					9,503,849.20	9,515,926.26	646,443.29	562,860.67	2,886,408.27	30.37	30.33

Number of Accounts: 1214

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

First National Bank (General Checking)	587,323.03
Local Gov't Investment Pool	1,404.43
First National Bank (Savings)	4,326.36
<b>Total</b>	<b>593,053.82</b>

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

**Total Borrowed (through 11/30/18): 0.00**

**1,500,000**

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

FYTD	SRC	FUNC	PRJ	LOC	SRC	2018-19	2017-18	November	2018-	November	2017-	2018-19	2017-18	2018-19	2017-18
						Revised Budget	Revised Budget	Monthly Activi	Monthly Activi	Monthly Activi	Monthly Activi	FYTD Activity	FYTD Activity	FYTD %	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									
10R---	213	50000-	---	---	MOBILE HOME TAX	2,478.00	555.77	748.75	555.77	748.75	748.75	22.43	748.75	22.43	33.00
10R---	249	50000-	---	---	TRANSPORTATION FEES	4,000.00	858.40	254.95	858.40	254.95	2,228.54	75.93	2,228.54	75.93	23.55
10R---	264	50000-	---	---	SURPLUS NON-CAPITAL OBJECTS	1,500.00	800.00		800.00		3,793.00	103.67	3,793.00	103.67	29.98
10R---	271	50000-	---	---	ADMISSIONS	11,000.00									
10R---	279	50000-	---	---	OTHER SCHOOL ACTIVITY INCOME	11,000.00	1,937.80		1,937.80		6,178.60	34.57	6,178.60	34.57	47.53
10R---	280	50000-	---	---	INTEREST ON INVESTMENTS	9,000.00	1,014.77	403.45	1,014.77	403.45	3,128.82	114.81	3,128.82	114.81	41.17
10R---	291	50000-	---	---	GIFTS, FUNDRAISING, CONTRIBS						3,000.00		3,000.00		7.50
10R---	292	50000-	---	---	STUDENT FEES	21,000.00	2,739.00		2,739.00		9,348.00	49.72	9,348.00	49.72	51.65
10R---	293	50000-	---	---	RENTALS	15,000.00	122.57		122.57		4,310.64	27.96	4,310.64	27.96	28.74
10R---	345	50000-	---	---	OPEN ENROLLMENT WI SCH. DIST.	266,042.00									
10R---	515	50000-	---	---	TRANSIT OF AIDS INTER. SOURCES	6,462.00					601.45		601.45		28.64
10R---	517	50000-	---	---	TRANSIT OF FEDERAL AIDS	4,385.00									
10R---	612	50000-	---	---	TRANSPORTATION AID	61,226.00									
10R---	613	50000-	---	---	LIBRARY AID	26,215.00									
10R---	621	50000-	---	---	EQUALIZATION AID	3,239,871.00	2,918,331.00		2,918,331.00		400,653.00	13.33	400,653.00	13.33	13.73
10R---	630	50000-	---	---	SPECIAL PROJECT GRANTS	126,092.00	23,892.00		23,892.00						
10R---	650	50000-	---	---	SAGE AID	210,000.00	199,181.00	83,659.00	83,659.00	69,850.00	69,850.00	39.84	69,850.00	39.84	35.07
10R---	660	50000-	---	---	STATE REVENUE THROUGH LOCAL	1,650.00	1,810.00				673.54		673.54		
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 DPI	42,500.00	42,500.00								
10R---	861	50000-	---	---	EQUIPMENT SALES/LOSS						8,824.29		8,824.29		
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	789.60		789.60			11.94	17,802.77	11.94	71.21
10R---	990	50000-	---	---	MISCELLANEOUS	10,000.00	10,000.00	20,782.60	2,700.00	2,700.00	32,246.90	27.00	32,246.90	27.00	322.47
10R---	999	50000-	---	---	COPY FEES	200.00	200.00	15.00	15.00	30.00		15.00		15.00	
10----	----	-----	----	----	GENERAL FUND	8,967,443.00	8,752,038.38	92,491.91	92,491.91	559,162.26	585,146.76	6.24	585,146.76	6.24	6.69
Grand Revenue Totals						8,967,443.00	8,752,038.38	92,491.91	92,491.91	559,162.26	585,146.76	6.24	585,146.76	6.24	6.69