

**Phillips Board of Education
Regular Board Meeting
Monday, April 20, 2020
6:00 p.m.**

**WEBINAR ID: 363 247 216
WEBINAR PASSWORD: 2419**

You are invited to attend our Zoom webinar.

When: Apr 20, 2020, 6:00 PM Central Time (US and Canada)

Topic: School District of Phillips Board of Education Meeting

Please click the link below to join the webinar:

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Webinar ID: 363 247 216

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.	Public notice of this 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	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, Committee Reports, and Conference/Workshop Reports		
	A. Elementary Principal Report	Scholz	
	1. Students of the Month		
	B. Director of PupPhMS/PHS Principal Report	Hoogland	
	1. Students of the Month		
	C. Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Update on School Closing		
	2. Dental/Health Insurance Renewal		
	E. Financial Manager Report	Lehman	PDF
	1. Quarterly Financial Report		
	2. Meal Prices for 2020-2021		
	F. Student Liaison Report	Roush	
	G. Policy Committee Report	Burkart	
	1. First Reading of 384 Therapy Dogs in School		4
	2. First Reading of 751.7 Employee Reimbursement for Travel		5
	H. Transportation/Facilities Committee Report	Krog	
	I. Business Services Committee Report	Burkart	
VI.	Items for Discussion and Possible Action		
	A. Virtual Learning Update	Morgan	
	B. Waiver of Hours of Instruction	Morgan	
	C. RVA Annual Contract	Morgan	
	D. Graduation 2020	Morgan	
	E. Employee Handbook Revision Timeline	Morgan	
	F. Approval of 1.5 Percent Salary Offer to PEA for 2019-2020	Morgan	
	G. Carryover of 2019-2020 Vacation Benefits	Morgan	
	H. 2020-2021 CESA #12 Contract	Morgan	
	I. 2020-2021 Meal Prices	Lehman	

VII.	Consent Items A. Approval of Minutes from March 26, 2020 Board Meeting B. Approve Personnel Report C. Approval of Bills	Pesko	6-8 9 PDF
VIII.	Schedule Future Board Meetings	Pesko	
IX.	Adjourn	Pesko	

The Board of Education requires the following components must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

- Submission of Written Request: Anyone wishing to bring a therapy dog to school must submit their written request to a principal or designated building administrator. Prior approval must be secured before the animal may be present on school premises. The request must be renewed each school year, or whenever a different therapy dog will be used.
- Documentation: The therapy dog must be at least one year old, registered and have completed obedience training or obtain annual certification from a licensed veterinarian that states that the therapy dog is in good health, is clean, and is free from fleas, ticks or any external parasites.
- License: Proof of appropriate immunizations/vaccinations and local and state licensing requirements for the city, county and state ordinances.
- Health and Safety: The therapy dog must not pose a health or safety risk to any student, employee, or other person at school including allergies.
- Behavior Expectations and Control: Therapy dogs must be well behaved and have a temperament that is suitable for interaction with students and others in public places. The therapy dog should not display any behavior infringing on the rights of others or disrupting the educational process. The therapy dog must be under the control of the handler using a 4-ft leash or other tether. The handler shall only allow the therapy dog to be in areas in the school buildings or on the school property that are authorized by school administration.
- Supervision and Care of the Therapy Dog: The handler is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property.

Approved: _____

EMPLOYEE REIMBURSEMENT FOR TRAVEL

751.7

Personal vehicles and mileage reimbursement:

Employees who use a personal vehicle for school business travel are required to provide evidence of insurance coverage for either a split limit auto liability policy of \$100,000 per person, \$300,000 aggregate per occurrence or a combined single limit (CLS) auto liability policy of \$300,000. Policy information is to be provided to the district office annually and/or when a change in policy has occurred. Reimbursement for mileage expenses is not allowed unless a certificate of insurance is on file showing proof that coverage was in effect at the time the mileage expense was incurred.

The district reimburses employees at the current IRS rate per mile when using their personal vehicle for school related travel. Reimbursable mileage is miles traveled for business minus commuter miles traveled to and from work.

School district vehicle use requirements:

Employees must;

- Have a valid driver's license on file in the district office.
- Notify employer if their license has been revoked or suspended.
- Safely operate the vehicle at all times and obey all traffic laws.
- Use hands free electronic devices if able to safely operate vehicle.
- Report an accident to the district office as soon as practical.

School district employee driving with other district employed occupants:

Employee must:

- Have a valid driver's license on file in the district office.
- Notify employer if their license has been revoked or suspended.
- Safely operate the vehicle at all times and obey all traffic laws.
- Use hands free electronic devices if able to safely operate vehicle.
- Report an accident to the district office as soon as practical.
- Submit to a background check including driving history report.

Ref. *Wisconsin Statute*
Wisconsin Statute

Approved: _____

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, March 16, 2020

- 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, Krog, Lind, Pesko, Rose, Willett, and Student Liaison. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Hoogland and Scholz; Director of Pupil Services Lemke. Others: Staff, students, community members, and Price Co 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 - The following people gave input to the Board on the school forest logging: Lyn Ludwig, Dale Houdek (also commented on referendum), Gary Edinger, Trey Tingo, Walt Madsen, Mary Rohde, and Dave Scholz.
- V. Administrative and Committee Reports
 - A. Pandemic Planning - Motion (Krog/Fox) to move this from the Superintendent's report to the beginning of agenda. Motion carried 9-0.
 1. School staff is working hard to transition from face-to-face instruction to a partnership that allows for virtual learning for grades 3-12. Grades 4K-2 and others without internet connectivity will receive instruction through print packets.
 2. School transportation will be utilized to deliver meals and print packets to students. All meals are free to students and younger siblings.
 3. Students will attend classes on Tuesday. Wednesday they will be home and staff will continue working to provide support to their students. Beginning Thursday staff is encouraged to work from their homes as much as possible.
 4. Administrators reported on their specific buildings and the work being done and fielded questions from the Board on many items.
 - B. Dave Scholz - PES Principal Report
 1. Students of the Month are Grant Beard (Grade 3) and Madison Holm (Grade 5).
 2. The student-led conferences were very successful with a 93% attendance by parents. Parent input will be considered in scheduling future conferences.
 3. Staff attended the Tim Kight presentation at Forest Springs.
 4. Principal Scholz attended the Federal Funding Conference sessions on updates and requirements for Title I, Title II and Title IV.
 5. Mindful Minutes are continuing to be used and are well received by students.
 - B. Colin Hoogland - PhMS/PHS Principal Report
 1. Students of the Month at PhMS are Gavin Esterholm (6), Meredith Merlak (7) and Levi Derr and Endura Udovich (8).
 2. The Academic Excellence Scholarship will be granted to Jessica Roush if Trinity Pesko attends an out-of-state university.
 3. The Technical Excellence recipient this year is Justin Polacek.
 - C. Vicki Lemke - Pupil Services Director
 1. The take-ten rooms are working well at all grade levels. April 13-17 has been scheduled as mental health week and a speaker has been scheduled for grades 6-12. This may be cancelled due to COVID-19.
 2. Work is continuing on reviewing social/emotional curriculum standards and how we can support our teachers with more resources.

3. Director Lemke attended sessions on Carl Perkins and grant compliance at the Federal Funding Conference.
 4. Finance Manager Lehman also attended the conference and reported that all required policies are in place as they are requested by our auditors annually.
- D. Rick Morgan - Superintendent Report
1. Superintendent Morgan attended the CESA #12 PAC meeting. The newly reinstated Board/Administrator Spring meeting is now cancelled due to COVID-19.
 2. The March 18 business and manufacturing tour scheduled for March 18 has also been cancelled. A virtual tour may be prepared and sent out to this same group of people.
 3. The past two weeks have been very busy as meetings with municipality and community groups have been attended to present and answer questions regarding the upcoming referendum.
 4. Paula Houdek reported on the March 2nd legislative meeting. A panel discussion was held and Governor Evers attended for a short time.
- E. Jessica Roush - Student Liaison Report
1. All events have been cancelled and students are preparing for the transition to virtual learning. Teachers are doing a great job.
- F. Policy Committee Report
1. Policy #384 Therapy Dogs in School is still being developed.
 2. A policy is being developed for proof of insurance requirement for mileage reimbursement.
- G. School Forest Committee Report
1. The meeting began with community comments.
 2. Discussion focused on facility planning. Estimates will be gathered for electric and well service.
 3. Other discussion included security, fundraising, and dividing the committee into subcommittees that will focus on facilities, fundraising, and curriculum.
- H. Facilities/Transportation Committee Report
1. Transportation: the committee met in closed session to view both one-camera and three-camera video systems for buses. The cost to provide a three-camera system would be \$17,000.00. Bus quotes for 2020-2021 were reviewed.
 2. Maintenance: discussion was held on the 1998 section of the PES roof.
- H. Business services committee met and discussed:
1. EMC will cover the refinishing of the Gym floor beginning June 27. The gym will be closed until the end of July. EMC will cover the basement tile damage from flooding, but not for the abatement project. The district will assume the cost of \$7,100.00 for this project.
 2. Feedback from referendum meetings have been overall positive.
 3. Discussed COVID-19 closure planning.
 4. Both out-of-state trips have been cancelled.
 5. February bills were reviewed prior to the Board meeting.
- VI. Items for Discussion and Possible Action.
- A. eLearning top was covered during the pandemic planning agenda item.
- VII. Consent Items - Motion (Willett/Fox) to approve all consent items. Motion carried 9-0.
- A. Approved minutes from February 17, 2020 Board meeting.
- B. Approved bills from February 2020 (#347083-347209 and wires) for a total of \$675,817.36.

VIII. The next regular board meeting will be held on April 20, 2020. Items to consider for the agenda are government agency restrictions and waivers. A special meeting was requested for the week of April 30th.

IX. Motion (Willett/Houdek) to adjourn at 8:05 p.m.. Motion carried 9-0.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

**Personnel Report - Amended
March 14, 2020 - April 17, 2020**

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective

Recruitment

Position	Position Status	Location	Posting Date
Physical Education Teacher	Replace Jeff Schillinger	PhMS/PHS	3/11/2020
6-12 Math Teacher	Replace Anne Baxter	PhMS/PHS	3/11/2020
Elementary Teacher	Replace Rochelle Cummings, Lori Janak, and Kathie Langfoss	PES	3/19/2020

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Anne Baxter	Middle School Teacher	Retirement	End of School Year	33	PhMS
Rochelle Cummings	Elementary School Teacher	Retirement	End of School Year	33	PES
Lori Janak	Elementary School Teacher	Retirement	End of School Year	21	PES
Kathie Langfoss	Elementary School Teacher	Retirement	End of School Year	26	PES
Jeff Schillinger	Physical Education Teacher	Retirement	End of School Year	30	PhMS/PHS
Michael Hauschild	PhMS Football Coach	Resignation	3/17/2020	1	PhMS

FDT	OBJ FUNC	PRJ	OBJ	2019-20 Revised Budget	2018-19 Revised Budget	March 2019-20 Monthly Activity	March 2018-19 Monthly Activity	2019-20 FYTD Activity	2019-20 FYTD %	2018-19 FYTD %
10E	11		UNDIFFERENTIATED CURRICULUM	1,812,875.77	1,736,470.55	134,142.21	177,227.89	1,215,427.71	67.04	65.32
10E	12		REGULAR CURRICULUM	2,007,528.59	1,792,078.17	153,055.10	207,010.33	1,288,773.23	64.20	71.00
10E	13		VOCATIONAL CURRICULUM	376,103.94	339,662.90	39,030.84	42,303.89	255,791.35	68.01	75.53
10E	14		PHYSICAL CURRICULUM	175,042.00	168,290.00	13,496.50	16,502.93	116,316.73	66.45	66.72
10E	16		CO-CURRICULAR ACTIVITIES	151,461.00	144,955.00	14,529.28	18,114.56	88,402.97	58.37	59.55
10E	17		OTHER SPECIAL NEEDS	14,117.00	16,723.40		301.05	3,770.00	26.71	36.37
10E	21		PUPIL SERVICES	278,408.79	242,190.73	24,081.50	25,297.57	181,661.10	65.25	68.54
10E	22		INSTRUCTIONAL STAFF SERVICES	322,475.72	305,336.62	12,579.62	19,410.75	212,654.41	65.94	61.08
10E	23		GENERAL ADMINISTRATION	286,627.00	265,543.00	16,374.53	21,692.58	201,600.67	70.34	75.16
10E	24		SCHOOL BUILDING ADMINISTRATION	610,610.80	593,202.00	56,210.92	49,812.90	430,718.13	70.54	63.58
10E	25		BUSINESS ADMINISTRATION	2,004,248.63	2,026,481.98	144,684.32	164,068.69	1,404,582.96	70.08	65.95
10E	26		CENTRAL SERVICES	32,640.00	28,460.00	2,658.93	1,666.20	20,195.16	61.87	74.41
10E	27		INSURANCE & JUDGMENTS	172,183.00	142,192.00	1,788.53	8,769.54	144,519.96	83.93	98.82
10E	28		DEBT SERVICES	51,115.00	50,426.00	3,587.06	4,258.70	36,255.17	70.93	78.21
10E	29		OTHER SUPPORT SERVICES	323,792.52	287,071.50	13,522.84	14,366.35	284,292.46	87.80	66.50
10E	41		TRANSFERS TO ANOTHER FUND	866,000.00	866,000.00					
10E	43		PURCHASED INSTRUCTIONAL SERV	525,125.00	517,079.00	4,124.00	3,393.04	20,511.88	3.91	5.37
10E	49		OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00			721.71	35.38	25.91
Grand Expense Totals				10,012,394.76	9,524,202.85	627,866.18	774,196.97	5,906,195.60	58.99	58.31

Number of Accounts: 1412

Funds Available to the District as of March, 2020:

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

First National Bank (General Checking)	643,728.59
Local Gov't Investment Pool	1,777,324.06
First National Bank (Savings)	4,370.88
Total	2,425,423.53

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

Total Borrowed (through 03/31/20): 0.00

FYDLOC SRC_FUNC	PRJ_LOC_SRC	2019-20 Revised Budget	2018-19 Revised Budget	March 2019-20 Monthly Activi	March 2018-19 Monthly Activi	2019-20 FYTD Activity	2018-19 FYTD Activity	2019-20 FYTD %	2018-19 FYTD %
10R--- 180 41800-	--- COMMUNITY SERVICE	5,400.00							
10R--- 211 50000-	--- CURRENT YEAR PROPERTY TAX	4,013,936.65	3,943,802.00			2,353,078.40	2,260,051.96	58.62	57.31
10R--- 213 50000-	--- MOBILE HOME TAX	2,300.00	2,478.00	707.16		1,060.74	926.28	46.12	37.38
10R--- 249 50000-	--- TRANSPORTATION FEES	4,000.00	4,000.00		203.65	2,261.36	3,241.02	56.53	81.03
10R--- 264 50000-	--- SURPLUS NON-CAPITAL OBJECTS	1,500.00	1,500.00			5,314.30	1,555.00	354.29	103.67
10R--- 271 50000-	--- ADMISSIONS	10,000.00	11,000.00		346.00	12,085.00	10,341.00	120.85	94.01
10R--- 279 50000-	--- OTHER SCHOOL ACTIVITY INCOME	10,000.00	11,000.00	1,502.97	846.14	5,136.37	7,490.66	51.36	68.10
10R--- 280 50000-	--- INTEREST ON INVESTMENTS	8,700.00	9,000.00	1,406.68	3,089.84	13,886.93	18,750.16	159.62	208.34
10R--- 291 50000-	--- GIFTS, FUNDRAISING, CONTRIBS					5,025.00			
10R--- 292 50000-	--- STUDENT FEES	24,700.00	21,000.00	370.00		20,397.87	14,947.00	82.58	71.18
10R--- 293 50000-	--- RENTALS	11,500.00	15,000.00	1,985.63	100.92	9,706.48	10,779.76	84.40	71.87
10R--- 345 50000-	--- OPEN ENROLLMENT WI SCH. DIST.	290,904.00	266,042.00						
10R--- 515 50000-	--- TRANSIT OF AIDS INTER. SOURCES		6,462.00						
10R--- 517 50000-	--- TRANSIT OF FEDERAL AIDS	4,385.28	4,385.00			2,097.54		47.83	
10R--- 612 50000-	--- TRANSPORTATION AID	61,415.00	61,226.00			61,415.00	63,855.00	100.00	104.29
10R--- 613 50000-	--- LIBRARY AID	28,000.00	29,259.00						
10R--- 619 50000-	--- OTHER STATE AID			2,585.00		2,585.00			
10R--- 621 50000-	--- EQUALIZATION AID	114,040.00	3,239,871.00	829,289.00	796,422.00	2,156,151.00	2,070,698.00	63.94	63.91
10R--- 630 50000-	--- SPECIAL PROJECT GRANTS	257,908.56	127,092.00			171,940.00	5,520.00	4.34	
10R--- 650 50000-	--- SAGE AID	1,640.00	210,000.00			1,488.79	167,318.00	66.67	79.68
10R--- 660 50000-	--- STATE REVENUE THROUGH LOCAL		1,650.00				1,514.85	90.78	91.81
10R--- 691 50000-	--- COMPUTER AID	14,811.00	14,811.00						
10R--- 695 50000-	--- Per Pupil Aid	575,050.00	515,352.00	571,340.00	510,774.00	571,340.00	510,774.00	99.35	99.11
10R--- 699 50000-	--- OTHER STATE REVENUE	47,100.00	92,601.00						
10R--- 730 50000-	--- SPECIAL PROJECT GRANTS	195,663.00	174,225.11	5,800.97		19,703.14		10.07	
10R--- 751 50000-	--- ESEA TITLE IA	153,892.72	143,541.00			43,306.50		28.14	
10R--- 780 50000-	--- FED AID THRU STATE NOT DPI	50,000.00	42,500.00						
10R--- 861 50000-	--- EQUIPMENT SALES/LOSS						3,943.56		
10R--- 878 50000-	--- CAPITAL LEASES						5,425.84		
10R--- 964 50000-	--- NON-CAPITAL INS SETTLMTS					59,247.00			
10R--- 970 50000-	--- REFUND OF DISBURSEMENTS					848.69			
10R--- 971 50000-	--- REFUNDS - PRIOR YR., E-RATE	20,000.00	25,000.00			10,949.90	17,699.75	54.75	70.80
10R--- 990 50000-	--- MISCELLANEOUS	10,000.00	10,000.00			16,385.91	2,700.00	163.86	27.00
10R--- 999 50000-	--- COPY FEES	200.00	200.00			50.00	56.00	25.00	28.00
10-----	--- GENERAL FUND	9,289,435.21	8,982,997.11	1,414,987.41	1,311,782.55	5,545,460.92	5,177,587.84	59.70	57.64
Grand Revenue Totals		9,289,435.21	8,982,997.11	1,414,987.41	1,311,782.55	5,545,460.92	5,177,587.84	59.70	57.64