

# Phillips Board of Education Regular Board Meeting

Monday, July 15, 2019  
6:00 p.m.

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. Director of Pupil Services Report	Lemke	
	1. Year-End Special Education Report		
	C. Superintendent Report	Morgan	
	1. School Safety Report		
	2. Update on Facilities Planning with Miron Construction and HSR		
	3. Redefining Ready Cohort Meeting		
	D. Finance Manager Quarterly Report	Lehman	
	E. Report on Conferences and Workshops Attended by Board and Administration		
	F. School Forest Committee Report	Lind/Rose	
	G. Policy Committee Report	Burkart	
	1. First Reading of Policies		
	a) Policy 834 Phillips School Forest Usage		4-7
	2. Abrogation of Policies		
	a) 830.2 District Owned School Forest Property		8
	b) 830.21 School Forest Community Use and Hunting		9
	H. Transportation/Facilities Committee Report	Krog/Lind	
	I. Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
	A. Community Survey with School Perceptions	Morgan	
	B. Employee Handbook Review	Morgan	
	C. Academic Standards for 2019-2020	Morgan	
	D. Benefits for Less than Full-Time Employees	Morgan	
VII.	Consent Items		
	A. Approval of Minutes from June 17, 2019 Board Meeting	Pesko	10-12
	B. Approval of Personnel Report		13
	C. Approval of Bills		
VIII.	Items for Next Board Meeting	Pesko	
		Pesko	

IX	<p>Motion to convene into executive session at the conclusion of the 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>• Employees work performance as it relates to the job descriptions for the supervisor positions.</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	

The School District of Phillips owns several school forest properties. The primary use of the forests is to provide educational opportunities that are not available in a classroom setting, including environmental education, field studies, forestry, and recreation for students, staff, and community. Recreational use by the public is encouraged if it does not disrupt the environment and is not in conflict with school use. All recommended educational and recreational uses of the school forest properties will be reviewed and approved by the School Forest Coordinator and/or the Phillips School Forest Advisory Committee (PSFAC).

All school forest properties will have a Forest Management Plan developed by a DNR forester and shall be guided by the principles of conservation and utilization of natural resources, with some land designated for natural succession and a significant area designated as managed forests that are reviewed and approved by the PSFAC. Timber harvests, as per forest management plans, will follow prescribed forest management practices. Bids for timber harvests will be brought to the Phillips School Board of Education for approval. When possible, harvesting operations will be planned to maximize their educational value for students.

Income received from sales of forest products, sales of any school forest properties, money received for rental of school forest, and other revenues shall be placed in a segregated account. This income will be used to support school forest development expenses directly related to environmental education and conservation for use by students and staff, curriculum, and staff development, unless otherwise designated by the Board of Education. Teachers are encouraged to incorporate related activities into their lesson planning to ensure effective use of these outstanding resources and the outdoor learning environment provided. The development and management of the school forest educational and physical aspect shall be under the direction of the Board of Education with input from PSFAC, students, staff, community, and expertise from local and state personnel.

### **Hunting on School Forest Properties**

- **Hunting and the possession of weapons are not permitted in the Worcester School Forest.** Possession of weapons in the Worcester School Forest is subject to board policy 443.6 and 832. The Harmony Forest is accessible only by restricted easement of neighboring landowners; and therefore, not accessible to the public for hunting (except for neighboring landowners). The Catawba School Forest is not available for hunting because of its proximity to the school buildings and village. Hunting and recreational access to Lugerville and Oxbow Road Forests shall be by public roadway.
- School forests that are open to hunting shall be available for hunting, only when school activities are not taking place.

- Permanent tree stands, elevated devices, and ground blinds are prohibited. No person shall construct, occupy, or use any elevated scaffold or other elevated device. Portable tree stands and ground blinds may be used, provided they are completely removed each day at the close of hunting hours. No person shall cause damage to trees by the placement or erection of portable tree stands or by any other manner of gaining access to trees. No shooting lanes may be constructed.
- Baiting and feeding is prohibited.

**Rules of the school forest:**

- Rules and regulations of the Phillips School District apply to all school forests.
- No smoking, use of drugs or alcoholic beverages, vandalism, weapons, or disorderly conduct will be permitted.
- Please respect the rights of neighbors by not trespassing on private property.
- No horses are allowed on school forest properties.
- Use of the school forest roads by the public is not permitted unless authorized by school personnel.
- The use of motorized recreational vehicles on the school forest properties is prohibited except by easement. Motorized recreational vehicles include three-wheelers, four-wheelers, motorcycles, snowmobiles and mopeds. Bicycles are allowed on designated trails only. Any exceptions must be authorized in writing by the School Forest Coordinator and/or PSFAC.
- Users shall take all garbage with them.
- Wildflowers, plants, mushrooms, trees or specimens of any type shall not be picked or harvested without written permission from the School Forest Coordinator and/or PSFAC.
- Campfires are restricted to school functions unless prior arrangements are approved by the School Forest Coordinator and/or PSFAC, and are restricted to the fire pit area only. During DNR specified or school authorized fire bans, no burning will be allowed.
- Any trail clearing and/or modifications are to be approved by the School Forest Coordinator and/or the PSFAC.
- The PSFAC and Phillips School District have the right to terminate any activity, program, or behavior, and dismiss any person from the facility that is deemed potentially harmful to the participants, facilities or image of the school forest.

## **Worcester School Forest Gate Policy**

As per easement agreement with Cranberry Lake Corporation, the Worcester School Forest will be gated with a lock.

- From December to March the gate will be open from dawn to dusk for general public use.
- From April to November the school district will maintain a locked gate. The public may park near the locked gate and walk, ski, snowshoe or bike in to access recreational trails. Please allow enough room for school bus access and for the gate to be opened.

## **School Forest Facility Guidelines for Non-School Organizations/Groups:**

- The School Forest facilities will be available for public use. School classes and groups shall have first priority. Completion of the Application for Use of Facilities form is required to use the school forest property. Approved request of any school forest facility may not be transferred. A key for the entrance gate must be obtained from the School Forest Coordinator, building principals or District Office prior to the organization's use.
- District officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property. District personnel shall have full and free access to the premises at all times.
- All waste produced, while at the school forest, must be removed immediately following the event.
- The organization/group must identify the person(s) in charge of, and responsible for, the event/use.
- The organization/group shall be responsible for leaving the facility in the condition it was found.
- The organization/group shall agree to pay for any damage resulting from use of the facility.
- When any organization/group is granted use of the School Forest facility, and when publicity of that use is disseminated by the news media or other means, the organization/group must agree to fully identify itself and the name of the individual who is the official representative of that organization/group.
- If there is a need for firewood, the organization/group must gather dead and downed wood on site. Hauling or bringing in firewood is prohibited without prior approval by the School Forest Coordinator and/or PFSAC. Unauthorized woodcutting in the school forest is prohibited.

- The possession of a working weather alert radio is the responsibility of the organization/group using the facility.
- A Certificate of Insurance is required and should be provided with the Application for Use of Facilities form.

Questions or concerns regarding use shall be directed to the School Forest Coordinator and/or PSFAC. Please report any unsafe conditions or suspicious activity immediately to the Price County Sheriff's Office.

*Approved: 03/16/09*

*Revised: 01/16/12*

## **DELETE THIS POLICY**

### **District Owned School Forest Property**

**830.2**

The School District of Phillips is fortunate to own "School Forest" properties that provide unique environments which create learning opportunities for children and young adults and hold the potential of being an educational resource to the community at large. The "School Forest" properties are to be utilized to support the mission and philosophy of the School District of Phillips.

Management of the "School Forest" properties shall be conducted in a manner that represents good stewardship of the resources and being good neighbors to adjacent land owners. Management of the "School Forest" shall be guided by the principles of conservation and utilization of natural resources with some land area designated for natural succession and a significant area designated as managed forest.

Appropriate curriculum shall incorporate "School Forest" related activities into the instructional courses and teachers are encouraged to incorporate related activities into their lesson planning to ensure effective use of these outstanding resources and the outdoor learning environment provided. The development and management of the "School Forest" educational and physical aspect shall be under the direction of the Board of Education with input from students, staff, community, and expertise from local and state personnel.

The securing of grants and donations to support the effective education use of the "School Forest" shall be encouraged.

*Approved: 10/18/04*



## **DELETE THIS POLICY**

### **PHILLIPS SCHOOL FOREST COMMUNITY USE AND HUNTING/FISHING POLICY**

**830.21**

The Phillips School District forests are maintained as outdoor classrooms. The primary use of the forests are to provide educational opportunities that are not available in a classroom setting, including environmental education, field studies, forestry, and recreation. The school forests are owned by the School District and the District is responsible for the use of the forests.

Campfires, woodcutting, and bough cutting are inconsistent with the typical use of the school forests and are therefore prohibited without written consent from the School District of Phillips.

The school forests also provide opportunities for community use. Recreation and hunting/fishing are two potential community uses of the school forests. Community use of the forests shall not interfere with the educational use of the forests by students and staff. Recreational use of the forests shall be by public access only. Hunting/fishing and discharge of firearms on school forest properties shall be restricted to authorized hunting/fishing seasons and be available to those individuals who have current licenses to hunt/fish in Wisconsin.

The Worcester and Harmony forests are accessible only by restricted easement of neighboring land owners; and therefore, not accessible to the public for hunting (except to neighboring landowner). The Catawba forest is located adjacent to the school house and is not available to hunting because of its proximity to the school building.

Hunting and recreational access to Lugerville and Oxbow Road forests shall be by public roadway.

#### **Prohibition of Tree Stands and other Elevated Devices**

No person shall construct, occupy, or use any elevated scaffold or other elevated device except that portable tree stands may be used provided they are completely removed each day at the close of hunting hours. No person shall cause damage to trees by the placement or erection of portable tree stands or by any other manner of gaining access to trees.

#### **Prohibition of Baiting and Feeding**

No baiting or feeding of animals will be allowed at the school forest.

#### **Motorized Vehicles**

Motorized vehicles may be used on school property only with written authorization of the Phillips School District.

School forests that are open to hunting/fishing shall be available for hunting/fishing when school activities are not taking place.

*Approved: 10/17/05*

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, June 17, 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: Burkart, Fox, Halmstad, Houdek, Lind, Pesko, Rose and Willett.  
Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Scholz and Hoogland. Others: Staff, community members, Megan Prestebak from Miron Construction, 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. Phillips Elementary School Principal Report
    1. Principal Scholz presented a year-end report on the 2018-19 Achievement Gap Reduction goals from the beginning of the year and what was done to achieve those goals through instructional coaching, one-to-one instruction and performance objectives in grades kindergarten through grade three. All grades met or exceeded the goals set for the year.
    2. The Phillips Elementary School received a bronze award for behavior based on PBIS implementation. Scholz commended Counselor Caroline Corbett for her work in this area.
  - B. Phillips Middle/High School Principal Report
    1. Students of the month for Phillips Middle School were Kacie Quinnell (grade 6), Jessica Morrone (grade 7), and Braden Yanich (grade 8).
  - C. Director of Pupil Services was not present. A year-end report on special education will be made next month.
  - D. Superintendent Report
    1. Superintendent Morgan was not able to attend the Legislative meeting this month. He will share any notes on the governor's budget when they are available.
    2. Summer projects include a remodel at the elementary to accommodate full-time four-year old kindergarten, the PHS office has moved to Room #117 for the summer to prepare for the office remodeling. The PHS parking lot will not be done from 2018-19 budget and several other projects will be presented tonight from the maintenance budget.
  - E. Policy committee met on June 12th and discussed:
    - 1) Second readings of Policy 461 Higher Education Academic Excellence Policy, 341.34 School Nutrition and Wellness, and 763 Student NonDiscrimination Food Service.
    - 2) First readings of Policy 830.21 Phillips School Forest Community Use and Hunting. It was recommended that the school forest committee meet and give input to this policy prior to the next Board meeting.
  - G. Business services committee met on May 16th and discussed the building administration support position, the update on the high school parking lot and office remodel projects, 2019-20 staff recruitment, a special education van purchase, the summer technology and maintenance projects that will need to go for full board approval, an amendment to the board agenda, and review of bills.

VI. Items for Discussion and Possible Action.

- A. Megan Prestebak from Miron Construction presented the Facilities Action Committee recommendations for the referendum proposal. Nineteen members have met over the past four months at six meetings. The group worked on identifying a project mission, toured all buildings, reviewed facility assessments, studied building capacity, learned about school finance, identified and then prioritized needs, analyzed options and costs, and recommended two options for future consideration.

Option One moves grade 8 to the high school, moves PES to the middle school building, and has a two level new construction at the high school to accommodate expanded STEM classes and shop area in the lower level and classroom space for grades 6 and 7 in the upper area. The estimated cost is \$12,160,000.00. Tax payer impact would be approximately \$1.63 per \$1,000 of property value. This was the unanimous first choice for the committee as it provides for all students in one location and was the most value per square foot.

Option Two moves grade 8 to the high school and provides new construction to accommodate PreK through Kindergarten and additional classrooms on the gym side of the middle school. Estimated cost is \$8,960,000. Tax payer impact would be approximately \$1.16 per \$1,000 of property value.

Community engagement on the project will begin in the fall with a followup survey to be mailed out in October/November. Results will be presented in December and the Board would need to adopt a resolution no later than January 28th for the April 3, 2020 election.

- Discussion was held on the report. Megan will also attend the July Board meeting
- B. The Employee Handbook revision requests will be discussed at the July Policy meeting and be presented next month for approval.
- C. Motion (Willett/Krog) to approve the preliminary 2019-2020 budget so that operations can continue on July 1, 2019. Motion carried 9-0.
- D. Discussion was held on whether or not to continue providing health/dental benefits to less than full-time employees. Business services committee will continue discussion on this and report back to the full Board.
- E. Discussion was held on the building administration support position and options for restructuring within. A comparative study of administration at other similar sized districts was requested. The administrative team will continue to work on this and return to the Board with information.
- F. Motion (Willett/Krog) to purchase a special education van with a lift for \$53,790.00 with special education grant money. Motion carried 9-0.
- G. Committee assignments did not change from the previous year with the exception of including the two new board members.
- H. Motion (Krog/Willett) to approve the administrative recommendation to not increase meal prices for the 2019-2020 school year. Motion carried 9-0.
- I. Motion (Willett/Houdek) to approve contracted speech services for \$80,850.00. Motion carried 9-0.
- J. Motion (Burkart/Willett) to approve summer technology upgrade to the PHS PA system for \$63,234.16.
- K. Motion (Willett/Burkart) to approve the summer maintenance projects (PES controls for \$45,063.00, PHS gym floor for \$18-25,000, and PHS shop area ceiling tiles for \$8,350.00). Motion carried 9-0.

- VII. Consent Items - Motion (Willett/Krog) to approve all consent items. Motion carried 9-0.
- A. Approved minutes from May 20, 2019 Board meetings with amendment by Paula Houdek.
  - B. Approval of personnel report:
    - 1) Approved hiring of Eric Winter, technology education teacher; Annika Johnson, summer student custodian, Nick Gabay, PhMS cross country coach; Breanna Lavene, PhMS cross country assistant coach; Scott Grunwaldt, bus route driver; Hjalmer Johnson, assistant varsity football coach; and Courtney Koslowski, moving from long-term substitute to full contracted teacher.
    - 2) Approved resignations/retirements: Kyle Schliefe, K12 vocal music teacher (1 year) and Jessica Curler, paraprofessional (4 years).
  - C. Approved second reading of Policies: (All policies are located on the district website)
    - 1) 461 Higher Education Academic Excellence Policy
    - 2) 431.34 School Nutrition & Wellness Policy
    - 3) 763 Student NonDiscrimination Food Service Policy
  - D. Approved bills from May 2019 (#345817-345933 and wires) for a total of \$508,755.64.
- VIII. The next regular board meeting will be held on July 15, 2019 at 6:00 p.m. Items to include are second reading of Policy #830.21 and school forest committee report. Burkart requested that the immunization policy be reviewed at the next policy committee meeting.
- IX. Motion (Willett/Burkart) to adjourn. Motion carried 8-0. Adjourned at 8:30 p.m.

Respectfully submitted,

Tracie Burkart, Clerk  
Board of Education

**Personnel Report  
June 14, 2019 - July 12, 2019**

**New Hires/Transfers**

Name/Position	Status	Hiring Salary	Previous Salary	Effective
Fall Coaching Positions (Non-Faculty) Steve Precour, Head Ftbl Jason Lazar, JV Ftbl Mark Fuhr, Girls Tennis Jodi Podmolik, Asst. VB	Renewing Contracts from previous year	\$3,179.30 \$1,884.31 \$2,473.63 \$1,649.44	N/A	Fall Sports Seasons

**Recruitment**

Position	Position Status	Location	Posting Date
Bus Route Driver (2)	Replace Kathy Severson, Theresa Johanik	Bus Garage	03-01-2019
K-2 Vocal Music Teacher	Replace Kyle Schleife	Districtwide	06-03-2019
Paraprofessionals	Replace Jessica Curler New 4K Paraprofessional	Elementary School	06-14-2019

**Resignations/Retirements**

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location