

# Phillips Board of Education Regular Board Meeting

Monday, February 18, 2019  
**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	
	1. Students of the Month		
	B. Phillips Middle/High School Principal Report	Hoogland	
	1. Monthly and Quarterly Student Awards		
	2. PHS Salutatorian for Class of 2019		
	3. PHS Valedictorian for Class of 2019		
	4. PHS Academic Excellence Scholarship		
	C. Director of Pupil Services Report	Lemke	
	1. 2019 Assessment Report		
	D. Superintendent Report	Morgan	
	1. Facilities Planning Update		
	2. Safety Grant Update		
	E. Student Liaison Report	Haberman	
	F. Policy Committee Report	Burkart	
	1. #462 Technical Excellence Scholarship Policy		4-5
	2. #661.3 Bad Check Policy		6
	G. Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
	A. State Education Convention Report	Members	
	B. Staffing Update for 2019-2020	Morgan	
	C. Legislative Meeting - March 4, 2019	Morgan	
	D. Full-Day 4-Year Old Kindergarten Program	Scholz	
	E. Curriculum Report	Morgan	
	F. Approve Three-Year Audit Bid	Lehman	
VII.	Consent Items	Pesko	
	A. Approval of Minutes from January 21, 2019 Board Meeting		7-8
	B. Approve First and Second Reading of Policy #462 Technical Excellence Scholarship		
	C. Approval of Personnel Report		9
	D. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	

IX.	<p>Motion to convene into executive session at the conclusion of open session pursuant to:</p> <p>A. WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, retirement, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility</p> <ul style="list-style-type: none"> <li>● Administrative Mid-Year Review</li> <li>● Administrative Contracts</li> <li>● Staffing Reports for 2019-20</li> <li>● Consider Retirement Request</li> </ul> <p>B. 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>	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	

## HIGHER EDUCATION TECHNICAL EXCELLENCE SCHOLARSHIP (TES) 462

It is the responsibility of the school to name the 12<sup>th</sup> grade pupil in each high school who has the highest demonstrated level of proficiency in technical education subjects. 2015 Wisconsin ACT 91 requires the school district to designate scholars for the program to Higher Education Aids Board (HEAB) by February 25<sup>th</sup> of each year. Additionally, the student with the highest grade point average must meet all graduation requirements established by the State of Wisconsin and scholarship policies established by the School District of Phillips Board of Education. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the state, while the other half is matched by the institution. Eligibility of the scholarship does not exceed six semesters.

### **Selection Procedure**

1. A student must be enrolled for at least six credits by September 30<sup>th</sup> of the academic year following the academic year in which he or she was designated as a scholar, at a participating Wisconsin Technical College in Wisconsin.
2. No student may receive both a TES and an Academic Education Scholarship
3. In order to be eligible, a student must exhibit interest in and planning for a technical career *[WI State Statute 115.28(59)]*.
  - Prior to September 1, 2017, school counselor or principal must affirm this.
  - After September 2017, a student must have an academic and career plan leading to post-secondary technical education.
4. In order to be eligible, a student must complete at least one of the following eight eligibility items.
  - a. Be a Career and Technical Education (CTE) Concentrator
  - b. Participated in Youth Apprenticeship Program
  - c. Participated in a Technical High School Diploma program
  - d. Participated in a Career and Technical Training pathway
  - e. Participated in Skills Standards Program
  - f. Completed (or be on tract to complete) and industry recognized certification program
  - g. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: FBLA, FCCLA, FFA, or Skills USA
  - h. Complete a technical training program
5. In addition to the HEAB requirements, there is an additional requirement that a student must maintain an overall GPA of 3.0.
6. ~~Act 94~~ **2013 Act 60** requires that nomination for TES scholarships be made by school districts for the student who has the highest level of proficiency in technical education subjects based on the ranking system prepared by HEAB.
  - ~~HEAB ranking system consists of ranking eligible students~~ Based on a ranking system prepared by HEAB, the School District of Phillips uses a system based on HEAB's recommended system, which ranks students according to a point system reflective of course work and technical education experience.

- o One point is given to a student for each credit-hour earned in high school in CTE courses.
- o One point is given to a student for each year of activity in CTSO listed above.
- o For purpose of assigning a ranking among eligible candidate, credit hours in process at the time of nomination should be counted toward the number of credits earned.

### **Tie Breaking Method**

In the case of a tie for the senior with the highest number of points under this system, the following tiebreakers will be used in this order:

- Grade point average in CTE courses, as defined above
- Grade point average in all courses; or
- If above does not produce a recipient, the Superintendent will supervise a coin toss or drawing to determine the recipient.

The School District of Phillips has received approval from HEAB for a provision in its TES ranking system requirement student to have a 3.0 GPA in order to be eligible for a TES award.

### **Alternate Designation**

As per the 2015 Wisconsin Act 91, the School District of Phillips is required to designate alternate technical excellence scholars. The following criteria for the designation will be used:

1. In the event of a tie with the highest grade point average, the application of the tie breaking procedure indicated above in the "Tie Breaking Method," will be applied to determine the alternate(s).
2. In situations where there is not a tie for the highest level of proficiency in technical education subjects and the tie-breaking procedure is not used, the board will designate any remaining seniors with the next highest level of proficiency in technical education subjects. Alternate scholars will be certified in order of priority.

### **Requirements**

1. The student is responsible to complete an academic and career plan leading to a career in technical education.
2. The student is responsible to apply to a Wisconsin Technical School at his or her own expense.

The building principal is responsible for communicating these requirements to all students annually via the student handbook or other appropriate means.

Legal Refs: 2013 Wisconsin Act 60  
2015 Wisconsin Act 91, Wisc. State Statute 115.28(59)

Adopted: January 19, 2015  
Revised: February 19, 2018  
Revised: \_\_\_\_\_

**BAD CHECK POLICY**

**661.3**

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the District Administrator shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule not to exceed 60 days. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the District Administrator to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents.

Adopted: \_\_\_\_\_

MINUTES OF PHILLIPS Board of Education REGULAR MONTHLY MEETING  
Monday, January 21, 2019

- 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, Fox, Halmstad, Krog, Pesko, Rose, and Student Liaison Haberman. Absent: Willett. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Hoogland and Scholz, and Pupil Services Director Lemke. Others: Staff, community members, and Price County Review.
- III. President Pesko stated that public notice of the meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips' website, and the Price County Review.
- IV. Public Participation - None
- V. Administrative and Committee Reports
  - A. Elementary Principal Report
    1. Students of the month for December were Abigail Soberg (Kdgn) and Douglas Wagner (Grade 3).
    2. There were 53 (15%) students out sick today.
    3. Samples of Logger Learning Team invitations were distributed for the Board to see. The LLT meeting will be January 31st beginning with a boxed meal followed by parent/teacher meetings. A conversation starter jar was also passed around. These will be used to help parents ask questions about their student's reading comprehension.
  - B. Middle/High School Principal Report
    1. Students of the month at PhMS were Rylie Sidenbender (6), Alie Williams (7), and Cole Abraham (8).
    2. Justin Lindgren updated the Board and answered questions on the New York City plans for the band/choir trip in March.
    3. The 6-12 evacuation drill report was made to the Board and will be filed with the State as required. CREW meetings and a safety committee meeting were held after the drill to assess the effectiveness of the drill.
  - C. Director of Pupil Services Report
    1. Members of the pupil services department presented the results of the 2017-18 assessments (Forward, ACT Aspire, and ACT). The district report cards have been made public and the elementary exceeds expectations while the middle and high school meet expectations.
    2. Areas of concern include the low number of students in the advanced categories and preparing students for the ACT exam. A practice exam was added in this current year and this is anticipated to help students increase their score on the official exam.
    3. Social studies curriculum has been reviewed and adjustments made to better match when items are addressed on the exams. This should improve scores on this years assessments.
    4. Marty Krog and Tracie Burkart will represent our Board at the January 31st Lifelines training. The training includes countywide schools and organizations.
  - D. Superintendent Report
    1. February 14 following the 1:00 pm dismissal all staff will meet with Megan Prestebak of Miron Construction to begin a series of staff meetings to be held

- before the end of the school year. In August community members will be invited to join in the meetings in preparation for a 2020 referendum.
2. The leadership communication team (LCT) has been reviewing the multiple levels of support system and are focusing on three components of that system. More information will be reported in February.
  3. The State Education Convention begins Wednesday morning. Board members that are not able to attend will have the option of viewing select sessions via virtual attendance. Once the access is available all Board members will be notified.
- E. Financial Manager Report
1. Quarterly Financial Report showed year-to-date expenditures as of December 31, 2018 were \$3,466,010.90 (36.43% of budget) and revenues were \$1,417,841.83 (15.79% of budget). The total cash available was \$829,067.77. No line of credit has been used this fiscal year.
  2. The first look at the 2019-20 budget proposal will happen in March or April.
- F. Student Liaison Report
1. Students are finding the chromebooks to be a big help. It was determined that approximately 85% of the students have access to internet at home. Having chromebooks help students who don't have devices available at home.
- G. Policy Committee Report - The committee met on January 16th and discussed the open enrollment policy.
- H. Business services committee met on January 17th and discussed the proposal for 4K full-day kindergarten, the auditor bid process, the safety grant camera system at PES and remodeling of PHS office. The board meeting agenda was reviewed and bills were reviewed.
- VI. Items for Discussion and Possible Action
- A. Discussion was held on beginning a full-time 4K program in the fall. Both other schools in the county provide a full-time program and there is potential loss of students within the district due to open enrollment issues. Motion (Krog/Burkart) for administration to pursue full-time, 4K program and report on parent/community input at the next Board meeting. Motion carried 8-0.
  - B. The State mandates that the Board review the open enrollment policy regarding capping enrollment for regular and special education students. Motion (Burkart/Krog) to approve making no changes to the policy. Motion carried 8-0.
  - C. The 2019-20 calendar will include 176 days of instruction and four full days of staff inservice. It will include no 1pm dismissals and will increase total hours of instruction over the current calendar. Motion (Burkart/Distin) to approve the calendar as presented.
- VII. Consent Items - Motion (Krog/Adolph) to approve consent items. Motion carried 8-0.
- A. Approved minutes from December 17, 2018 and January 7, 2019 Board meetings.
  - B. Approve hiring Jessica Strassburg as LTE paraprofessional.
  - C. Approved bills from December 2018 (#345130-345278 and wires) for a total of \$411,387.77.
- VIII. The next regular board meeting will be held on February 18, 2019 at 5:00 p.m. Items to include are staffing recommendations, 4K program, WASB report, curriculum and closed session for administrative reviews.
- IX. Motion (Burkart/Adolph) to adjourn. Motion carried 8-0. Adjourned at 7:40 p.m.

Respectfully submitted,  
Tracie Burkart, Clerk - Board of Education



**Personnel Report  
January 18, 2019 - February 15, 2019**

**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
World Language Teacher	Replace Steven Ivancich and online program	Phillips High School	01-16-2019

**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	January 2018-19 Monthly Activity	January 2017-18 Monthly Activity	2018-19 FYTD Activity	2018-19 FYTD %	2017-18 FYTD %
10E	---	11	----	---	1,730,040.00	1,733,407.77	129,633.82	154,046.61	804,607.93	46.51	48.95
10E	---	12	----	---	1,787,742.52	1,804,061.00	154,073.41	138,855.92	911,489.35	50.99	47.84
10E	---	13	----	---	337,145.00	344,455.00	28,888.92	26,450.16	183,815.82	54.52	51.97
10E	---	14	----	---	168,290.00	167,250.00	12,356.46	12,418.38	83,368.01	49.54	49.76
10E	---	16	----	---	143,535.00	146,233.00	15,540.47	16,205.39	63,873.36	44.50	44.63
10E	---	17	----	---	14,858.00	15,258.00	210.22	1,931.36	5,570.30	37.49	48.28
10E	---	21	----	---	243,246.90	170,939.00	16,833.48	12,086.80	118,135.47	48.57	41.18
10E	---	22	----	---	307,932.43	212,984.00	18,693.22	18,895.83	151,557.46	49.22	61.81
10E	---	23	----	---	265,543.00	265,543.00	19,206.79	15,595.03	161,581.45	60.85	54.41
10E	---	24	----	---	593,202.00	569,101.00	34,048.43	38,278.64	287,839.37	48.52	53.50
10E	---	25	----	---	1,989,621.98	2,053,453.12	133,851.26	168,857.09	1,034,023.36	51.97	46.69
10E	---	26	----	---	28,460.00	337,767.00	2,070.05	14,597.29	15,743.35	55.32	40.55
10E	---	27	----	---	142,192.00	143,555.00	13,268.47	365.00	64,846.85	45.61	83.72
10E	---	28	----	---	50,426.00	36,539.37	4,258.70	2,752.05	30,923.14	61.32	43.61
10E	---	29	----	---	289,430.30	153,738.00	43,329.91	56,449.70	160,609.59	55.49	98.23
10E	---	41	----	---	866,000.00	807,411.00					
10E	---	43	----	---	517,079.00	552,191.00	7,870.10	7,686.25	22,159.80	4.29	5.87
10E	---	49	----	---	2,040.00	2,040.00	528.66		528.66	25.91	
Grand Expense Totals					9,476,784.13	9,515,926.26	634,662.37	685,471.50	4,100,673.27	43.27	43.22

Number of Accounts: 1248

Funds Available to the District as of January, 2019:

***** End of report *****	885,438.56
First National Bank (General Checking)	587,150.70
Local Gov't Investment Pool	4,330.18
First National Bank (Savings)	1,476,919.44
<b>Total</b>	

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

1,500,000

Total Borrowed (through 01/31/19):

0.00

FDILOC SRC FUNC	PRJ LOC SRC	2018-19 Revised Budget	2017-18 January Monthly Actvty	2018-19 January Monthly Actvty	2017-18 FYTD Activity	2018-19 FYTD Activity	2017-18 FYTD %	2018-19 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	1,236,265.89	1,622,700.99	1,236,265.89	31.35	38.28
10R--- 213 50000-	--- MOBILE HOME TAX	2,478.00	2,269.00		748.75	555.77	22.43	33.00
10R--- 249 50000-	--- TRANSPORTATION FEES	4,000.00	9,465.00		2,228.54	3,037.37	75.93	23.55
10R--- 264 50000-	--- SURPLUS NON-CAPITAL OBJECTS	1,500.00	1,416.00			1,555.00	103.67	
10R--- 271 50000-	--- ADMISSIONS	11,000.00	12,650.00	3,185.00	2,277.00	9,052.00	82.29	67.57
10R--- 279 50000-	--- OTHER SCHOOL ACTIVITY INCOME	11,000.00	13,000.00	78.32	7,220.40	4,429.52	40.27	55.54
10R--- 280 50000-	--- INTEREST ON INVESTMENTS	9,000.00	7,600.00	1,672.33	586.82	13,583.96	150.93	53.88
10R--- 291 50000-	--- GIFTS, FUNDRAISING, CONTRIBS		40,000.00			3,000.00	7.50	
10R--- 292 50000-	--- STUDENT FEES	21,000.00	18,100.00	1,050.00	12,328.00	14,887.00	70.89	68.11
10R--- 293 50000-	--- RENTALS	15,000.00	15,000.00	353.57	7,681.51	7,978.84	53.19	51.21
10R--- 345 50000-	--- OPEN ENROLLMENT WI SCH. DIST.	266,042.00	231,692.00		601.45		28.64	
10R--- 515 50000-	--- TRANSIT OF AIDS INTER. SOURCES	6,462.00	2,100.00					
10R--- 517 50000-	--- TRANSIT OF FEDERAL AIDS	4,385.00	4,385.00					
10R--- 612 50000-	--- TRANSPORTATION AID	61,226.00	61,226.00	63,855.00	70,055.00	63,855.00	104.29	114.42
10R--- 613 50000-	--- LIBRARY AID	29,259.00	23,755.00					
10R--- 621 50000-	--- EQUALIZATION AID	3,239,871.00	2,918,331.00		1,147,462.00	1,274,276.00	39.33	39.32
10R--- 630 50000-	--- SPECIAL PROJECT GRANTS	126,092.00	23,892.00		5,520.00		23.10	
10R--- 650 50000-	--- SAGE AID	210,000.00	199,181.00		69,850.00	83,659.00	39.84	35.07
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	172,715.00	179,397.00		17,208.14		9.59	
10R--- 751 50000-	--- ESEA TITLE IA	143,541.00	171,394.00		21,986.90		12.83	
10R--- 780 50000-	--- FED AID THRU STATE NOT DPI	42,500.00	42,500.00					
10R--- 861 50000-	--- EQUIPMENT SALES/LOSS			3,943.56		3,943.56		
10R--- 878 50000-	--- CAPITAL LEASES		121,267.38			5,425.84		
10R--- 964 50000-	--- NON-CAPITAL INS SETTLMTS							
10R--- 971 50000-	--- REFUNDS - PRIOR YR., E-RATE	25,000.00	25,000.00	14,715.00	17,699.75	17,699.75	70.80	71.25
10R--- 990 50000-	--- MISCELLANEOUS	10,000.00	10,000.00		39,809.82	2,700.00	27.00	396.10
10R--- 999 50000-	--- COPY FEES	200.00	200.00			56.00	28.00	
10-----	--- GENERAL FUND	8,980,487.00	8,752,038.38	1,325,118.67	1,727,142.39	2,742,960.50	30.54	35.35
Grand Revenue Totals		8,980,487.00	8,752,038.38	1,325,118.67	1,727,142.39	2,742,960.50	30.54	35.35